ASSOCIATION FOR STUDIES IN THE CONSERVATION OF HISTORIC BUILDINGS CONSTITUTION

December 1971
(amended December 1973, December 1979, December 1981, March 2012, and November 2025)

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 for members on 5 April and, for members joining after November 2024, on the anniversary of the approval of their application. Membership shall be deemed to have lapsed if a subscription is unpaid for fifteen months.

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 amended 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 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.