

# THE COMPUTER CONSERVATION SOCIETY

## CONSTITUTION (2009)

### 1. NAME AND STATUS

- 1.1 The Society shall be called the Computer Conservation Society of the British Computer Society (BCS).
- 1.2 The Society was founded in 1989 jointly by the British Computer Society, the Science Museum of London and the Museum of Science and Industry in Manchester. Whereas the Society is now a Member Group of the BCS and operates under their Royal Charter, the Society maintains its relationships with the two Museums by virtue of each having a representative on the Management Committee.

### 2. INTERPRETATION

- 2.1 In this constitution, except where otherwise specified:
  - “Society” shall mean Computer Conservation Society.
  - “BCS” shall mean British Computer Society, Registered Charity No. 292786.
  - “Member” shall mean a person qualified under article 4 of this constitution.
  - “Officer” shall mean the Chairman, Secretary, Treasurer and such other appointments that the Society may make under article 6 of this constitution.
  - “Management Committee” shall mean that body of members elected, appointed or co-opted under article 6 of this constitution.
  - “In writing” applies equally to electronic or paper copy.
  - “Historic computer(s)” shall mean the whole range of information and communications technology hardware, software and applications up to and including the present day as seen from a historical perspective.

### 3. OBJECTIVES

- 3.1 The objectives of the Society are:
  - To promote the conservation of historic computers and to identify existing computers which may need to be archived in the future.
  - To develop awareness of the importance of historic computers.
  - To develop expertise in the conservation and restoration of historic computers.
  - To represent the interests of Computer Conservation Society members with other bodies.
  - To promote the study of historic computers, their use and the history of the computer industry.
  - To publish information of relevance to these objectives for the information of Computer Conservation Society members and the wider public.

### 4. MEMBERSHIP

- 4.1 The Computer Conservation Society shall consist of :

Individual Members, who may be anyone interested in furthering the Objectives of the Society. A person wishing to join the Society must apply in writing to the Secretary. A Member may resign from the Society by informing the Secretary.

A representative of the Science Museum and a representative of the Museum of Science and Industry in Manchester.

Corporate members, including Companies, Groups or other organisations wishing to support the purpose of the Society.

## **5. BRITISH COMPUTER SOCIETY (BCS)**

- 5.1 The Society shall be governed by the rules of the BCS as these apply to Member Groups of BCS. Where it is considered that a rule of the Society is in conflict with a BCS rule governing Member Group activities, the BCS rule shall apply.
- 5.2 The Chairman, Secretary and Treasurer of the Society shall be professional or chartered members of BCS. Other elected officers of the Society should normally be members of the BCS.
- 5.3 All members of the Society's Management Committee shall abide by the Code of Conduct relating to members of the BCS.
- 5.4 The Society may use the BCS name to enhance the reputation of its own activities but must not bring BCS into disrepute.
- 5.5 No member of the Society may speak on behalf of BCS without proper authority from BCS.

## **6. MANAGEMENT COMMITTEE**

- 6.1 The affairs of the Society shall be managed (subject to the control of the Annual General Meeting) by a Management Committee comprising:
  - A Chairman, a Secretary and a Treasurer
  - One representative of each of the Science Museum and the Museum of Science and Industry in Manchester.
  - Officers to perform specific tasks on behalf of the Society, as determined from time to time by the Management Committee and approved at a General Meeting. Schedule A to this constitution gives a list of such Officers.
  - A representative of the Codes And Ciphers Heritage Trust
  - Chairmen and Leaders of Groups *ex officio*.
  - Up to six members co-opted by the Committee.
- 6.2 The Chairman, Secretary and Treasurer and all other Officers shall be elected by the AGM and shall serve from the end of the AGM until the end of the AGM following. The Management Committee may fill a casual vacancy or co-opt a member until the end of the AGM following.
- 6.3 The Management Committee shall meet at least four times a year and frequently enough to properly carry out the affairs of the Society.
- 6.4 The Management Committee will develop and keep under review guidelines for work on conservation, restoration or re-build projects, and may establish Project Groups to undertake such work. The Committee will approve terms of reference and appoint a leader for each Project who will provide the Committee with regular progress reports. The leader will become a member *ex officio* of the Management Committee which position shall be ratified annually by the AGM. The Management Committee may determine the lifetime

of a Project when, in the Committee's view, the work is complete, suspended or otherwise terminated.

