



Quaternary Research Association

Minutes of the 46th Annual General Meeting held at the University of Liverpool on 5th January 2011 at 1730 hours.

The President, Professor James Scourse chaired the meeting, which was attended by 17 members of the Association:

Peter Allen, Rebecca Briant, Eleanor Brown, Ian Candy, Dan Charman, Helen Cockerton, M. Fairfield, T. Faulkner, Tom Hill, Derek France, Linda Howard, Peter Langdon, Fabienne Marret, Erin McClymont, Jim Rose, Graeme Swindles and A. Williams.

1. Welcome and apologies for absence

The President welcomed members to the meeting. Apologies were received from Cynthia Burek, Dave Evans, Marcus Hatch and David Roberts.

2. Minutes of the 45th Annual General Meeting

These were accepted as a correct record of the meeting.

3. Matters arising from the minutes

Item 4a. Radiocarbon Workshop bursaries. The NERC based workshops will run every two years, with the Oxford Bayesian workshops running in alternate years, between the NREC workshops. The QRA will fund three bursary places for the NERC workshops, but not the Oxford based ones.

Item 4d. Quaternary Research Association website. Older field guides will soon be made available through the QRA website. A publications sub-committee paper will go to the next Executive discussing which guides to reproduce, which to charge for, and which to be made available for free (outreach).

4. President's report

a) Affiliation to the Royal Geographical Society-Institute of British Geographers. The Association is moving towards signing an official document regarding full affiliation with the RGS-IBG. A Memorandum of Understanding has undergone a series of iterations and in September 2010 was signed by Rita Gardner (Director and Secretary of the RGS-IBG) and James Scourse. The affiliation is currently provisional for 3 years in the first instance. In June 2013 a decision will be made regarding the future of the affiliation. The President outlined the key points as being: (i) The RGS-IBG is keen to publicise physical geography, and the QRA will help with this through outreach and joint conferences/meetings between the two associations, (ii) free use of a room for Executive meetings, twice a year, and the use of rooms for workshops, conferences, etc at a preferential (charity) rate, (iii) a prestigious permanent address from which mail will be forwarded as appropriate, (iv) QRA members will have use of the Foyle Reading Room. QRA members will access the RGS-IBG through a QRA membership card, which will be distributed to QRA members early in 2011.

b) INQUA 2011. Funds are available for QRA members to attend this congress. Deadline for applications is the 15th of February and all details are on the website. The Executive committee hope to announce the funding decisions within two weeks of the application deadline.

c) QRA Executive Committee. The President thanked the whole of the Executive Committee as his term of office ended at this meeting. In particular he thanked a number of members of the Executive who had served during his time as President. Simon Lewis was thanked for his time as Secretary when the President commenced his role. Peter Allen was thanked as Treasurer and for all his work 'behind the scenes'. The President commented on how healthy the financial status of the Association is, largely due to the work of the Treasurer and the income generated through the *Journal of Quaternary Science*. With increased financial security the Executive was able to fund more awards, and the President thanked Mick Frogley who was very proactive in his time of office in developing the awards, including the C-14 bursaries and new Croll medal. The President commented on the recent developments of the website, initially set up by Mick Frogley, then further developed by Simon Lewis, David Anderson and Fabienne Marret. The President thanked the contribution of the postgraduate representatives on the Executive Committee, and following the dissolution of JAQR he thanked Simon Lewis and Pete Langdon for their progress towards affiliation with the Geological Society. Thanks were also given to David Anderson, who has done a tremendous amount of work in developing outreach of the Association, which is now of increasing importance in fulfilling our obligation as a charity. Thanks were also given to David Roberts who has just completed his terms of office and who ran the meetings programme extremely effectively. In response, the Secretary thanked the President for his enthusiastic running of the Association and for the tremendous amount of hard work he has put into the job.

5. Honorary Members of the QRA

The President announced that two members had been nominated by the Executive for Honorary Member status : Valerie Hall (Queen's, Belfast) and Ann Wintle (Aberystwyth). These nominations were accepted unanimously by the membership and were announced the following day at the meeting with a citation which will subsequently appear in QN.

6. Annual Report of the Secretary

This report covers the period January - December 2010.

a. Membership

Total membership of the Association stands at **1071**, our highest membership in recent years.

Census date Category	21/03/05	29/3/06	29/3/07	01/01/08	01/01/09	14/12/09	21/12/10	Change (09-10)
Ordinary Members	583	599	562	573	545	564	575	+11
Postgraduate Members	204	231	223	269	269	247	275	+28
Unwaged/Retired Members	131	126	131	137	140	145	145	0
Honorary members	18	15	16	19	22	26	28	+2
Institutional members*	41	40	36	41	33	33	29	-4
Corresponding members	14	14	14	14	16	15	19	+4
Total Membership	991	1025	982	1053	1025	1030	1071	+41

*Includes copyright member

Subscriptions for 2010 were unchanged at £20, with a reduced rate of £10 for students and unwaged members. The institutional membership rate is £35. 732 of the current membership now pay by standing order, the rest by cheque, credit card, bank transfer or bacs. Val Siviter, the QRA's administrator deals with management of the membership database. On behalf of the QRA I would like to thank Val for her continuing hard work for the Association.

Honorary Members

Two distinguished scientists were elected as Honorary Members of the Quaternary Research Association at its AGM, held in Durham in January 2010; Professor Keith Barber (Southampton), and Dr Colin Whiteman (Brighton). Citations were published in *Quaternary Newsletter*, number 120

(February 2010). A list of Honorary Members of the QRA can be found on the website:
www.qra.org.uk

b. Meetings

- i) Annual Discussion Meeting: The QRA Annual Discussion Meeting: Sea-level Changes: the Science of a Changing World** 5th-8th January 2010.
Organisers: Sarah Woodroffe, Dave Roberts, Ian Shennan and Antony Long.
Report: *Quaternary Newsletter*, no. 121 (June 2010)
- ii) Field Meeting: The Quaternary of Western Sutherland and adjacent areas** 28th April-2nd May 2010
Organisers: Tom Bradwell and Sven Lukas.
Report: *Quaternary Newsletter*, no. 122 (October 2010).
- iii) 15th Annual QRA Postgraduate Symposium**, 25-27th August 2010
University of Exeter
Organiser: Tom Rowland
- iv) Field Meeting: Solway Firth - Glacial & sea-level history of the Solway region** 29th Sept–2nd Oct. Organiser: Dave Evans

The QRA also co-sponsored two events in 2010:

- i) Joint with the University of Loughborough and ECSA, a conference: “All at Sea? Synergies between past and present coastal processes and ecology” 23rd-24th April 2010. The meeting was organised by Jonathan Lewis.
- ii) Joint with the Royal Geographical Society, a conference: “Global Sand Seas: past, present, future” 18th October 2010. The meeting was organised by Ian Livingstone.

