

Appendix 1.1 References and further reading

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Appendix 1.2 A definition of exposure and integrity sites

Exposure sites: These are sites whose scientific or educational value lies in providing exposures of a deposit which are extensive or plentiful underground. The usual situation is that the deposit or structure in question is widespread underground and is almost certain to contain similar features to those visible at the site, but, in practical and economic terms, the deposit is not available for study other than at the site. Such 'exposure' sites are numerically the most common category of sites and include most quarries, cuttings, cliffs, outcrops and mines. The conservation of 'exposure' sites depends almost entirely on preserving suitable exposures; the actual material can be exposed to form equally good or better exposures. This might be achieved by quarrying or continued marine erosion. It is often possible to create exposure sites where none existed before.

Integrity sites: These are sites whose scientific or educational value lies in the fact that they contain finite and limited deposits or landforms that are irreplaceable if destroyed. The usual situation is that the deposit or landform is Quaternary in age, and of limited lateral extent, although many geologically older examples also fall into this category. Examples include glacial, periglacial, fluvial and coastal landforms and their associated deposits, cave and karst sites, and unique mineral, fossil, stratigraphic, structural and other geological deposits and features. 'Integrity' sites are, by definition, finite and irreplaceable. The approach to their conservation is to maintain the integrity of their deposits or landforms. This approach is, therefore, weighted heavily in favour of preservation and restriction of man-made changes.

The following is taken from *Earth Science Conservation Strategy in Britain* (refer to the references in appendix 1.1).

Category of site	Type of site
<i>Exposure site</i>	<ul style="list-style-type: none"> ◆ Disused quarries, pits and cuttings ◆ Active quarries, pits and cuttings ◆ Coastal and river cliffs ◆ Foreshore exposures ◆ Mines and tunnels ◆ Inland outcrops and stream sections
<i>Integrity site</i>	<ul style="list-style-type: none"> ◆ Static (fossil) geomorphological sites ◆ Active process geomorphological sites ◆ Caves and karst ◆ Unique mineral, fossil or other geological sites ◆ Mine dumps

Sources: JNCC, *An Introduction to the Geological Conservation Review*, 1996; NCC, *Earth Science Conservation in Great Britain – A Strategy*, 1990

Appendix 1.3 Terms of reference of the UK RIGS Steering Group

These terms of reference were given to the UK RIGS Steering Group following the first RIGS conference in Worcester. They were devised by Phil Doughty who was asked to facilitate the formation of the UK RIGS Steering Group.

- 1 To produce a proposal for the setting up and structure of a UK RIGS Body which will serve the RIGS movement. Such a body to be 'credible' in the eyes of the Heritage Lottery Fund.
- 2 To define the role of the body and to identify the areas of RIGS activity that should be nationally coordinated.
- 3 To produce a draft constitution.
- 4 To produce, if necessary, a proposal for the electoral structure of any element of the body.
- 5 To propose a funding structure to support a national strategy.
- 6 To prepare an application, if appropriate, to the Heritage Lottery Fund and/or other grant giving organisations, for funds to take the RIGS movement forward.
- 7 To determine the voting membership relating to all these issues.
- 8 To present proposals to the RIGS movement as soon as possible but by August 1999 at the latest.

Appendix 1.4 The Association of United Kingdom RIGS Groups (UK RIGS) constitution

Adopted on 17 June 1999

- 1 The name of the Association is 'The Association of United Kingdom RIGS Groups (UK RIGS)'.
- 2 Subject to the matters set out below, the Association and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause 7 of this constitution.
- 3 The Association will encourage the appreciation, conservation and promotion of Regionally Important Geological and Geomorphological Sites for education and public benefit through the following objects:
 - a To provide a United Kingdom perspective through a national coordinating body for the RIGS movement
 - b To work towards a British Isles perspective including the Republic of Ireland, the Isle of Man and the Channel Islands
 - c To focus on common purposes and issues and meet the needs of RIGS Groups at every level
 - d To develop appropriate structures for UK RIGS and to promote the movement nationally
 - e To identify and secure resources to enable member RIGS Groups to work effectively
 - f To identify and promote standards and systems in nomenclature, recording and documentation
 - g To implement any national policies and strategies
 - h To work with other organisations to achieve these objects
 - i To review these objects from time to time
- 4 In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:
 - a Power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of law
 - b Power to buy, take on lease or exchange any property necessary for the achievement of the objects and to maintain and equip it for use
 - c Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Association
 - d Power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects
 - e Power to co-operate with other voluntary bodies, charities and statutory authorities operating in furtherance of the objects or of similar purposes and to exchange information and advice with them
 - f Power to establish or support any associations, charitable trusts or institutions formed for all or any of the objects

- g Power to appoint and constitute such advisory committees as the Executive Committee may think fit
- h Power to do all such other lawful things as are necessary for the achievement of the objects

5

- a Full membership of the Association shall be open to any independent United Kingdom RIGS Group who is deemed by the Executive Committee to fully represent the RIGS movement in their local area and who has paid an annual subscription laid down from time to time by the Executive Committee. A member group shall appoint an individual to represent it and to vote on its behalf at meetings of the Association, and may appoint an alternative to replace its appointed representative at any meeting of the Association if the appointed representative is unable to attend.
- b Every full member shall have one vote.
- c Associate membership shall be open to other individuals and organisations who wish to support the RIGS movement. Each associate member organisation shall appoint an individual to represent it at meetings of the Association; and may appoint an alternative to replace its appointed representative at any meeting of the Association if the appointed representative is unable to attend. Associate members shall not have the power to vote.
- d The Executive Committee may unanimously and for good reason terminate the membership of any individual group or organisation; provided that the individual group or organisation concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Executive Committee and that the decision of the executive is ratified by the next AGM of the Association, before a final decision is made.

