



## **Agenda Item 8: 2023 Plans for Quaternary Newsletter**

The Quaternary Newsletter (QN) is produced by the QRA three times per year in February, June and October. It has been in existence since the late 1960s and 157 issues of QN have been produced in that time. QN contains articles and reports submitted by members, including peer-reviewed articles, reports on awarded grants, reports on meetings hosted or funded by the QRA, book reviews, abstracts of QRA award winning dissertations and other pieces of interest to QRA members.

In 2016 the QRA membership voted to move QN to an electronic format, instead of posted print-version, which started in 2017. This reduction in paper use had environmental benefits and the funds saved from not printing and posting the QN to all members was put back into the award schemes to offer more funding to members. The e-version of QN has been added to the 'Members Area' of the QRA website three times per year since 2017, with the three most recent issues only available to members and older issues available to everyone.

Online views of recent issues tell us that QN is currently not widely read. Having to log on to the Members Area of the QRA website to view QN is a significant barrier to readership, and recently problems with resetting passwords to the QRA website has compounded this issue. This is not ideal given the time spent by authors and the editor to produce and publish interesting and timely articles and reports. We therefore propose to move QN to a fully open access publication, available to all from the new QRA website. Fewer than 20 members currently take a physical hard copy of the QN. The QN's move to online open access will also mean that the Circular will no longer be produced and the weekly email rebranded as the Circular.

We propose a new style to QN which will allow anyone to view/download each issue of QN or individual articles/reports within it. This will allow us to promote individual articles via social media and hopefully increase readership within and beyond the Association. The newsletter will retain its traditional front cover but each article will now have its own header to ensure it retains its identity when downloaded separately from the whole issue.

We have provided a mock-up of what a future issue of QN will look like, using part of an article from the most recent issue as an example. We welcome comments and suggestions about this development, and plan to roll out the new format for the February 2023 issue if the new website is ready to host it at that time.

Sarah Woodroffe  
QN editor



## Agenda Item 9. Subscription Changes.

### Subscription increase

Every year we look carefully at our finances and in particular the subscription charge to members. The last time we raised subscriptions was **19 years ago in 2004**. Since then, we have weathered all sorts of financial turbulence and inflation. In the last year, the costs associated with administration of the QRA have increased permanently (e.g. administrator costs and book storage). We aim to limit these costs going forwards while at the same time increasing the benefits to members. However, we have reached the point where these activities are unsustainable without additional income to meet our running costs. The Executive is proposing to make the following changes to the membership rates, to come into effect from **January 1<sup>st</sup>, 2024**.

Ordinary	existing £20*	new £30
Student /unwaged	existing £10	new £15
Retired	existing £10	new £15
Institutional	existing £35	new £60

\* £20 in 2004 is now equivalent to £37 in 2022.

Subscriptions will be monitored every year at the Executive Committee with future increases brought to the AGM.

### Other Subscription Changes in 2023/24:

Coinciding with the change in membership fee rates are a series of other developments which will influence how membership fees are collected. The new QRA website, which is to be launched later this year, will be the prime focus for managing QRA membership. Options will include the payment by bank card of single year subscriptions or annually recurring membership. This will replace the previous system of standing orders. The Quaternary Research Association is moving subscriptions to a new bank account. The existing Halifax-Bank of Scotland account will be replaced by an HSBC bank account. Existing standing orders will need to be cancelled to be replaced by website card payments which will become the primary mode for membership of the association. Once the new website has been brought online, a guide will be sent to all members with Standing Orders to aid in setting up the new payment via the website. The payment for Jan 2023 will be unaffected.

The new website will allow members to make Gift Aid declarations, which will provide a valuable source of income to the Society. Please note this is not a subscription payment method. It allows the QRA to reclaim the tax paid on your subscriptions.

Membership of the Quaternary Research Association is still well worth the annual subscription with full online access to the Journal of Quaternary Science, three copies of Quaternary Newsletter, the weekly email Newsletter, many Awards and Prizes, and numerous publications and meetings at reduced prices. We hope you will continue your subscription with us, so that you may continue to enjoy the benefits of membership.

