

## ASSOCIATION FOR STUDIES IN THE CONSERVATION OF HISTORIC BUILDINGS

70 Cowcross Street, London EC1M 6EJ [www.aschb.org.uk](http://www.aschb.org.uk)  
Registered Charity No 263401

# MEMBERSHIP OF THE ASSOCIATION

## ABOUT ASCHB

The Association for Studies in the Conservation of Historic Buildings is a non-profit professional organisation, founded in 1968 by the staff and students of the Institute of Archaeology's Diploma Course in Building Conservation. This course was suspended that same year, and in consequence ASCHB has always been actively involved in the setting-up and support of graduate conservation courses in the UK.

Members of ASCHB are involved in all aspects of conservation of the historic environment: research, planning, architecture, surveying, archaeology, engineering, management, advice, practical work, material production, teaching, and publishing. They may be resident in the UK or overseas; studying, in current practice, or retired.

ASCHB maintains close connections with other professional and statutory organisations in the field, including Historic England, the Church Buildings Council, the National Trust, the Ecclesiastical Architects and Surveyors Association, and the Cathedral Architects Association. It is represented on other conservation bodies, including the Conference on Training in Architectural Conservation.

## MEMBERSHIP BENEFITS

ASCHB aims to keep its members informed and up-to-date on all aspects of building conservation, by organising meetings, lectures, and conferences on subjects of current concern to building conservation professionals, and by arranging visits to buildings, works in progress, and places of interest such as quarries and workshops. Full and frank discussions are encouraged at every event; ASCHB aims primarily to be a forum in which members can freely discuss problems and solutions with their peers.

A one-day conference and at least five lecture meetings are held annually, in addition to occasional site visits and study tours. The lecture season runs from September until July, and at the end of summer members are sent a card with the details of the events for the forthcoming year. This information can also be found on the website ([www.aschb.org.uk](http://www.aschb.org.uk)).

For logistical reasons, the conference and most of the meetings are held in central London, but local meetings have been organised by convenors in Liverpool, and visits are commonly made to sites outside London. If you would be interested in hosting a regional meeting or visit, please contact the Committee, who would be delighted to help.

Each year members receive the latest volume of the organisation's journal, "Transactions", in which are published papers based on the ASCHB lectures, conferences, and site visits. The submission of other articles written by members is encouraged.

## SUBSCRIPTIONS

The 2018 annual membership fee is £35.

To receive ASCHB's publications, institutions and other bodies may subscribe for the same annual fee.

## HOW TO APPLY FOR MEMBERSHIP

Please note that membership is by election of the ASCHB Committee.

To protect the character of ASCHB, its Constitution requires that persons elected to join shall normally be (or have been) engaged professionally in work related to the conservation of historic buildings and monuments. Applications are encouraged from anyone who can show evidence of a distinctive contribution made towards the objectives and aims of ASCHB, whether that be in the form of practical work, research, publication, or other activity. Applications may also be accepted from students, or those seeking employment in a conservation discipline, but such applications should be accompanied by a supporting letter from a tutor or a prospective employer. Applicants are required to sign an undertaking that they will not use their membership for commercial advancement or influence.

If you would like to be considered for membership, the latest application form should be downloaded from the ASCHB website ([www.aschb.org.uk/aschb-membership](http://www.aschb.org.uk/aschb-membership)), or obtained in hard copy from the Membership Secretary. Please complete this form either electronically or in hard copy as you prefer, and send it – together with a copy of your CV – to the Membership Secretary at the address given on the form. Applications can be accepted by email, or as hard copy if you prefer.

To streamline the application process, we ask that you submit payment for your first year of membership at the same time; if your application is not accepted, this will be immediately refunded to you.

The ASCHB committee will consider your application as soon as possible, and if you are elected you will receive a welcome pack with the latest issue of Transactions, and the yearly card giving details of the meetings, site visits and conferences. Details of these can also be found on the website.

# **ASSOCIATION FOR STUDIES IN THE CONSERVATION OF HISTORIC BUILDINGS**

## **CONSTITUTION**

**December 1971**

**(amended December 1973, December 1979, December 1981, and March 2012)**

### **I. OBJECTS**

The object of the Association shall be to collate and disseminate knowledge of and information on all aspects of the conservation of historic buildings and sites of archaeological interest, by the following means:

1. Encouraging research and publishing results
2. Collaborating with other societies having similar aims
3. Supporting the establishment of training courses
4. Holding meetings, lectures or exhibitions for members or for the general public.

### **II. MEMBERSHIP**

Membership is normally open to those professionally engaged in the conservation of historic buildings and monuments.

Applications shall be sent to the Membership Secretary who will pass them to the Committee for their consideration. Membership is by election of the Committee.

The same shall apply to the election of Honorary Members.