6 At the annual general meeting of the Association the full members shall elect from amongst themselves an Executive Committee including a chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

7

- a Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or is not a nominee of a full member.
- b The Executive Committee shall consist of no more than eight members being:
 - i The honorary officers specified in the preceding clause;
 - ii Not more than five members elected at the annual general meeting who shall hold office from the conclusion of that meeting.
- c The Executive Committee may in addition appoint not more than two co-opted full members but so that no-one may be appointed as a co-opted member if: as a result, more than one third of the members of the Executive Committee would be co-opted members.
- d All members of the Executive Committee shall retire from office at the end of the second annual general meeting after the date on which they came into office, but they may be re-elected or re-appointed. If all the membership of the Executive Committee is newly elected then members shall retire from office at the end of the first annual general meeting after the date on which they came into office excepting the honorary officers, who will retire from office at the end of the second annual general meeting after the date on which they came into office. In either case, members may be re-elected or re-appointed.
- e The proceedings of the Executive Committee shall not be invalidated by any vacancy among their numbers or by any failure to appoint or any defect in the appointment or qualification of a member.

- 8 A member of the Executive Committee shall cease to hold office if he or she:
- a becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs
 - b is absent without good reason from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated or
 - c notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).
- 9 No member of the Executive Committee shall acquire any interest in property belonging to the Association (otherwise than as a trustee of the Association) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

10

- a The Executive Committee shall normally hold at least three ordinary meetings each year. A special meeting may be called at any time by the Chairman or by any two members of the Executive Committee upon not less than four days' notice being given to the other members of the Executive Committee of the matters to be discussed.
- b The Chairman shall act as Chairman at meetings of the Executive Committee. If the Chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be Chairman of the meeting before any other business is transacted.
- c There shall be a quorum when at least three members of the Executive Committee are present at a meeting.
- d Every matter shall be determined by a majority of votes of the members of the Executive Committee and voting on the question but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- e The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Executive Committee and any sub-committee.
- f The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- g The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee with in addition up to two other experts for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

11

- a The funds of the Association, including all donations and bequests, shall be paid into an account operated by the Executive Committee in the name of the Association at such bank or building society as the Executive Committee shall from time to time decide. All cheques drawn on the account must be authorised by at least two members of the Executive Committee one of whom must be the Treasurer.
- b The funds of the Association shall be applied only in furthering the objects.

- a Subject to the provisions of sub-clause (b) of this clause, the Executive Committee shall cause the title to:
 - i all land held by or in trust for the Association;
 - ii all investments held by or on behalf of the Association; to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.
- b If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Association, the Executive Committee may permit any investments held by or in trust for the Association to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

13 The Executive Committee shall have obligations with regard to:

- a the keeping of accounting records for the Association;
- b the preparation of annual statements of account for the Association;
- c the auditing or independent examination of the statements of account of the Association.

14

- a There shall be an annual general meeting of the Association which shall be held in the month of September in each year or as soon as practicable thereafter.
- b Every annual general meeting shall be called by the Executive Committee. The Secretary shall give at least 21 days notice of the annual general meeting to all the members of the Association. All full members of the Association shall be entitled to attend and vote at the meeting.
- c Before any other business is transacted at the annual general meeting the full members present shall appoint a Chairman of the meeting.
- d The Executive Committee shall present to each annual general meeting the report and accounts of the Association for the preceding year.
- e Nominations for election to the Executive Committee must be made by full members of the Association in writing and must be in the hands of the Secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot. Nominees must be proposed by their own RIGS group and seconded by a separate full member. No individual full member may propose more than two nominations for election to the Executive Committee in any one year.
- f All members may submit motions to be included in the agenda of the AGM. Such motions must be received by the Secretary of the Executive Committee at least 14 days prior to the date of the AGM.

15 The Executive Committee may call a special general meeting of the Association at any time. If at least one third of the full members of the Association, for the time being, request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

- a The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Association.
 - b There shall be a quorum when at least one third of the number of full members of the Association for the time being or ten members of the Association, whichever is the greater, are present at any general meeting.
- 17 Any notice required to be served on any member of the Association shall be in writing and shall be served by the Secretary or the Executive Committee on any member by sending it through the post in a prepaid letter addressed to such member at their last known address in the United Kingdom.
- 18 The Constitution may be altered by a resolution passed by not less than two thirds of the full members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the adoption proposed.
- 19 If the Executive Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all full members of the Association, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Association as the full members of the Association may determine or failing that shall be applied for some other similar purpose.

Until the first annual general meeting takes place this constitution shall take persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

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