- 6.5 Members of the Management Committee shall receive at least 14 days notice of the place, date and time of each meeting. In the absence of the Chairman, the Committee shall elect one of its number to take the chair. Matters shall be determined by a simple majority vote of those present and voting. In the event of a tie, the chairman of the meeting shall have a casting vote. At least five members of the Committee must be present.

## **7. GENERAL MEETINGS**

- 7.1 The Society shall hold an Annual General Meeting in October each year. The Secretary shall publish in the Society's official journal and on the Society's web site, at least 28 days before, notice of the date, time and place of the AGM, together with the agenda. All Members shall have the right to attend the AGM.

- 7.2 The Agenda for the AGM shall include the following items of business:

- Minutes of the previous AGM
- Minutes of any Extraordinary General Meeting held since the previous AGM
- Chairman's Report
- Treasurer's Report
- Management Committee Officers' Reports
- Proposals for alteration to Rules
- Ratification of Groups
- Election of Officers

- 7.3 Any Member is entitled to nominate a person for any elected office on the Management Committee. Nominations, duly proposed and seconded, may be sent to the Secretary or made at the meeting.

- 7.4 An Extraordinary General Meeting (EGM) may be convened on a resolution of the Management Committee, or within five weeks of the receipt by the Secretary of a requisition signed by no fewer than fifty members, stating the business to be transacted at the meeting. An EGM shall transact only such business as is specified in the resolution or requisition convening it.

- 7.5 Every question at a General Meeting shall be decided by a simple majority of Members present and voting. Individual Members of the Society each have a single vote, and the accredited representative of each Corporate Member shall also have a single vote.

## **8. FINANCE**

- 8.1 All the funds of the Society shall be held and managed by the Finance Division of the BCS. Funds shall be assigned as appropriate to a General Operating account, a General Restoration account and to specific project accounts assigned to the various project activities of the Society. The Treasurer shall have oversight of each of these accounts, and will be accountable to the BCS under their Financial Guidelines.

- 8.2 There shall be no membership fee for Members of the Society. In lieu of a membership fee, Members will be invited, normally annually, to make a voluntary donation to the Society's General Restoration Fund.

- 8.3 The Treasurer will annually submit budget estimates and obtain approval from the BCS for the management of all Society accounts. In addition, the Treasurer will present to the AGM a statement of the income, expenditure and end of year balance on each of the Society's accounts.

- 8.4 All income and property of the Society, from whatever source derived, shall be applied solely to the promotion of the objectives of the Society.
- 8.5 Within the budget agreed under clause 9.4, Regional groups may submit claims for the reimbursement of expenses incurred in organising events in accordance with BCS expenses policy and using the standard BCS claim form. Claims will be authorised by a member of the Regional committee and submitted to the Treasurer, who shall endorse the claim and pass it to the BCS Finance Division without undue delay.
- 8.6 Individual members of the Society shall be entitled to claim, in accordance with BCS expenses policy and using the standard BCS claim form, reimbursement of reasonable expenses incurred on legitimate business for the Society and authorised by the Chairman, Secretary or Treasurer. Expenses reimbursed under clauses 8.5 and 8.6 shall normally be paid from the General Operating account.
- 8.7 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.

## **9. GROUPS**

- 9.1 The Management Committee may establish groups each being involved with a particular activity of the Society. These may be Regional, Project or Working groups. The existence, remit and management of each group shall be ratified annually by the AGM.
- 9.2 Each group shall have a remit and membership determined by the Management Committee. A group will have a Chairman or Leader who will be appointed by the Management Committee, in appropriate circumstances on the nomination of the group's membership.
- 9.3 A Regional group will be associated with a particular geographical region (UK or foreign), and will be responsible for organising Society events within that region. Schedule B to this constitution gives details of currently established Regional groups.
- 9.4 At the appropriate date in the BCS budget cycle, a Regional group shall submit to the Treasurer estimates of costs for organising Regional events in the following year.
- 9.5 A Project group will have a remit to undertake a particular piece of conservation, restoration or other work. Schedule C to this constitution gives details of currently established Project groups.
- 9.6 A Working group will normally consist of members of the Society and will undertake a short-term task or study on behalf of the Management Committee.
- 9.7 Group chairmen and leaders will be members of the Management Committee *ex officio*, will report regularly to the Management Committee and from time to time will prepare reports for publication in the Society's journal. The Management Committee will generally monitor the work of a group, may amend its remit and/or membership, and may require it to stand down when, in the opinion of the Committee, it has completed its remit or serves no further purpose.