Membership shall not be used for commercial promotion; it is not a qualification and the letters ASCHB are not to be used as a postnominal.

### **III. PRESIDENT**

There shall be a President of the Association who shall hold office for a year at a time, and be nominated by the Committee in time for his appointment to be announced at the AGM.

### **IV. OFFICERS**

The Officers of the Association shall be: Chairman, Honorary Secretary, Honorary Treasurer. They shall hold office for a year at a time and be eligible for re-election at the AGM.

Nominations for Officers shall be in writing and shall be submitted to the Honorary Secretary two weeks before the AGM, formally proposed and seconded. Election shall be during the meeting by majority vote.

In the event of the death or resignation of an Officer the Committee may co-opt a member of the Association to act as such until the next AGM.

### **V. COMMITTEE**

There shall be nine Committee members who shall hold office for a year at a time, and be elected immediately after the election of officers at the AGM following the same procedure.

The names of the unsuccessful candidates in the ballot for Officers shall be added to the list of nominations for the Committee.

The Committee may co-opt such members of the Association as may be necessary for special purposes or to fill vacancies.

The quorum of the General Committee shall comprise one-third of its members, and the date of each meeting shall be decided before the previous meeting is closed.

### **VI. SUBSCRIPTIONS AND FUNDS**

There shall be a minimum subscription of £2.00. Any alteration shall be approved by a majority vote at the AGM or at an Extraordinary General Meeting. Subscriptions shall be payable on 1 January and membership shall be deemed to have lapsed if a subscription is unpaid for fifteen months. The subscription of members elected after 1 October in any one year shall cover the following year. Revenue from all sources shall be paid into the general fund.

The President and Honorary Members shall be exempt from payment of the annual subscription.

It shall be possible at the discretion of the General Committee for individuals and organisations to subscribe to the Association's publications without having to be formally proposed and seconded. Such subscribers shall pay such subscription as the General Committee feels proper.

The General Committee shall, out of funds of the Association, pay all proper expenses of administration and management of the Association. After the payment of the administration and management expenses and the setting-aside to reserve such sums as may be deemed expedient, the remaining funds of the Association shall be applied by the General Committee to furtherance of the purposes of the Association. The accounts of the previous year shall be presented at the AGM for approval.

### **VII. MEETINGS AND PUBLICATIONS**

There shall be a minimum of five meetings each year including the AGM.

The AGM shall normally be held between December and March each year, and the date, which shall be fixed by the Committee, shall be published to the membership at least one month prior, together with the Agenda. An Extraordinary General Meeting may be held at any time on the initiative of the General Committee, or at the written request of not less than ten members of the Association and shall be subject to the same notice of its agenda and date. The latter shall be fixed by the General Committee to be within two months of the date of the request.

At the AGM or Extraordinary General Meeting a quorum shall consist of not less than twenty members.

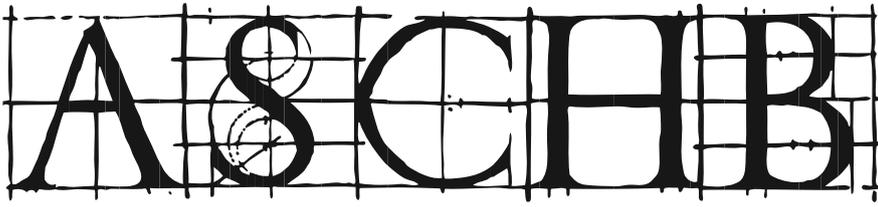
Publications shall include the Transactions of the Association, which shall be published from time to time.

### **VIII. AMENDMENTS**

The Constitution may be amend by a two-third majority of members at an AGM or Extraordinary General Meeting provided that the amendment is published in full to the Membership, at least one month prior to the meeting.

### **IX. WINDING UP**

In the event of dissolution the available assets shall be transferred to one or more charitable institutions having objects similar to the



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Association's, chosen by the General Committee and approved by the AGM or Extraordinary General Meeting at which the decision to dissolve is confirmed. Minute books and other records shall be deposited with the RIBA, or a suitable body chosen by the General Committee and approved by the same procedure.

**ASCHB Constitution 23/06/2012**

**ASCHB MEMBERSHIP SECRETARY 2018**

Dr Robyn Pender  
Historic England  
4th floor, Cannon Bridge House  
25 Dowgate Hill London EC4R 2YA  
[Robyn.Pender@HistoricEngland.org.uk](mailto:Robyn.Pender@HistoricEngland.org.uk)

**2018 FORM: APPLICATION FOR ASCHB MEMBERSHIP**

Please complete all pages of this form and return it, together with a copy of your CV, to the Membership Secretary at the address above. You can fill in the form electronically and send it, together with your CV, as email attachments; or if you prefer, you may print the form and fill it in manually (using block capitals, please), sending it and your CV as hard copy to the address above. Please do remember to keep a copy for your own records.