The **John Wiley Lecture** for 2010 was delivered during the Annual Discussion Meeting at the University of Durham by Kurt Lambeck (Australian National University) on “From sea level to ice sheets: New results for the Eurasian ice sheets from Saalian to Holocene”.

The Executive Committee extends its thanks to the many people who organised meetings, supported the meetings through their participation, and who reported on these activities in *QN* for the information of the wider membership.

c. Publications

Quaternary Newsletter:

3 issues: 120 (Feb 2010), 121 (June 2010), 122 (October 2010)
Editor: Dr Mark Bateman (University of Sheffield)

Journal of Quaternary Science (<http://www3.interscience.wiley.com/journal/2507/home>)

Volume 25, 8 issues, containing 112 research papers (including 9 rapid communications).

Editor: Professor Antony Long (University of Durham)

Volume 25 (1) **Special Issue:** The 4th IPCC Report and Beyond: Palaeoclimate Perspectives
Guest Editors: C. Caseldine, C. Turney and A. Long

Volume 25 (4) **Special Issue:** The Quaternary of the British Isles and adjoining seas

Guest Editors: J. Rose and P. Coxon

QRA Field Guides

Two field guides were published in 2010: *The Quaternary of Western Sutherland & Adjacent Areas* (Lukas & Bradwell) and *The Quaternary of the Solway Lowlands & Pennine Escarpment* (Livingstone *et al.*) were produced to accompany QRA field meetings in 2010.

The publication of field and technical guides continues to form an important part of the Association's activities and play a major role in raising the profile of the QRA and promoting Quaternary science research. Suggestions for topics for new technical guides or localities for field meetings and accompanying guide books and volunteers to write/edit them are most welcome. See the Publications Secretary's report for further details.

d. QRA Grants and Awards

During 2010 £16,560 was disbursed to 39 QRA members under its award schemes. No Lewis Penny medal was awarded in 2010 due to a lack of nominations and the C-14 short course was not held in 2010, but will be held again in 2011 for which applications have been requested.

Table of Grants and Awards 2010

Fund	No. of applications		No. funded	Total monies requested (£)	Total monies awarded (£)
NRWA	Jan	5	5	2600	2250
	May	3	2	1295	1100
	Sept	3	3	1800	1600
	Total	11	10	5695	4950
QCF	Jan	6	6	2010.92	1960
	May	2	2	700	700
	Sept	3	3	1910	950
	Total	11	11	4620.92	3610
QRF	Jan	5	5	2914	2550
	May	9	9	4730.68	4350
	Sept	1	1	300	300
	Total	15	15	7944.68	7200
Subtotal	37	36	18260.6	15760	
Bishop	2		1	1595	800
QRA-RLAHA	0		0	–	–
C14 Bursary	–		–		
Penny 10	0		0		
Total	39		37	19855.6	16560

Full details of all QRA grants and awards are available on the QRA website:

<http://www.qra.org.uk/grants>

AWARDS 2010			
New Researcher Workers Award			
Kathryn Adamson	University of Manchester	The Response of Mediterranean River Basins to Pleistocene Glaciation	500
Femke Davids	Aberystwyth University	A reconstruction of geological records of hurricane activity in New England, USA, based on optical dating	250
Suzanna Elliott	QUB	The reconstruction of mid-to late Holocene climate change from peatlands in eastern Canada	500
Carla Ferreira	QUB	Vegetation and cultural land-use history of the Cabreira Mountain, NW Portugal	500
Tim Lane	Durham University	Field visit to western Greenland to reconstruct retreat of an ice-stream.	500
Darren Jeffers	Oxford University	Ecological Change in the Levantine Uplands during the late Pleistocene-Holocene	500
Nina Jordan	University of Leicester	Eruptive history of a peralkaline caldera volcano, Pantelleria, Italy	250
Fabio Sacchetti	univ of ulster	X-radiographs of 28 sediment cores collected on the NW Irish continental margin (Atlantic ocean)	550
Marcus Harch	Queen Mary, University of London	The Salent River Project: Human Occupation in its Stratigraphic Context	500
Anke Kürtner	Aberdeen	Terrestrial responses to oceanic climate forcing on the western seaboard of the North Atlantic*	550
Quaternary Conference Fund			
Peter Abbott	University of St Andrews	INQUA International Field conference and workshop on tephrochronology, volcanism and human activity: Active Tephra in	350
Bethan Davies	British Antarctic Survey	QRA Short field meeting, the Quaternary of the NW Scottish Highlands	310
Siwan Davies	Swansea University	INQUA International Field conference and workshop on tephrochronology, volcanism and human activity: Active Tephra in	350
David McCarthy	Durham University	40th International Arctic Workshop: Winter Park, Colorado, USA	350
Deborah Wright	University of Bradford	36th International Symposium on Archaeometry (ISA 2010), Tampa, FL, USA. Presenting a paper "Assessing terrestrial	250
Benedict Reimandy	Swansea University	European Geosciences Union General Assembly 2010. Presenting a paper "Subglacial processes of an Antarctic palaeo-	350
Deborah Wright	University of Bradford	36th International Symposium on Archaeometry (ISA 2010), Tampa, FL, USA. Presenting a paper "Assessing terrestrial	250
Paul Preston	University of Cambridge	Meso 2010. The 8th International conference on the Mesolithic in Europe, Santander, Spain	350
Keziah Stott	University of St Andrews	Second International Sclerochronology Conference in Mainz (Germany) between 24th and 29th July 2010	350
Helen Cockerton	Swansea University	Late Quaternary variations in the silicon flux from the River Nile to the Mediterranean: silicon-isotope evidence from	350
Quaternary Research Fund			
Anna Hughes	Swansea University	Constraining the retreat and thinning of two outlet glaciers of the SE Greenland Ice Sheet during the Holocene	550
Justine Kemp	Northumbria University	Chronology and environmental factors affecting Pleistocene human occupation of Willandra Lakes World Heritage Area	550
Christine Lane	University of Oxford	The Youngest Toba Tuff as a crypto-tephra horizon in the Middle Palaeolithic archaeological locality of Billa Surgam, India	450
Richard Shakesby	Swansea University	Cosmogenic dating of pre-Little Ice Age moraines in southern Norway	550
Graham Wilson	University of Portsmouth	Rapid climate changes in the Holocene: evidence from the Balkan Peninsula	450
Tom Hill	Bath Spa University	Palyнологical investigation of intercalated Holocene Coastal Deposits at Walpole, Somerset	475
Stephen Livingstone	Durham University	Constraining the deglacial history of the central sector of the last British-Irish Ice Sheet	550
Jerry Lloyd	Durham University	Role of ocean forcing on the stability of Jakobshavn Isbrae, a major west Greenland ice stream	550
Andy Mair	Institute for the Environment,	The Neolithic Pine Project: Extension of a Scottish network of 3000 BC pine	550
Katy Rocoux	University of Leeds	Long-term forest dynamics in Peruvian Amazonia	550
Jenni Roche	Recently completed PhD at	Pollen dispersal and deposition modelling of a potentially relict pinewood in the Burren, western Ireland	300
Beina Stefanini	National University Ireland	Pollen dispersal and deposition modelling of a potentially relict pinewood in the Burren, western Ireland	300
Mark Taplee	QMUL	A study of drumlin formation in the forefield of Mulajökull, Iceland.	550
Chris Rofe	University of Southampton	Re-examination of the Pleistocene sediments of Brannam's Pottery Clay Pit, Bickington, North Devon	525
BILL BISHOP			
Emily Goble	Yale University	The Origins of HomoRelative to faunal shifts and precessional forcing in the Chemeron formation, Tugen Hills, Kenya.	800

