

THE COMPUTER CONSERVATION SOCIETY CONSTITUTION

1. OBJECTS

The objects of the Computer Conservation Society ("Society") are:

- 1.1 To promote the conservation, restoration and reconstruction of historic computing systems and to identify existing computing systems which may need to be archived in the future;
- 1.2 To develop awareness of the importance of historic computing systems;
- 1.3 To develop expertise in the conservation, restoration and reconstruction of historic computing systems;
- 1.4 To represent the interests of the Society with other bodies;
- 1.5 To promote the study of historic computing systems, their use and the history of the computer industry;
- 1.6 To publish information of relevance to these objectives for the information of Society members and the wider public.

2. STATUS

- 2.1 The Society was founded in 1989 jointly by the British Computer Society, the Science Museum, London, and the Museum of Science and Industry in Manchester.
- 2.2 It operates in association with the Science Museum, the Museum of Science and Industry, The National Museum of Computing and Bletchley Park Trust.
- 2.3 The Society is a Specialist Group of BCS, the Chartered Institute for IT ("BCS"), registered charity No. 292786, and is accordingly bound by BCS Regulations to the extent that they affect Specialist Groups and their members.
- 2.4 The Society may use the BCS name to enhance the reputation of its Objects and activities but must not bring BCS into disrepute.
- 2.5 Officers of the Society must be Professional Members or Chartered IT Professionals or Fellows of the BCS.
- 2.6 The Chair and Secretary of the Society's Regional Groups must be Professional Members or Chartered IT Professionals or Fellows of the BCS.
- 2.7 Members must abide by the BCS Code of Conduct to the extent that it is relevant to their membership and the Society's activities.

3. MEMBERSHIP

- 3.1 Membership is open to anyone interested in the Objects of the Society who applies to be a member as set out in the Society website <http://computerconservationsociety.org/>.
- 3.2 Members may be:
 - Individuals;
 - Representatives of:
 - The Science Museum
 - The Museum of Science and Industry
 - The National Museum of Computing
 - Bletchley Park Trust;
 - Corporate members, including companies, museums or other legal entities sympathetic to the Objects of the Society.

- 3.3 A Member may resign at any time on sending notification in writing to that effect to the Membership Secretary or other Officer.
- 3.4 If the Committee shall resolve that any Member has acted in a manner detrimental to the Objects or interests of the Society, such membership shall be terminated, provided that the Member shall first be given notice of the grounds of complaint and an opportunity of making representations to the Committee, in person or in writing.

4. OFFICERS

The Officers shall be the Chair, Secretary and Treasurer. The Officers for the following year shall be nominated by two Committee members and be elected annually by the Committee, such elections to be ratified at the Annual General Meeting, and shall take office from the end of the Annual General Meeting until the end of the next Annual General Meeting, and shall be eligible for reselection.

5. COMMITTEE

The Committee, who must all be members of the Society, shall consist of:

- 5.1 The Officers;
- 5.2 Associate representatives ex officio, as follows:
 - One representative of the Science Museum and the Museum of Science and Industry in Manchester;
 - One representative of the National Museum of Computing;
 - One representative of the Bletchley Park Trust.Such appointments shall be ratified at each Annual General Meeting.
- 5.3 Leaders of Projects ex officio;
Such appointments shall be ratified at each Annual General Meeting.
- 5.4 Leaders of such other Groups as set out in clause 7, if so determined by the Committee, ex-officio;
Such appointments shall be ratified at each Annual General Meeting.
- 5.5 The Chair and Secretary of the Society's Regional Groups ex-officio, whose appointments shall be made by the Committee and ratified at each Annual General Meeting;
- 5.6 Up to ten Committee Members as determined and co-opted from time to time by the Committee, in any case either as an additional Member of the Committee, or for a specific role, or to fill a vacancy which has arisen during the year. Any Member so co-opted shall take office at co-option and shall retire at the Annual General Meeting following his or her co-option, but shall be eligible for co-option by the Committee and election at such Annual General Meeting, and shall take office from the end of the Annual General Meeting until the end of the next Annual General Meeting, and shall be eligible for re-election.

6. COMMITTEE MANAGEMENT AND PROCEDURE

- 6.1 The management of the Society shall be undertaken by the Committee and by the Officers. The Committee shall hold such Committee meetings as are necessary to manage the affairs of the Society, at least four times a year, and regulate the proceedings of its meetings as it shall think fit.
- 6.2 At all Committee meetings, ten members including at least two Officers, shall form a quorum.
- 6.3 Members of the Committee shall receive at least 14 days notice of the place, date and time of each meeting. In the absence of the Chair, another Officer shall take the chair, in the event of conflict by majority vote of those present at such Committee meeting at the start of such Committee meeting.