Thank you all for your continued support of the Quaternary Research Association.



## **Agenda Item 10. Constitutional Updates.**

### **Summary of Proposed Changes to the Constitution:**

#### **Rationale:**

- 1) The Constitution was last amended in 2012 and there have been some small changes to working practices that have been necessary for the efficient running of the Association. These changes should be reflected in the Constitution.
- 2) Removal of gendered language

We present the '2012 Constitution' and 'proposed Constitution' to be adopted from Jan 2023 as two documents with the points of difference highlighted in yellow. We draw your attention to the following changes to allow comparison between the old and new constitutions and the new wording.

#### **Reasons for Proposed Changes:**

##### *5.2 Subscriptions*

The online membership process is now the dominant mode of application. These memberships can run from any calendar month for 12 months before renewal. The start of the membership year no longer has to be forced to the 1<sup>st</sup> Jan. The new website will make this easier to manage and therefore the constitution needs to be changed to reflect this. This means that all new members will pay for 12 months and be asked to renew on an annual basis from when they initiate their membership rather than being forced into a Jan. to Dec. cycle after the initial 'year' of membership as was the case with older memberships.

We also propose that the period for lapsed membership before sanctions on rights to access, for example, QN and JQS, is reduced from 1 year to 3 months.

##### *6.1 Management*

The Membership Officer role no longer exists and is overseen by the Secretary with the QRA Administrator.

We propose to include a new Officer (Equity, Diversity and Inclusion) to the Executive from January 2024. The role will have a term of 3 years and increase the Executive Committee numbers to 17 Officers and Members.

##### *6.2 Management.*

There was no mention as to the length of terms for Postgraduate Members and has been rectified to be consistent with other statements in this paragraph.

##### *6.3 Management*

The removal of the Circular as an insert to the QN combined with the movement of the QN to online, means that we cannot call for nominations for Executive Members through this mechanism. The advertisement for nominations will be sent via the weekly email Circular by the end of June with the deadline for nominations by the end of August. In the event of two nominations being made, an election will be organised by the Secretary and Vice President.

Gendered language has been removed from paragraphs 6.10, 7.1.1 and 7.1.2.

## 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 the Annual General Meeting of the Quaternary Research Association held on 4<sup>th</sup> January 2012]

### 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 31<sup>st</sup> 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.

# CONSTITUTION OF THE QUATERNARY RESEARCH ASSOCIATION

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[This constitution is a proposal to replace all previous versions and was proposed at the Annual General Meeting of the Quaternary Research Association held on 6<sup>th</sup> January 2022]

## 1. *Name*

- 1.1 The name of the Association shall be the Quaternary Research Association.
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  - 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*

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- 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 17 officers and members (duration of term of office):

President (3 years)

Vice President (3 years)

Secretary (4 years)

Treasurer (4 years)

Quaternary Newsletter Editor (4 years)

Publications Secretary (4 years)

Meetings Officer (3 years)

Awards Officer (3 years)

Publicity Officer (3 years)

Outreach and External Relations Officer (3 years)

Conservation Officer (3 years)

Ordinary Member 1 (3 years)

Ordinary Member 2 (3 years)

Postgraduate Member 1 (2 years)

Postgraduate Member 2 (2 years)

Editor of Journal of Quaternary Science, *ex Officio* for term of office (five years).

Equity, Diversity and Inclusion Officer (3 years)

- 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. All terms for Executive Members run from January to December except for Postgraduate Officers, whose term runs from September to October.

- 6.3 New members of the Committee shall be elected by ballot. Officers and ordinary members may be nominated by the Executive Committee and by the membership. The call for nominations will be made through the weekly email by June 30th and nominations must be received by 1st September. Nominations must be supported by at least two members of not less than one year's standing. If more than one nomination for a role is received a ballot will be organised. The ballot will be organised by the Secretary and Vice-President, who cannot vote in the election, and it will be completed by the end of November. The result will be formally announced at the AGM when new members of the Executive Committee shall begin their term of office.
- 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.
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9. *General*

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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.