e. Research Groups and Study Groups

The Research Group scheme is designed to provide a small quantity of start-up funding over a three year period for specialist Quaternary research groups, with the aim to bring research communities together, foster communication and provide an opportunity for new research projects to be formulated. The scheme has launched a number of significant research collaborations. The QRA currently supports one research group (GLWG – see below), which comes to the end of its three-year period at the end of 2012, and another research group, (TIQS – see below), which will commence activities in 2011.

Glacial Landystems Working Group (GLWG): GLWG is an informal working group which aims to act as a catalyst for research on palaeoglaciological reconstructions, focusing specifically on landform/sediment associations and their application to glaciated landscapes. The group organises a range of field meetings at various locations in glaciated Britain.

http://www.dur.ac.uk/geography/qec/research_groups/glwg/

Tephra in Quaternary Science (TIQS): Recent developments in tephrochronology have heralded a new wave of research initiatives that utilise it to tackle significant scientific issues which, hitherto, have been unachievable with the traditional dating techniques. This group will bring together individuals and groups with wide-ranging expertise in order to promote cross-group collaborations for optimising and advancing tephrochronology.

<http://www.swan.ac.uk/geography/Research/EnvironmentalDynamics/TephraInQuaternaryScienceTIQS/>

New proposals for research groups are invited at any time. Ideas and proposals for new research groups may be discussed with the Secretary. These will be put to the membership for approval at the Annual General Meeting.

Study Groups were established with the purpose of enabling small groups of researchers to be associated with the QRA. Study Groups do not receive any funding from the QRA. Anyone interested in forming such a group should contact the Secretary.

f. Outreach

As a registered charity outreach is an important part of our activities and David Anderson, our Outreach Officer continues to make considerable progress with this area of QRA activity. The outreach web pages are being continually improved and updated (<http://qra.org.uk/outreach.htm>).

QRA Undergraduate Dissertation Prize

This year there are joint winners from the 14 entries: Christopher Darvill (Exeter)

"Palaeoenvironmental and Climatic reconstruction of Late Devensian and Holocene Change in Skye: a Multiproxy Approach" and Elizabeth Daniels (St Andrews) "A study of the potential of *Arctica islandica* as a proxy for the oceanic ¹³C effect". An abstract of the winning dissertation will be published in a forthcoming *Quaternary Newsletter*. Professor Geoff Thomas and Dr Colin Whiteman are thanked for judging this year's entries.

Outreach webpages

More educational links, resources and talks of general interest have been added to the outreach pages.

Outreach connected with meetings

The QRA Annual Discussion Meetings have recently included "Any Questions" format public sessions, allowing debate on contemporary environmental issues for the public and Quaternary Scientists. The Durham ADM (2010) included a public session on "Sea level science and society: effective communication of our research" and the Liverpool 2011 ADM will include a public forum session on "Flood Risks: your answers questioned?"

Outreach sponsorship

£1000 was donated to support the 2010 Royal Society Summer Science Exhibition exhibit "*Arctica islandica*: the longest-lived animal on Earth" developed by the Sclerochronology and Scleroclimatology Group at Bangor University. Coinciding with the 350th Anniversary of the Royal Society, and held at the Southbank Centre in London, it was a very high profile event with over 40,000 visitors. Some of the interactive, web-based educational resources associated with the *Arctica* exhibit can be accessed through our website (http://www.qra.org.uk/outreach/educational_links).

Capacity building with Quaternary research in developing countries

The Royal Society is keen to pair relationships between UK based scientific organisations and those from developing countries. Examples could include reciprocal placements of students in laboratories, learning new techniques and helping to set up exchange visits, finding accommodation etc. The QRA are keen to build such links and are currently working at developing partnership schemes with Africa in 2011, as we have contacts with the East African Quaternary Association.

g. Executive Committee

Two members of the Executive committee complete their terms of office in January 2011.

Professor James Scourse (President)

Dr David Roberts (Meetings Officer)

The Executive Committee extends great thanks to both for their hard work and significant contributions they have made to the running of the Association throughout their periods in office.

We also welcomed a new postgraduate representative on to the Executive Committee in September, Marcus Hatch (Queen Mary, London), who will represent the QRA postgraduate community for the next two years.

h. Postgraduate activities

Postgraduate activities continue to be an important part of the activities of the Association. The annual postgraduate symposium series continued, with the 2010 event held at the University of Exeter from 25th-27th August. Feedback from the recent postgraduate symposium at Exeter was that the meeting was a great success, having been very well organised and >50% new postgraduates attended. A full write-up will appear in QN in 2011. Postgraduates are represented on the Executive Committee and make an important contribution to the Executive on behalf of the postgraduate community.

i. Publicity

The publicity sub-committee had his annual meeting on the 26th March 2010 in Liverpool to discuss the next phase of the website (with the participation of Peter Osborne, the website creator), and material to promote the QRA at events (posters, business cards). A proposal for the phase 2 was submitted to the executive committee at the September 2010 meeting and was agreed. The construction of phase 2 is underway and would enable the following new functionalities:

- Online payment (memberships, publications)
- Database management (for instance to use to send notices)
- A QRA email address
- QRA on the map (an interactive map with QRA field guides linked to sites)
- Photo gallery (with the interactive map)
- Links with JQS, QSR and Boreas
- Flexibility to amend text on the pages.

The new version should be available early 2011. Posters and business card will also be available for events as pdf files. An annual membership card was also proposed and adopted.

j. Affiliation with the Geological Society

After lengthy attempts at correspondence there has now been some progress regarding the QRA becoming an affiliated group of the Geological Society. One of the main reasons for delay was that the Geological Society want all their affiliated groups to have a constitution that is in a "more modern and

standard format". The Executive Committee now has a draft of a constitution, based on its revised 2007 constitution, which the Geological Society has edited. The Geological Society note, that provided we can agree on an appropriate constitution, they are sure that Council will welcome affiliation. The Executive Committee will study this new constitution and discuss all relevant issues in detail at their next meeting.