- 6.4 Any Committee member having a significant financial or other interest contrary to the interests of the Society that may, or may appear to, influence such Committee member's decision making, shall declare such conflict of interest and withdraw from any related discussion or vote.

7. PROJECTS

- 7.1 In furtherance of the CCS Objects, in particular for work on conservation, restoration or reconstruction of historic computing systems, the Committee may establish Projects on terms of reference determined by the Committee, including the purpose, membership and leadership of any such Project.
- 7.2 The Committee has the right, on reasonable grounds as it deems necessary:
- To amend a Project's terms of reference;
 - To require a change of leader on reasonable grounds;
 - To require a Project to be stood down temporarily or permanently when its work is completed, or otherwise suspended or terminated, or on any other reasonable grounds.
- 7.3 A Project leader agrees to comply with any Project guidelines and other reasonable rules of which they are advised by the Committee.

8. GROUPS OTHER THAN PROJECTS

- 8.1 In relation to the Objects of the Society, the Committee may establish sub-committees, working parties, regional or other groups on terms of reference determined by the Committee, including the purpose, membership and leadership of such group ("Group").
- 8.2 A Group may be a Regional Group associated with a particular geographic region, which may have responsibilities of organising Society events within that region.
- 8.3 The Committee has the right, on reasonable grounds as it deems necessary:
- To amend a Group's terms of reference;
 - To decide whether a leader should be an ex-officio member of the Committee;
 - To require a change of leader on reasonable grounds;
 - To require a Group to be stood down temporarily or permanently when its work is completed, or otherwise suspended or terminated, or on any other reasonable grounds.
- 8.4 A Group leader must be a member of CCS, and may be an ex-officio member of the Committee, who agrees to comply with any guidelines and other reasonable rules of which they are advised by the Committee.

9. BUSINESS MEETINGS

Business meetings shall be conducted in accordance with the following rules:

- 9.1 There shall be an Annual General Meeting ("AGM") in every year, normally in October, which shall include the following business:
- Minutes of the previous AGM
 - Chair's Report
 - Treasurer's Report
 - Ratification of Officers
 - Ratification of Associate representatives to the Committee
 - Ratification of Project leaders to the Committee

- Ratification of Group leaders to the Committee
- Ratification of Committee Members to the Committee.

9.2 The Committee may, and shall, if so requested in writing by no fewer than 50 Individual Members, call an Extraordinary General Meeting (“EGM”) within 35 days of such request, for the transaction of special business. The notice of such meeting shall specify the time, place and purpose of the meeting and give particulars of the business to be transacted. An EGM shall transact only such business as is specified in the notice convening it.

9.3 **Notice of business meetings**

The date, time and place of each meeting shall be fixed by the Officers and notified to Members by means of email and via the Society’s website at least 14 days beforehand. Accidental omission to give notice of a meeting to any individual Member shall not invalidate the proceedings at the meeting.

9.4 **Procedure at business meetings**

- Ten members present and entitled to vote, including the Chair, Secretary or Treasurer, shall form a quorum.
- At all such meetings the chair shall be taken by the Chair. In the absence of the Chair, another Officer shall take the chair, in the event of conflict by majority vote of those present at such meeting at the start of such meeting.
- Any Member wishing to raise any matter at an AGM or EGM shall give notice in writing to the Secretary not later than seven days before the date of the meeting, provided that the Chair may at his or her sole discretion, allow any matter to be raised at the meeting without such written notice.

10. **VOTING**

10.1 Individual Members of the Society each have a single vote. Each Associate or Corporate Member has a single vote by its accredited representative.

10.2 Any motions, amendments and all other similar matters put to the vote at any business meeting or Committee meeting shall be deemed to be carried by the majority vote of those present and voting, except for any matter relating to the BCS put to the vote which shall be deemed to be carried by the majority vote of those BCS members present and voting.

10.3 In the event of a tie at a business or Committee meeting, the Chair of the meeting shall have a casting vote.

11. **FINANCE**

11.1 There shall be no membership fee for Members of the Society.

11.2 Members are invited from time to time, normally annually, to make a voluntary donation to the Society’s Donations Fund, which enables the Society to provide ongoing support for its Projects and other groups.

11.3 The Society’s financial year shall be the same as the BCS financial year, 1st September to 31st August. Funds generated or held, and financial commitments undertaken, are held and managed by the Finance Division of the BCS, which operates a centralised accounting system, and requires the Society to comply with its reasonable rules.

11.4 The Treasurer is accountable to the BCS under the BCS Financial Guidelines. The Treasurer will annually submit budget estimates and obtain approval from the BCS for the management of all Society accounts.

11.5 At the appropriate date in the BCS budget cycle, a Regional Group shall submit to the Treasurer estimates of costs for organising regional events for the following year for inclusion in the budget estimates.

11.6 In the event of the winding up or dissolution of the Society, any surplus assets remaining after discharge of liabilities shall automatically rest in the BCS.