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### SCHEDULE A - OFFICERS

#### CCS Officers currently established

#### Current holder

Chairman	David Hartley
Secretary	Kevin Murrell
Treasurer	Dan Hayton
Meetings Secretary	Roger Johnson
Editor, <i>Resurrection</i>	Dik Leatherdale
Web Site Editor	Alan Thomson
Archivist	Hamish Carmichael
Digital Archivist	Simon Lavington
Science Museum representative	Tilly Blyth
Museum of Science and Industry representative	Catharine Rushmore
Codes And Ciphers Heritage Trust representative	Pete Chilvers

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### SCHEDULE B - REGIONAL GROUPS

#### CCS North West Group

<b>Region</b>	Manchester and locality
<b>Remit</b>	<p>To organise (in collaboration with the CCS Meetings Secretary) a regular series of meetings and seminars for CCS members within the region.</p> <p>To be involved with such CCS Project groups as may be relevant within the region.</p> <p>To provide liaison with the Museum of Science and Industry.</p>
<b>Management</b>	The group shall be managed by a Chairman, Secretary and a Committee.
<b>Chairman</b>	<p>The Chairman shall be nominated by the group Committee and appointed by the CCS Management Committee. The Chairman shall be a member <i>ex officio</i> of the CCS Management Committee.</p> <p>The current Chairman is Tom Hinchliffe.</p>
<b>Committee</b>	The Committee and Secretary shall be appointed locally, and shall include a representative of Museum of Science and Industry. The Chairman and Secretary shall be professional or chartered members of BCS.

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**SCHEDULE C - PROJECT GROUPS**

<b>Project</b>	<b>Leader</b>	<b>Remit</b>
Bombe	John Harper	To undertake the re-build of a Turing Bombe located at Bletchley Park, to provide maintenance support, to arrange for its display to the public including the provision of demonstrators.
Colossus	Tony Sale	To undertake the re-build of the Colossus located at Bletchley Park, to provide maintenance support, to arrange for its display to the public including the provision of demonstrators.
Computer Heritage	Simon Lavington	To identify, document and explain historical material relevant to the development of early British computers. The ultimate aim is to produce and maintain a multimedia, web-accessible database which acts both as a serious reference and an informative introduction to a wider audience.
DEC	Kevin Murrell	To restore various DEC computers located in the National Museum of Computing at Bletchley Park, to provide maintenance support, to arrange for their display to the public including the provision of demonstrators.
Elliott 401	Chris Burton	To restore the Elliott 401 computer belonging to the Science Museum. In due course, as may be agreed with the Museum, to arrange for the machine's display and demonstration.
Elliott 803	John Sinclair	To maintain a pair of Elliott 803 computers, and arrange the display of one of them in the National Museum of Computing at Bletchley Park.
Harwell Dekatron	Tony Frazer	Initially to investigate the possibility of acquiring the Harwell Dekatron computer (also known as WITCH), moving it to the National Museum of Computing at Bletchley Park and establish a restoration project.
ICT 1301	Rod Brown	To restore, subject to the agreement with the owner Roger Holmes, the ICT 1301 computer located at Pluckley, Kent, and to organise arrangements for its display and demonstration.

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**SCHEDULE C - PROJECT GROUPS**

<b>Project</b>	<b>Leader</b>	<b>Remit</b>
Pegasus	Len Hewitt	To undertake the restoration of the Pegasus computer located in the Science Museum, to provide maintenance support, to provide maintenance support, to arrange for its display to the public including the provision of demonstrators.
Software Conservation	David Holdsworth	To be reviewed