You will also need to submit your first year's payment, which will be reimbursed to you should your application be refused by the Committee. The annual subscription fee (which is normally payable in January) is £35 pounds for 2018. Details of how to pay your subscription can be found on the second page of this form (*overleaf*).

The Committee will consider your submitted application as soon as possible, and notify you of the result. If you are accepted to membership, you will be sent your membership number, and a joining pack with information about ASCHB, details of the current year's meetings, and the latest copy of ASCHB *Transactions*.

TITLE: ..... FIRST NAME:..... SURNAME:.....

POST NOMINALS: .....

What name would you like to be addressed by in ASCHB correspondence? .....

PROFESSIONAL SPECIALISM: .....

COMPANY/ORGANISATION (IF APPLICABLE): .....

Please give a very brief description of the work you are currently engaged in, pertaining to the conservation of the historic environment:

.....

My CV is attached

*If you are a student, or are currently seeking employment in a conservation discipline, please include a supporting letter from a tutor or from a prospective employer.*

I wish to apply for membership from the Association for Studies in the Conservation of Historic Buildings (ASCHB)

In accordance with the Constitution of the Association, I confirm I will not use my membership for commercial advancement or influence (the ASCHB Committee reserves the right to rescind membership in cases of abuse of this rule).

SIGNED: ..... DATE:.....

YOUR PREFERRED MAILING ADDRESS FOR ASCHB: .....

.....

..... POSTCODE:.....

COUNTRY: .....

CONTACT TELEPHONE NUMBER(S):.....

CONTACT EMAIL(S):.....

Please tick here if you are happy to receive ASCHB communications via email

*ASCHB will keep your details only for the purposes of communicating with you on ASCHB business, and will never pass them on to third parties. Please fill in the attached Consent Form to allow ASCHB to hold and process your personal data.*

## 2018 FORM: APPLICATION FOR ASCHB MEMBERSHIP

### PAYMENT

For your membership application to be considered by the ASCHB Committee, you will need to have arranged your first year's subscription payment. Should your application be unsuccessful, this will be immediately reimbursed to you (if you send payment by cheque, the cheque will not be cashed unless your application is accepted).

As at 2018, the annual subscription fee is £35 pounds; and this is normally falls due on the 1st January each year. We will notify members well in advance of any changes to subscription rates. To cover my first year's fees, I agree to pay £35

TITLE: ..... FIRST NAME: ..... SURNAME: .....

SIGNED:

..... DATE: .....

I enclose a cheque (made payable to ASCHB); or

I have paid by bank transfer:

Date: .....

Payment Reference: APP/.....

*(In the reference field, please include APP/ followed by your initials and surname, so that the Treasurer is able to identify your payment).*

Payee: Association for Studies in the Conservation of Historic Buildings

Bank: Santander, 2 Triton Square, Regent's Place, London NW1 3AN

Sort code: 09-01-55

Account No: 17910004

BIC: ABBYGB2LXXX

IBAN: GB26ABBY09015517910004

### CONSENT TO PROCESS PERSONAL DATA

To allow us to process your membership data, please also read, sign and return the attached *ASCHB Privacy Policy*

I have attached the signed Consent to allow the ASCHB Committee to process my personal data.

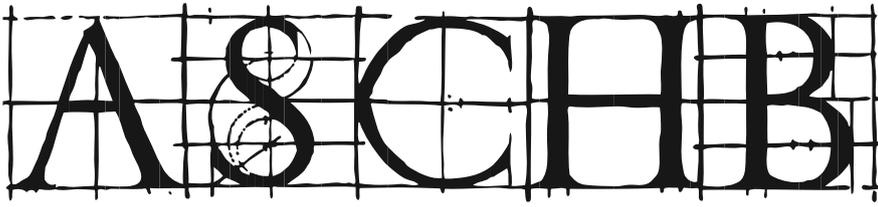
### ASCHB PRIVACY POLICY (PLEASE SIGN OVERLEAF)

#### BACKGROUND

The European Parliament, the Council of the European Union, and the European Commission intend to strengthen and unify data protection for all individuals within the EU via the *General Data Protection Regulation (EU) 2016/679*, which adopted on 27 April 2016 and becomes enforceable from 25 May 2018 (replacing the 1995 *Data Protection Directive 95/46/EC*). The GDPR aims to return control of personal data back to citizens and residents and to simplify the regulatory environment for international business by unifying the regulation within the EU. This new data protection regime provides for a harmonisation of the data protection regulations throughout the EU, making compliance easier for non-European companies; and it brings a new set of "digital rights" for citizens in an age when the economic value of personal data in the digital economy is increasing. It must however do this at the cost of a strict data protection compliance regime with severe penalties.