The Secretary's report was accepted by the membership.

7. Treasurer's Report, 2008-2009

January 2010

This Report covers the period 1 August 2009 to 31 July 2010

a. Income

Pleasingly, income from membership subscriptions rose to £16,043 (£14,460, 2008; £15,652, 2009). This is due to the diligence of our Administrative Assistant, Val Siviter.

Royalties from Wiley rose by nearly £8,474, to £41,802 (£33,328, 2009), again a pleasing and welcome increase.

Banking interest has plummeted to £80 (from £402 last year).

The total income of £70,334 is an increase of c.£3,000 on last year, if the sum for 2008-9 is adjusted for an abnormal transfer in of £16,642 (£83,992 becomes £67,350)

b. Expenditure

The Newsletter and Circular printing and postage costs have reduced by £1,583 (£7,441/£5,858), accounting for most of the reduced running costs.

The cost of running the Executive (travel, room hire) - £2459 – is approximately 5% of total expenditure.

Our support activities through grants, awards and sponsorship rose by £2,000 (£17,077; £19,071). It is notable that the QRA Conference Fund, designed to assist post-graduate members attend QRA meetings, is not being used. Eligible members are encouraged to use this fund.

INQUA subscriptions of £28,500 cover 3 years (2009, 10, 11). Due to banking difficulties, I did not manage pay the subscription during 2009. When successful I took the opportunity to pay for three years. If this is factored in, the total expenditure relevant to this year reduces from £69,142 to c.£50,178, compared to £59,690 for 2008-9, an improvement of over £9,000.

An item of £4905.24 appears in the bank statements for 2009-10. This does not appear to be relevant to the QRA's activities and I am pursuing the matter with the bank. I have not included it in the accounts reflecting our activities, but it is included as an outgoing against our assets

c. Income Versus Expenditure

Running income/expenditure (£16043; £16878):

The negative imbalance of £835 is a marked improvement on the last two years when the imbalance was over £2000.

Of the postage costs, possibly over £500 is for sending out books, which more properly should show up under Publications expenditure.

Our running costs in relationship to membership income has much improved and I propose that we do not need to increase the subscription fees.

Quaternary Research Association (Registered Charity No. 262124)						
<i>Income and expenditure on Treasurer's Account for 1 August 2008 - 31 July 2009.</i>						
				£	£	£
				2007 - 8	2008 - 9	2009 - 10
INCOME						
Member subs (Treasurer's acct only)				12670.21	14945.00	14507.40
Member subs (Publications acct only)				1790.00	707.80	1536.00
Total Running Income				14460.21	15652.80	16043.40
Book sales				10266.73	8677.27	5440.65
Total Publications Income				10266.73	8677.27	5440.65
Surplus on Meetings				172.39	3765.96	1916.52
Interest Received on Treasurer's acct				885.76	330.79	67.03
Interest received on Publications acct				197.35	71.77	13.35
Interest received on Halifax deposit acct				398.52	0.00	0.00
Royal Society: INQUA Subscription Support				3485.00	4885.00	4704.50
Royal Society: support for delegates to INQUA Conf				0.00	0.00	0.00
Publisher's Royalties Received				29562.00	33328.00	41802.00
Returned grants				0.00	250.00	0.00
Donations				340.62	368.44	346.44
Transfer of Deposit A/c to Current A/c				0.00	16642.29	0.00
Other income				423.00	0.00	0.00
Total Other Income				35464.64	59662.25	48849.84
TOTAL INCOME ON BOTH ACCOUNTS				60191.58	83992.32	70333.89
EXPENDITURE						
Newsletter & Circular printing costs				4977.00	4633.00	3785.00
Newsletter & Circular postage & stationery				0.00	2808.06	2072.80
Admin support				5686.75	6161.25	6500.00
Postage & stationery				4114.27	985.68	1431.92
Executive Committee Meetings				1305.89	2296.21	2459.18
Other Exec expenses				0.00	256.45	0.00
Insurance				630.00	630.00	630.00
Total Running Expenditure				16713.91	17770.65	16878.90
Publications Account						
Printing				3400.00	12734.00	3899.36
Postage				0.00	0.00	0.00
Bank charges				195.46	188.98	417.64
Sub-Committee Expenses				0.00	0.00	0.00
Miscellaneous				10.00	18.00	0.00
Refunds				0.00	0.00	0.00
Total Publications Expenditure				3605.46	12940.98	4317.00
Grants/Awards/Support						
Research Grants	NRWA			3060.00	6550.00	5500.00
	GRF			3280.00	2880.00	4193.00
	QCF			2350.00	3050.00	4195.00
	QRA Conf Fund			50.00	0.00	0.00
Support for delegates to INQUA Congress, Australia				600.00	0.00	0.00
C14 bursaries				0.00	1035.00	0.00
Lewis Penny Award				0.00	468.80	0.00
Lewis Penny Award (engraving)				21.85	19.97	0.00
Bill Bishop Memorial Fund Award (inc. bank transfer fee)				700.00	750.00	793.65
Postgraduate Conference				0.00	505.00	500.00
Postgraduate Meetings Award				0.00	130.00	0.00
Undergraduate Dissertation Award				0.00	250.00	250.00
Outreach				0.00	1438.66	1290.00
Sub-group support	IBiS			240.94	0.00	0.00
	GLWG					500.00
Conference support/sponsorship	Royal Society Exhibition			1000.00	0.00	1000.00
	EGU					350.00
	Loughborough					500.00
Total Grants/Awards/Support				11302.79	17077.43	19071.65
Refund/reimbursement				2975.00	70.00	0.00
Meetings expenditure				1108.33	1238.89	364.00
RGS ADM 2008, Payment				0.00	2639.30	0.00
INQUA subscription				7574.67	0.00	28515.92
Web Site costs				438.27	7702.50	0.00
Other expenditure				500.00	50.00	0.00
Total other expenditure				12596.27	11900.69	28879.92
TOTAL EXPENDITURE ON BOTH ACCOUNTS				44218.43	59689.75	69147.47
NET SURPLUS(+)/DEFICIT(-)				+ 15973.15	+ 24302.57	+ 1186.42
<i>P. Allen</i>	<i>Treasurer</i>					
<i>04/01/2010</i>						

d. Year-End Financial Status

At the end of July 2009, we held £19,546.11 in our BoS Treasurer's Account, £17,303.66 in the BoS Publications Account, £10,306.99 in our HSBC Community Account and £51,759.13 in the HSBC Manager's (savings) Account. We started the 2010-11 financial year with £98,915.89. We are in a sound situation financially.

£15,254.52 is held in trust for the Bill Bishop Awards. Further sums are ring-fenced: £5000 for the Lewis Penny Medal, £30,000 to meet any unexpected liabilities.

