



## The Visitor Studies Group

### Constitution

Updated February 2016

#### 1. Name

The name of the group shall be Visitor Studies Group (VSG).

#### 2. Mission

The mission of the Visitor Studies Group shall be to champion visitor studies as a force for evidence-based decision-making to encourage and create excellent visitor experiences for all audiences. *The VSG is a dedicated community of Visitor Studies professionals who promote dialogue, facilitate debate, and through skills-sharing opportunities provide continuing professional development.*

#### 3. Objectives

The Visitor Studies Group will:

- understand and meet the needs of its Members through consultation and identification of those needs. VSG will ensure that the programme of activities benefits practitioners at all stages of their careers from students to those in leadership roles;
- maintain a strategic approach to marketing including the development and maintenance of a website, delivery of a Members' newsletter and relationship building with Members;
- actively promote and facilitate a programme of high quality training, development, skills-sharing opportunities and networking opportunities. These activities will be delivered by VSG Members and assisted, where required, by Committee Members;
- facilitate and encourage opportunities to debate current issues in visitor studies;

- offer Members opportunities to influence the visitor studies community through Committee Membership ensuring that Committee Members enhance and develop their own skills set;
- facilitate the exchange of ideas between the many disciplines where visitor studies is created or used;
- deliver an annual conference which meets the needs of Members and which aims to deliver the majority of the objectives identified above.

The work of the Visitor Studies Group is underpinned by an ethos of sharing skills and partnership – we will actively seek out opportunities to contribute to the development of the Visitor Studies profession.

#### **4. Membership**

4.1 The group shall be an association of individual members and organisations whose work or interests lie in the field of visitor studies and who have paid the annual subscription.

4.2 The Committee shall have the right:

- (a) to approve or reject applications for membership and,
- (b) for good and sufficient reason, to terminate the membership of any individual member provided that the individual member shall have the right to be heard by the said Committee.

#### **5. Subscription**

5.1 The subscription shall be reviewed annually and agreed at the Annual General Meeting (thereafter termed 'AGM') following advice from the Committee.

5.2 The annual subscription is for a minimum of one annual year and payable in March. New members can join throughout the year, their fee will cover to the end of the current membership year.

5.3 All members will be reminded to renew their membership once through email. Membership may be revoked after the specified time has elapsed if membership is not subsequently renewed.

#### **6. Auditors**

An auditor shall be appointed as required.

#### **7. Committee**

The Committee of the Visitor Studies Group will comprise



- 7.1 the officers, namely, a Chair and Deputy Chair (including the role of Treasurer), and four other elected members;
- 7.2 the four other elected members should be prepared to undertake specific responsibilities for running aspects of the Visitor Studies Group operations as agreed by the Committee from time to time;
- 7.3 The Committee shall be elected at the AGM to serve for three years;
- 7.4 The Committee shall have power to co-opt up to two non-voting helpers;
- 7.5 a) Individuals can serve on the committee as members for a maximum term of three years. Former committee members can stand for a further three year term election after a break of at least one year. Committee members are elected by the VSG membership. Proactively seeking new committee members to join by the existing committee is encouraged.
- 7.5 b) Helpers are appointed for one year. Former helpers can commit to a further one year term as helpers after a break of at least one year. However, they can alternatively stand for election as a full committee member at any time without a necessary break. Helpers are elected by the VSG Committee. Proactively seeking new committee helpers to join by the existing committee is encouraged.
- 7.6 No person shall be a Committee member who is not a member of the Group. Any Committee member ceasing to be a member of the Group shall at the same time cease to be a Committee member;
- 7.7 The Committee shall meet at least three times per year.

## **8. Management**

Subject to the decisions of the AGM the management of the affairs of the group shall be vested in the Committee. Without prejudicing the generality of the foregoing the Committee shall have the following powers:

- 8.1 To make such by-laws and regulations for the management of the group as may be desirable. Such by-laws and regulations to be specifically ratified at the next annual meeting;
- 8.2 To enter into deeds, guarantees and agreements in accordance with these rules as agents of the group;
- 8.3 To appoint such sub-committees with such powers and duties as they may from time to time deem necessary;
- 8.4 To regulate and oversee membership and to encourage the development of a network and supporting structures;

8.5 Four elected members shall form a quorum for the committee meetings. The quorum must include the Chair or the Chair's nominee.

### **9. The Treasurer** (i.e. the Deputy Chair)

9.1 The Treasurer shall be responsible for financial matters affecting the group. The Treasurer shall work with the administrator to ensure that proper accounts to be kept to reflect a true and fair view of the Visitor Studies Group's financial position

9.2 The accounts shall be presented to the membership once a year in time for consideration before the annual meeting.

9.3 The accounts shall be available for inspection by any auditor appointed by the Visitor Studies Group

9.4 All moneys obtained for and on behalf of the Visitor Studies Group shall be paid into the bank account of the Group. All drawings to meet costs, expenses and petty cash reimbursements shall be made from moneys that have passed through the bank account.

9.5 The financial year of the VSG shall be from 1<sup>st</sup> April to the 31<sup>st</sup> March.

### **10. Annual Report**

A report of the Committee shall be made to the full membership at the AGM.

### **11. Annual General Meeting**

An AGM shall be held every year. The purpose of the meeting shall be to:

11.1 receive the Annual Report of the Committee;

11.2 receive the report of the Treasurer and the accounts;

11.3 elect members of the Committee. Any member shall be eligible to stand. They shall be proposed by one and seconded by another member. Only fully paid members may vote, and are entitled to one vote per membership. Voting shall be by simple majority, the Chair holding a second and casting vote in the event of a tie;

11.4 take suggestions on future policy, planning and activities from the floor.

### **12. Dissolution**

If the Committee by a simple majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the group, it shall call a meeting of all members of the group who have the power to vote, of which meeting not less than 21 days' notice (stating the terms of the Resolution to be proposed thereat) shall be given. If such decision shall be confirmed by a two thirds majority of those present and voting at such meeting



the Executive Committee shall have power to dispose of any assets held by or on behalf of the group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institutions or institutions having objects similar to the objects of the group as the committee may determine.