

CaP

THE CRIME AND PUNISHMENT COLLECTIONS NETWORK

SUBJECT SPECIALIST NETWORK
for
POLICE, PRISONS AND THE LAW

CAP CONSTITUTION

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Initially Compiled by
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CONSTITUTION

TITLE

The network shall be called “The Crime and Punishment Collections Network” (CAP)

AREA

The network shall serve the British Isles but will welcome international partnerships.

AIMS

The primary aims of the network include:

- To promote the welfare and efficiency of museums, libraries, archives and other associated bodies with an interest in Crime and Punishment Collections
- To encourage active cooperation in the exchange of information and the discussion of matters of common concern
- To represent members’ interests
- To establish a network to support members needs including exhibition development, research and media enquiries etc.
- To share best practice across disciplines and departments
- To raise awareness of (and actively promote) relevant sites and collections
- To encourage partnerships and joint projects
- To provide greater access to collections
- To work together to protect vulnerable collections and sites

MEMBERSHIP

Institutional membership

Institutional membership will be offered to museums, libraries, archives and other related specialist groups. Institutional membership offers full voting rights to one named representative of an institute, if at any point this individual is unable to vote or attend a second individual with linked

membership can be sent in their place on the condition that CAP secretary is advised before voting by initial named voting party.

Institution linked.

Institution linked members need to be linked to an active institution holding full institutional membership to CAP. Linked members hold no voting rights unless named party in replacement to institution named representative.

Linked members are extra members linked to a member institute carrying all rights and privileges excluding those of voting rights and the ability to sit at committee level.

Individual Membership

Individual Membership holds no voting rights over the committee or group, however would have full access to all other resources and services of the CAP group at the discretion of the committee members.

In order to hold individual membership to CAP the individual should represent specialist knowledge or collections within the Crime and punishment subject field.

Honorary Membership

Honorary Membership is offered to individuals that have carried out duties on behalf of CAP. These individuals will be selected at the discretion of committee members with a minimum support of two committee members backing the individual's nomination and their opportunity of membership to CAP will be offered on an ongoing basis.

These individuals will retain full voting rights along with access to all services of the group whether connected to a relevant institution or as an independent.

Form of membership	Annual cost
Institutional	£12.00
Institution linked	£6.00
Independent Member	£10.00
Honorary Member	Exempt

COMMITTEE

The affairs of the network shall be managed by a Committee of at least seven members, elected at the Annual General Meeting.

Members of the committee shall be elected for a one year term; they should serve for a maximum of 3 years in one role, unless the membership agrees that they should continue for an extended period. Any extensions should be voted on by the membership at the Annual General Meeting.

The committee should incorporate a broad range of representatives - from museums, archives, and libraries and other associated organisations where possible.

No committee member shall receive any financial payments in lieu of secondment or time spent on committee business. Subsidy in respect of travel etc. shall be awarded at the discretion of the committee where evidence of restricted income can be proven.

MEETINGS

There shall be an Annual General Meeting will normally take place in November to transact the formal business of the Network.

An Extraordinary General Meeting may be called on the decision of the Committee, or on the application in writing to the Secretary.

The Committee should meet at least twice a year, once at the AGM and once in the spring, at a time suitable to organise the AGM and to discuss any other matters of interest, and there must be a quorum for a committee meeting to take place. A quorum shall consist of four members of the Committee.

Minutes shall be taken at all committee and Annual General Meetings and shall be circulated to all members.

VOTING

Voting shall only take place at an Annual General Meeting or an Extraordinary Meeting.

Each member (institution) can have no more than two members on the committee; however each institution will only be rewarded one vote irrespective of their representation at committee level. Where a number of representatives from an institution are present, only the one recorded voting representative shall be allowed to vote.

The committee will accept nomination before the start of the annual general meeting.

If a committee member fails to serve the full year, the committee shall nominate a replacement.

FINANCE

The Treasurer shall present the accounts at the Annual General Meeting.

Any member may request an internal review of the accounts at the AGM, to be carried out by another member organisation.

AMENDMENT OF RULES

No rule can be altered, nor any additional rule made, except by a straight majority at an Annual General Meeting. Two calendar months must be given to the Secretary of any proposed resolution affecting the rules, and the Secretary shall give notice to the members of such resolution twenty-one days before the General Annual Meeting at which they are considered.

DISSOLUTION OF THE NETWORK

The Network may only be dissolved when at least two-thirds of the membership vote in favour, of such resolution in a postal ballot. Any funds remaining after settlement of outstanding debts should be used in the spirit of the aims recorded in the constitution and decided by the Committee.