Our INQUA as our subscription for 2011 has already been paid, which will reduce the expenditure figures for 2010-11.

e. Future Initiatives

The membership should note that we shall be starting the applications round for the next INQUA meeting shortly. We anticipate making £16,000 available to send delegates to the 2011 meeting, in addition to monies received from the Royal Society.

f. Auditing

The finances have been audited internally by Mr T. White, but await external auditing and are submitted to this meeting subject to the approval of the external auditor.

g) Assets and Liabilities at 31 July 2010

ASSETS

31 July 2009		31 July 2010
£ 94,256.81	Bank of Scotland Treasurer's Account	£ 19,546.11
11,841.97	Bank of Scotland Publications Account	17,303.66
-----	HSBC Community Account	10,306.99
-----	HSBC Manager's (Savings) Account	51,759.13
£ 106,098.78	Total assets	£ 98,915.89

LIABILITIES

£ 1,935.00	Uncashed cheques	£ 3,663.02
9,350.00	INQUA Subscription	0.00
£ 11,285.00	Total liabilities	£ 3,663.02

NET ASSETS

£ 79,559.26	Unrestricted	£ 79,998.35
15,524.52	Restricted	15,254.52
£ 94,813.78	TOTAL NET ASSETS	£ 95,252.87

The Treasurer's report was accepted by the membership.

8. Publications Secretary Report

a. QRA Guide Sales

See Table below (Guides listed as grey mean sold out).

b. QRA Field Guide production 2010

Two field guides were produced in 2010 (see below). Authors/Editors have been encouraged to use increasing amounts of colour particularly as the cost of colour production is becoming cheaper all the time. The Solway Firth Field guide had approximately 30 pages of colour and cost ca £2500 for 300 copies of a ca 170 page guide.

Lukas et al “West Sutherland and Adjacent Area” (Annual Field Meeting)

Livingstone et al “Solway Lowlands” (September short field meeting)

c. QRA Field Guide production 2011

Currently field guides are planned for the two scheduled field meetings for 2011 (see below). The Glaciotectonics meeting (Phillips and Lee, September 2011) is a combined workshop and field trip and the organiser are hoping to produce a guide that acts as a technical guide as well as a conventional field guide.

Basell et al “Quaternary of the Exe Catchment and Blackdown Hills”(Annual Field Meeting, April)

Phillips and Lee “Glaciotectonics” (Workshop and Field Meeting, September)

d. Technical Guides update

Three guides are currently in various stages of production.

Fungal Spores – Jeff Blackford supplied me with the final draft of this in December. He is waiting for copyright permission from Elsevier and completion of index and references. This should be ready for submission to the printers by February.

Clast Lithological Analysis – David Bridgland is finishing off other publication commitments before completing this guide. No firm date as yet.

Tephrochronology – This guide has quite a complicated history but the current editors are concerned that a recent publication by D Lowe may cover much of the ground that they had hoped to cover in the guide.

e. History of the QRA

As part of the 50 year anniversary Prof John Catt is planning to produce a “History of the QRA” book. He has been researching the text using the QRA archive now held at the RGS with which we are affiliated.

f. GNCR Book updates

The QRA was approached by Natural England to enquire whether we would be interested in publishing the remaining Quaternary-related GNCR guides. The current economic climate means that, apparently, there are no funds to produce these books through Natural England. A large number of non-Quaternary titles are also pending publication. Before discussions had progressed an agreement was apparently reached with Elsevier to produce each guide as a special edition of the *Proceedings of the Geologists Association*. The wide audience through Science Direct plus the free use of colour makes this a good outlet for all of the remaining guides whilst the topics fit in with the remit of the PGA.

g. Publication Committee Meeting

No meeting was held in the autumn of 2010 primarily because of my sabbatical commitments which kept me out of the country for most of the term. I have emailed committee members with the aim of scheduling a meeting for early Feb 2011.

Publications mail order sales Jan-early Dec (inclusive) 2010 (excludes field meeting sales, bookstalls etc)

2010 Sales	Initial	Sold	Remaining
Solway Lowlands & Pennine Escarpment	200	13	187
Western Sutherland and Adjacent area	200	26	174
The Trent Valley and Adjoining Regions	175	13	162
Solent Basin&W Sussex Raised Beaches	181	27	154
Northern East Anglia	145	23	122
Glen Roy & Vicinity	152	16	136
North of Ireland	100	10	90
Brecon Beacons	220	21	199
Quaternary of Somerset	192	2	190
The Isles of Scilly	178	9	169
Quaternary of Rossendale Forest & Gt. Manchester	200	5	195
Quaternary of Central Western Ireland	94	4	90
Nene Valley	191	4	187
Quaternary Mammals of S & E England	99	6	93
Central Grampian Highlands	210	2	208
Isle of Man & North West England	217	0	217
Glen Affric & Kintail	250	1	249
W. Highland Boundary	95	3	92
South-West Ireland	139	0	139
Central Germany (Thuringia)	51	1	50
East Yorkshire & North Lincolnshire	113	6	107
West Wales	57	2	55
Banffshire Coast and Buchan	100	0	100
Norfolk & Suffolk	0	0	0
Dumfries & Galloway	116	6	110
West Cornwall	54	4	50
North East England	121	4	117
Kent & Sussex	100	5	95
Eastern Yorkshire Dales (no copies held)	0	0	0
South Midlands & Welsh Marches	168	2	166
Islay & Jura	107	2	105

2010 Sales	Initial	Sold	Remaining
Devon & East Cornwall	115	2	113
Cairngorms	216	2	214
Orkney Isles	0	0	0
Assynt & Coigach (no copies held)	0	0	0
Lower Reaches of the Thames	0	0	0
Cumbria	42	10	32
Jersey	152	4	148
Shetland Isles	0	1	-1
South West Scottish Highlands	0	0	0
Central East Anglia & the Fen Basin	14	3	11
Beaulieu to Nairn	2	0	2
Technical Guides		0	
No. 6 Environmental Magnetism - A practical guide	0	0	0
No.4 Quaternary Dating Methods	0	0	0
No.8 Non-marine ostracods and Quaternary Palaeoenvironments	360	2	358
No.9 The Identification of Testate Amoebae in Peats	274	18	256
No. 10 - Chironomids	115	32	83
QP 6 Mountain Glaciation	154	2	152
No.7 Description & Analysis of Quat. Stratigraphic Field Sections	188	16	172
No. 5 Statistical Modelling of Quat. Science Data	0		0
		total sales	346
		316	

The Publication Secretary's report was accepted by the membership.