Under the GDPR, "personal data" covers both facts and opinions about the individual, as well as information about the intentions of the data controller towards the individual.

In simple terms, under the GDPR, personal data may not be processed unless there is at least one lawful reason to do so. That might be:



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- The data subject has given explicit consent to the processing of personal data for one or more specific purposes; or
- Processing is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract; or
- Processing is necessary for compliance with a legal obligation to which the controller is subject; or
- Processing is necessary to protect the vital interests of the data subject or of another natural person; or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; or
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party unless such interests are overridden by the interests or fundamental rights and freedoms of the data subject, which require protection of personal data.

The definition of “processing” is far wider than under previous legislation; for example, it covers obtaining and holding personal data as well as disclosing it to others.

Anyone processing personal data must comply with the eight enforceable principles of good practice. These state that the data must be:

1. Fairly and lawfully processed
2. Processed for limited purposes
3. Adequate, relevant and not excessive
4. Accurate
5. Kept no longer than necessary
6. Processed in accordance with the data subject’s rights
7. Secure
8. Transferred only to countries with adequate protection.

Therefore, to allow ASCHB to hold the details of members on its membership database and other records, we are required to ask each of our members for their explicit consent to collect, store, and processing their personal data.

### THE PERSONAL DATA THAT ASCHB HOLDS

Contact details:

- Names and addresses (this includes some home addresses, and some business addresses)
- Email addresses
- Phone numbers

Some Twitter, LinkedIn and Facebook accounts

Bank details (some through bank transfer, some through cheques)

Payment (records of payments made and of overdue subscriptions)

Enquiries (details of enquiries from members)

Membership:

- Membership type (honorary, full, applicant)
- How long the person has been a member
- Who originally proposed the member for membership.

### How does ASCHB obtain personal data?

The information we hold is taken from membership application forms and from updates supplied by its members, as well as from details supplied by attendees at ASCHB meetings and conferences.

### How ASCHB uses your personal data

We use the personal data we store:

- For administration of membership.
- To contact members, and others on our mailing list, to inform them of ASCHB meetings and conferences. We also sometimes inform members of events conducted by other conservation bodies that may be of professional interest to them.

We do *not* use the information we store to fundraise or campaign.

We do *not* engage in direct marketing, nor sell or share information with others.

We will only ever share your personal information should we be legally required to do so.

### How much information does ASCHB collect?

We only collect the information we need for the uses noted above.

We do not create new personal information.

We do not collect data from visits to the website, beyond broad statistical information on the number of visitors to the site.

### **How long does ASCHB retain personal data?**

We hold your information for as long as necessary to administer your membership or relationship with ASCHB. Application forms are retained in the ASCHB archives (early applications are held in hard copy, and more recently held in password-protected data storage in PDF format).

### **Who has access to your ASCHB personal data?**

ASCHB has "multiple data controllers": several Committee members have access to the membership records.

### **Security (protection of information)**

Membership information is kept on a secure site, accessible to limited number of committee members.

### **The ASCHB website**

We do not hold personal information on our website. Access for editing the website is limited by password. We do not use cookies.

Our website contains links to third-party websites that are outside our control, and which are not covered by this privacy policy. If you use a link to access another website, the privacy policy of that third party will apply to any data collected by them.

### **Accessing the personal data ASCHB holds**

A member has the right to request a copy of all the personal data held about them by ASCHB. Requests must be made in writing, and accompanied by a payment of £10 to cover administrative costs. A copy of the information will be sent to that member as soon as possible, and not later than 40 days after the date of the request.

Should you require this service, please send your written request to: The Membership Secretary, ASCHB, 70 Cowcross Street, London, EC1M 6EJ

### **Updating personal information**

If you wish to update or amend your information, please contact the Membership Secretary at the address above, or use the Contact form on the ASCHB web page ([www.aschb.org.uk/contact-aschb/](http://www.aschb.org.uk/contact-aschb/)).

We monitor ASCHB mail returned to us to check that we have addresses recorded correctly; and when necessary we may use public professional registers (such as those of RIBA and the ARB) to check whether we have your latest address.

## **CONSENT FOR ASCHB TO PROCESS YOUR PERSONAL DATA**

By May 2018, we must obtain positive consent from all our contacts that they are happy for us to process their data as described above. We would therefore be most grateful if you could confirm your permission, and use the boxes below to tell us how you agree to be contacted by ASCHB.

- POST
- EMAIL
- PHONE
- SMS
- SOCIAL MEDIA (for example Facebook, Twitter, LinkedIn)

.....  
SIGNATURE

.....  
DATE

*Please sign this form and return it to the ASCHB Membership Secretary by letter or email, or respond via the ASCHB website [www.aschb.org.uk](http://www.aschb.org.uk)*