9. Quaternary Research Association meeting programme

The following meetings have been arranged or are proposed:

a. 2011

4-7th April 2011

Field Meeting: Quaternary of the Exe Catchment and the Blackdown Hills

Venue: Dorset/Devon

Organisers: Dr Laura Basell/Prof Tony Brown

Contact: Laura Bassell, lbassell@hotmail.com; laura.basell@rlaha.ox.ac.uk

Details: Quaternary and Holocene landscape evolution of the Exe catchment and Blackdown Hills

11 – 16th September 2011

Field meeting/workshop: Glaciotectonics/Norfolk

Venue: Norfolk

Organisers: Emrys Phillips/Jon Lee

Contact: Emrys Phillips

BGS

Email: erp@bgs.ac.uk; jrlee@bgs.ac.uk

Details: 4 day workshop (2 days of lectures/workshops, 2 day in the field in North Norfolk).
Workshop centred on recent advances in glaciotectonics using Norfolk sites as examples.

2011 continued.....

Co-sponsored Meetings

21–25 March, 2011

AGU Chapman Conference on Climates, Past Landscapes, and Civilizations

Venue: Santa Fe, New Mexico, USA

Contact: Peter Clift, University of Aberdeen, UK,

Email: p.clift@abdn.ac.uk

***** *No sponsorship money required******

Nov 2011

Marine Tephrochronology

Venue: Burlington House, Geol Soc

Contact: Bill Austin, St Andrews

Email: wena@st-andrews.ac.uk

******£500 pledged******

Provisional co- sponsored Meetings

(current deadline 1st Jan 2011)

April 2011

EGU session "Cold Regions Geomorphology"

Venue: EGU, Vienna

Contact: Sven Lukas

Email: Sven Lukas [s.lukas@qmul.ac.uk]

9–10 September 2011

The Geologists' Association- Geoconservation for Science and Society: An Agenda for the 21st Century

Venue: University of Worcester

Contact: David Bridgland

Email: Dave Bridgland/Eleanor Brown (D.R.Bridgland@durham.ac.uk)

******£500 pledged******

b. 2012

Meetings

Jan 2012

ADM: Quaternary Science and Society

Venue: Southampton

Organiser: Peter Langdon

Contact Peter Langdon

School of Geography

University of Southampton

Highfield

Southampton

SO17 1BJ

Tel: +44 (0)2380 596710 (office)

Tel: +44 (0)2380 592226 (lab)

Email: P.G.Langdon@soton.ac.uk

Details: Details to follow

2012

Field Meeting: Caves of Northern England

Venue: Liverpool John Moores

Organiser: Hannah O'Regan

Contact: Hannah J. O'Regan

School of Natural Sciences and Psychology

Liverpool John Moores University

Byrom Street

Liverpool

L3 3AF

UK.

Tel: +44 (0) 151 231 2180

E-mail: h.j.o'regan@ljmu.ac.uk

Web: <http://www.ljmu.ac.uk/NSP/83856.htm>

E-mail: h.j.o'regan@ljmu.ac.uk

Details: Outline to be confirmed

2012

Workshop: Extinctions

Venue: Nat History Museum

Organiser: Adrian Lister

Contact: Adrian Lister

Department of Palaeontology

The Natural History Museum

Cromwell Road

London SW7 5BD, UK

Tel: +44 (0)20 7942 5398

fax: +44 (0)20 7942 5546

Email: A.Lister@nhm.ac.uk

Details: To follow

2012

Workshop: Quaternary environmental change of Tropical ecosystems: responses natural and human impacts.

Venue: Leicester

Organiser: Dr. Juan Carlos Berrio

Contact: Dr. Juan Carlos Berrio

Department of Geography

University of Leicester

University Road

Leicester LE1 7RH

United Kingdom

email: jcb34@le.ac.uk

Tel: +44 (0)116 252 3833

Fax: +44 (0)116 252 3854

Details: To follow

The Meeting Programme was accepted by the membership.

10. Election of new Executive members

The following people have been nominated to succeed retiring members of the Executive Committee. Nominations were published in the June 2010 Circular. No other nominations were received by the closing date and so the following were duly elected:

President: Prof Dan Charman (Exeter)

Ordinary Member: Dr Mary Gagen (Swansea)

Due to the Awards Officer, Dr Siwan Davies (Swansea), being on maternity leave Dr Mary Gagen, as she is also at Swansea, will provisionally take over the Awards Officer role until Dr Davies returns. Dr Eleanor Brown, previously an ordinary member who had not served her full term, will take over as Meetings Officer.

11. Any other business

The costs of attending Executive meetings were discussed briefly. It was suggested that if members did not want to claim for some or all of the costs of attending meetings they could put down the relevant monies as a donation to the Association. This will be discussed at the next Executive meeting.

The meeting finished at 18.50.

Minutes taken by Dr Pete Langdon (Secretary)

5th January 2011

PROPOSED CONSTITUTION OF THE QUATERNARY RESEARCH ASSOCIATION

The Quaternary Research Association was founded in 1964 as the Quaternary Field Study Group and its name was changed to the Quaternary Research Association in 1968.

[This constitution replaces all previous versions and was adopted at a Special General Meeting of the Quaternary Research Association held on]

1. *Name*

- 1.1 The name of the Association shall be the Quaternary Research Association.
- 1.2 The Association is affiliated to The Geological Society of London and the Royal Geographical Society (with IBG).

2. *Definitions*

2.1 In this Constitution:

The “Association” means “the Quaternary Research Association”.

The “Committee” means the “Executive Committee of the Quaternary Research Association”.

“Member” means any person who has requested to be a Member of the Quaternary Research Association.

The “Society” means “The Geological Society of London” and references are to the Charter and Bye-laws thereof.

The “Council” means the “Council of The Geological Society of London”.

The “Science Standing Committee” means the “Science Standing Committee of The Geological Society of London”.

The “RGS-IBG” means “The Royal Geographical Society (with IBG)”.

3. *Aims*

- 3.1 The aims of the Association shall be to advance the study and understanding of global environmental processes within the Quaternary period by:
 - 3.1.1 holding public meetings, conferences, seminars, exhibitions and workshops;
 - 3.1.2 representing the interest and promoting the study and understanding of Quaternary Research nationally and internationally;
 - 3.1.3 liaising with the Society and RGS-IBG in terms of representing the interests of Quaternary studies internationally;
 - 3.1.4 publishing papers and other communications, in such a way as may be found most convenient;
 - 3.1.5 encouraging research and teaching in Quaternary Research;
 - 3.1.6 such other means as the Committee may think desirable.

4. *Membership*

- 4.1 Membership of the Association shall be open to all interested in furthering the objectives of the Association. The Association may elect Honorary Life Members in recognition of distinguished contributions to Quaternary Science.

5. *Subscriptions*

- 5.1 All Members except Honorary Life Members shall pay an annual subscription.
- 5.2 The first Annual Subscription shall be paid on joining the Association, but if a member joins in October, November or December the subscription shall cover the whole of the following calendar year. With this exception, all Annual Subscriptions shall become due on the 1st January for the subsequent year. Members whose subscriptions are in arrears are not liable to receive publications and may be excluded from meetings if attendance is restricted for any reason. Members whose subscriptions are more than one year in arrears may have their membership of the Association revoked by the Executive Committee, provided that a final reminder has been sent by the Treasurer at the end of the year for which no payment has been received.
- 5.3 The Annual Subscription shall be a sum determined at the Annual General Meeting.
- 5.4 Any Member may resign from the Association by giving notice in writing to the Secretary.

6. *Management*

- 6.1 The affairs of the Association shall be managed by an Executive Committee, which shall include the following officers: A President and Vice-President, each of whom may hold office for up to three years; a Secretary, Treasurer, Newsletter Editor, Publications Secretary, each of whom shall hold office for up to four years. The Committee shall also include a Membership Officer, Meetings Officer, Awards Officer, Publicity Officer, Outreach and External Liaison Officer, Conservation Officer and two further ordinary members, each of whom may serve in this capacity for up to three years. The Committee shall include two postgraduate members who may hold office for two years, a new representative being elected at the Annual Postgraduate Symposium in September each year. The Editor, *Journal of Quaternary Science* shall be an *Ex Officio* member of the Committee for the duration of his/her term of office.
- 6.2 At least two new members of the Committee shall be elected each year. Officers are eligible for election as ordinary members of the Committee on completion of their term(s) of office. Ordinary members of the Committee elected as officers may hold office for the period appropriate to the office. Ordinary members shall be eligible for re-election, but may not serve more than two consecutive three year terms.
- 6.3 New members of the Committee shall be elected by ballot. Officers and ordinary-members shall be nominated by the Committee, and the list of nominations shall be published in the June Circular. Members of the Association may make additional nominations up to the publication of the October Circular providing that each nomination is supported by at least two members of not less than one year's standing. Voting shall be on ballot papers published in the October Circular and the result of the ballot shall be announced at the Annual General Meeting.
- 6.5 Co-option shall be for specific purpose(s) and period(s) that shall not extend beyond the next Annual General Meeting of the Association. In exceptional circumstances co-option may be renewed into the following year.
- 6.6 The quorum for a Committee meeting shall be six members of the Committee and shall include at least one of the President, Vice-President and Secretary.

- 6.7 The Committee shall have the power to appoint Sub-Committees comprising at least two members of the Committee. At meetings of the Sub-Committees more than half of the Sub-Committee membership is required to form a quorum. The Committee shall have power to co-opt members to assist the Sub-Committees. The Sub-Committees shall be responsible to the Committee and shall report to the Committee at least once a year, normally at the Spring Committee meeting.
- 6.8 The Association shall agree formal representation on the committees of appropriate scientific organisations, such as INQUA, ICSU, the Science Standing Committee of the Society, the Research Groups Standing Committee of the RGS-IBG and the Royal Society.
- 6.9 The Committee shall delegate authority to an Executive Editorial Board to oversee the *Journal of Quaternary Science*. Nominations for Journal Editor shall be brought to the Spring meeting of the Committee for formal ratification. The term of office of the Journal Editor shall normally be five years.
- 6.10 A member of the Executive Committee shall cease to hold office if he or she:
- i. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs, determined by an independent medical authority.
 - ii. Is absent without the authorisation of the Executive Committee from all their meetings held within a period of one year and the Executive Committee resolve that his or her office be vacated, or
 - iii. Notifies to the Executive Committee a wish to resign.

7. *Meetings*

- 7.1 General meetings held by the Association shall be scientific meetings, Special General Meetings and Annual General Meetings.
- 7.1.1 The Secretary shall make all arrangements for the general organisation and conduct of meetings. The arrangements for particular meetings may be made the responsibility of a Local Secretary, who shall be appointed by the Committee for this purpose. The Secretary shall arrange for the minutes of the proceedings or the Committee Meetings, the Annual General Meeting and any specific General Meeting to be recorded, and these shall be entered regularly in the minute books. He/she shall keep records of other meetings, conduct the correspondence of the Association and report to the Committee matters relating to the business of the Association.
- 7.1.2 The President shall preside at all general and committee meetings at which s/he is present. In his absence, the Vice-President shall preside. If neither is present, the Secretary shall invite another member of the Committee to preside.
- 7.2 *Scientific meetings*
- Scientific meetings will be organised in accordance with the aims of the Association.
- 7.3 *Annual General Meeting*
- 7.3.1 An Annual General Meeting of the Association shall be held in January, to coincide with the Association's Annual Discussion Meeting. All registered members of the Association will be eligible to attend.
- 7.3.2 At least one month's notice of the Annual General Meeting shall be given to Association members, normally in the meeting programme for the Annual Discussion Meeting. The quorum for the Annual General Meeting shall be eleven.
- 7.3.3 The Annual General Meeting shall:

- i. Receive an Annual Report on the activities of the Association;
- ii. Receive the Annual Accounts;
- iii. Elect eligible contenders for office to serve on the Committee to manage the affairs of the Association according to the guidelines stipulated above;
- iv. Receive plans and proposals concerning future activities and governance of the Association.

7.3.4 All proposals and decisions shall be subject to approval of the membership, and contested issues shall be resolved by vote of members attending the Annual General Meeting.

7.4 *Special General Meeting*

7.4.1 A Special General Meeting shall be called at any time by the President of the Association, the Committee, or any twelve registered members on application to the Secretary. Not less than thirty days' notice of the date and purpose of such a Special General Meeting shall be given to members, and no business shall be considered at such a meeting other than that for which it was convened.

8. *Finance*

8.1 The Association shall incur no financial obligation that exceeds the funds directly held by the Association unless the obligation has been authorised previously by the Council.

8.2 Financial income from any activities of the Association shall be managed by the Treasurer of the Association through a bank account(s) in the Association's name, which is audited in accordance with the requirements of the Charity Commission. Authorised signatories for the account(s) will be the Treasurer and at least one other Officer of the Association.

8.3 The financial year will be 1st August to 31st July.

8.4 A summary of the financial position of the Association shall be submitted to the Society and the RGS-IBG by 31 December for the previous accounting year.

8.5 The Treasurer of the Association shall submit an annual account of the finances of the Association to the Association's Annual General Meeting.

8.7 Members and non-members may be asked to pay a fee for attendance at meetings, conferences, seminars, workshops and other activities of the Association. Such registration fees may be charged at a higher rate for non-members.

9. *General*

9.1 The Association shall not take any action that may conflict with the terms of the Charter and Bye-laws of the Society or the RGS-IBG.

9.2 No alteration or addition to the Constitution of the Association shall be made except by a majority of votes of the members present at a General Meeting, and no alteration or addition to the Constitution shall be made which would cause the Association to cease to be a charity in law.

10. *Dissolution*

10.1 The Association can only be dissolved through the following procedures. (1) A motion of dissolution of the Association, together with a full explanation of the reasons and letters of support from at least twelve registered members of the Association, should be submitted to the Secretary. (2) The Secretary of the

Association shall convene a Special General Meeting of the Association to consider the motion. (3) If the SGM finds the case to merit the fuller consideration of the membership, a ballot (electronic and postal) will be arranged for a vote on the motion. A two-thirds majority of the voting members will be required to proceed to dissolution.

- 10.2 In the event of dissolution, the funds and other property of the Association, after the payment of all proper debts and liabilities, shall not be distributed among the members of the Association, but shall be given, paid, transferred or distributed to or among such other charitable institutions having similar objects to those of the Association as the Executive Committee with the approval of the Special General Meeting shall determine.

QUATERNARY RESEARCH ASSOCIATION

CONSTITUTION

1. The name of the Association shall be the Quaternary Research Association.
2. Membership of the Association shall be open to all interested in furthering the objectives of the Association. The Association may elect Honorary Life Members in recognition of distinguished contributions to Quaternary Science.
3. The objective of the Association is the advancement of education and research into the Quaternary period. This shall be achieved through a programme of activities and by series of publications that are of benefit to the public. The aims of such activities shall be: (i) to enhance understanding of the nature of global environmental processes during the Quaternary period, and (ii) the dissemination of this information to the wider public. In furtherance of this objective, but not otherwise, the Association through its Executive Committee shall have the following powers: (a) To hold public meetings and exhibitions; (b) To publish pamphlets, leaflets, etc., (c) To do all such things as will further the objective. The Association shall also agree formal representation on the committees of appropriate scientific organisations, such as INQUA, ICSU and the Royal Society.
4. The association shall hold an Annual General Meeting, to which all registered members will be eligible to attend. The AGM shall be scheduled to coincide with the Annual Discussion Meeting held each January. Members of the Executive Committee of the Association (see below) shall be required to present the following at the AGM: (a) audits of the accounts and of the activities of the association in the preceding year; (b) a list of eligible contenders for office, to serve on the Executive Committee of the association for an agreed period, according to guidelines stipulated below; and (c) plans and proposals concerning future activities and governance of the Association. All proposals and decisions shall be subject to approval of the membership, and contested issues shall be resolved by vote of members attending the AGM.
5. The affairs of the Association shall be handled by an Executive Committee, which shall include the following officers: A President and Vice-President, each of whom may hold office for up to three years; a Secretary, Treasurer, Newsletter Editor, Publications Secretary, each of whom shall hold office for up to four years. The Executive Committee shall also include a Membership Officer, Meetings Officer, Awards Officer, Publicity Officer, Outreach Officer, Conservation Officer and one further ordinary member, each of whom may serve in this capacity for up to three years. The Executive Committee shall include two postgraduate members who may hold office for two years, a new representative being elected at the Annual Postgraduate Symposium in September each year. The Editor, *Journal of Quaternary Science* and Chair of the JAQR (or their nominees) shall be *Ex Officio* members of the Executive Committee for the duration of their respective terms of office. At least two new members of the Executive Committee shall be elected each year. Officers are eligible for election as ordinary members of the Executive Committee on completion of their term(s) of office. Ordinary members of the Executive Committee elected as officers may hold office for the period appropriate to the office. Ordinary members shall be eligible for re-election, but may not serve more than two consecutive three year terms.

6. New members of the Executive Committee shall be elected by postal ballot. Officers and ordinary-members shall be nominated by the Executive Committee, and the list of nominations shall be published in the June Circular. Members of the Association may make additional nominations up to the publication of the October Circular providing that each nomination is supported by at least two members of not less than one year's standing. Voting shall be on ballot papers published in the October Circular and the result of the ballot shall be announced at the Annual General Meeting.
7. The Executive Committee shall have power to co-opt to fill any vacancies which may arise in the Committee until the next Annual General Meeting of the Association.
8. The quorum for meetings of the Executive Committee is six members attending.
9. The President shall preside at all general and committee meetings at which he is present. In his absence, the Vice-President shall preside. If neither is present, the Secretary shall invite another member of the Executive Committee to preside.
10. The Secretary shall make all arrangements for the general organisation and conduct of meetings. The arrangements for particular meetings may be made the responsibility of a Local Secretary, who shall be appointed by the Executive Committee for this purpose. The Secretary shall arrange for the minutes of the proceedings or the Executive Committee Meetings, the Annual General Meeting and any specific General Meeting to be recorded, and these shall be entered regularly in the minute books. He/she shall keep records of other meetings, conduct the correspondence of the Association and report to the Executive Committee matters relating to the business of the Association.
11. The Treasurer shall receive and keep account of all the monies of the Association. He/she shall produce accounts whenever required by the Executive Committee, and shall also present the accounts for each financial year ending the 31st July, so that they may be audited and submitted to the Annual General Meeting of the Association. All monies received for the Association shall be paid into such bank as the Executive Committee shall appoint.
12. A Special General Meeting of the Association may be called at any time by the President, the Executive Committee, or any twelve registered members on application to the Secretary. Not less than thirty days' notice of the date and purpose of such a Special General Meeting shall be given to members, and no business shall be considered at such a meeting other than that for which it was convened.
13. The Association can only be dissolved through the following procedures. (1) A motion of dissolution of the Association, together with a full explanation of the reasons and letters of support from at least twelve registered members of the Association, should be submitted to the Secretary. (2) The Secretary of the Association shall convene a Special General Meeting of the Association to consider the motion. (3) If the SGM finds the case to merit the fuller consideration of the membership, a ballot (electronic and postal) will be arranged for a vote on the motion. A two-thirds majority of the voting members will be required to proceed to dissolution.
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the Association, but shall be given, paid, transferred or distributed to or among such other charitable institutions having similar objects to those of the Association as the Executive Committee with the approval of the Special General Meeting shall determine.

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16. The Annual Subscription shall be a sum determined at the Annual General Meeting.
17. Any member not in arrears with subscriptions may resign from the Association by giving notice in writing to the Membership Officer.
18. No alteration or addition to the Constitution of the Association shall be made except by a majority of votes of the members present at a General Meeting, and no alteration or addition to the Constitution shall be made which would cause the Association to cease to be a charity in law.
19. The Executive Committee shall have the power to appoint Sub-Committees comprising at least two members of the Executive Committee. At meetings of the Sub-Committees more than half of the Sub-Committee membership is required to form a quorum. The Executive Committee shall have power to co-opt members to assist the Sub-Committees. The Sub-Committees shall be responsible to the Executive Committee and shall report to the Executive Committee at least once a year, normally at the January Executive Committee meeting.
20. The Executive Committee shall delegate authority to an Editorial Board to oversee the Journal of Quaternary Science. Nominations for Journal Editor shall be brought to the January meeting of the Executive Committee for formal ratification. The term of office of the Journal Editor shall normally be five years.

Revised April 2007