



## **NATIONAL COUNCIL FOR METAL DETECTING**

### **CONSTITUTION**

Agreed version for implementation with effect from The Ordinary General Meeting of October 29th, 2024.

1. Amended AGM 1997
2. Amended AGM 1998
3. Amended AGM 2000
4. Amended AGM 2005
5. Amended AGM 2006
6. Amended AGM 2007
7. Amended AGM 2011
8. Amended AGM 2013
9. Amended AGM 2014
10. Amended AGM 2016
11. Amended AGM 2019
12. Amended EGM 2019
13. Amended AGM 2021
14. Amended EGM 2022
15. Amended EGM 2023
16. Amended EGM 2023
17. Amended EGM 2023
18. Amended EGM 2024

*Explanatory Note: Use of the terms "shall" and "should" in this document.  
"Shall" expresses a mandatory requirement.  
"Should" is something to aim to achieve in an ideal world.*

## **1. NAME**

The name shall be NATIONAL COUNCIL FOR METAL DETECTING, hereinafter referred to as NCMD.

## **2. OBJECTIVES**

The objectives of the NCMD shall be: -

- a) To promote, protect and encourage the hobby of metal detecting.
- b) To protect the hobby of metal detecting from attack, control, or legislation which inhibits or compromises existing freedoms.

## **3. MANAGEMENT STRUCTURE**

The NCMD shall be administered by a Policy Committee supported by a Board of Trustees

### **3.1. THE POLICY COMMITTEE**

- a) The Policy Committee' shall consist of no less than seven members, four of which shall be Principal Officers of the NCMD: General Secretary, Membership Secretary, Treasurer, Communications Secretary, and three Ordinary Committee Members. All Policy Committee members shall be drawn from the membership of the NCMD.
- b) In the event that the Policy Committee numbers are reduced through resignations, ill health, etc, they shall continue to manage the day-to-day business of the NCMD but no decisions requiring the Trustee's approval may be voted on.
- c) Provision shall be made for the roles of General Secretary, Treasurer, Membership Secretary and Communications Secretary to be salaried on a part time contract basis. An annual pay increase, in line with inflation, should be applied.
- d) Ordinary Committee Members should serve for a term of three years after which they shall stand down but may stand for re-election. A term may be extended for operational reasons with the approval of the Trustees; however, it shall not exceed 5 years. Wherever possible a six-month notice period should be given by any Policy Committee Member wishing to vacate their position.
- e) Ordinary Committee Members shall be elected from and by the Members of the NCMD; acceptance criteria for these positions shall be applied. Principal Officers shall be appointed from the membership by the Policy Committee, with the approval of the Trustees, after a recruitment process; professional qualifications and/or relevant experience shall be required of candidates. These requirements shall be specified in Policy Document Number 2.

- f) Policy Committee members shall have no affiliation to any business, or any for-profit activity, relating to the hobby of metal detecting.
- g) Policy Committee meetings shall be chaired by a member of the Committee who shall be selected by the Committee. All Policy Committee members shall have a single vote, and no Committee members shall have a casting vote, if a vote is tied, the vote will be deemed void, and the topic returned for further discussions.
- h) Any Policy Committee member may be removed, for good reason and in line with the "Complaints Disciplinary Appeals" Policy, by vote of the remaining members of the Policy Committee. There shall be an appeal procedure to the Trustees. The decision of the Trustees shall be final ([Policy Document Number 14](#))
- i) A quorum of the Policy Committee shall be made up of not less than five members, if a quorum of Committee members is not present at any meeting, no decisions may be taken other than the decision to call another meeting.
- j) The Policy Committee members shall attend Ordinary General Meetings, which shall be held monthly, either face to face or by electronic means. The purpose of the meetings shall be to progress decisions made at previous meetings. This meeting shall include a financial update and an update of ongoing budgetary items.
- k) The Policy Committee shall meet with the Board of Trustees at all Annual General Meetings, and any Extraordinary General Meetings convened for the specific purpose of seeking the approval of the Board of Trustees.
- l) The General Secretary will provide the Trustees with any documents they may require, including quotes, not later than 14 days prior to the Annual General Meeting.
- m) The Policy Committee shall have the authority to manage all aspects of the NCMD business without consultation with the Trustees apart from, a) changes to the Constitution, b) any financial requirement falling outside the agreed annual budget or outside of 3.1 n) of this Constitution.
- n) The Policy Committee shall be empowered to authorise emergency funding, which is not covered by the annual budgets, up to but not exceeding the sum of £5000 without the authorisation of the Trustees. This shall be limited to three occasions in any financial year. The General Secretary will inform the Trustees in writing at the time, giving the reason and extent of the spending.
- o) The Policy Committee and the Trustees shall receive a monthly financial report from the Treasurer which will include the updating of the annual budgeted items.

### **3.2 THE BOARD OF TRUSTEES**

- a) The Board of Trustees shall consist of no more or less than three Trustees, one of which will be the Chairman and another, Vice-Chairman of the Board. The Trustees will make these appointments.

- b) The Trustees shall review the strategy put forward by the Policy Committee to ensure that its goals are in line with the Objectives of the NCMD and that it puts the needs of Members first.
- c) The Trustees shall safeguard the physical assets including funds, as well as the intangible ones such as reputation.
- d) The Trustees shall not be involved in the day-to-day running of the NCMD but shall assist the Policy Committee by giving support whilst challenging decisions that fall within their scope.
- e) The Trustees shall have no affiliation to any business or any for-profit activity relating to the hobby of metal detecting.
- f) Trustees shall be elected from and by the Members of the NCMD. Professional qualifications and/or relevant experience shall be required of candidates. These requirements shall be specified in Policy Document Number 2.
- g) Trustees should serve for a term of three years after which they shall stand down but may stand for re-election. A term may be extended for operational reasons with the approval of the Policy Committee; however, it shall not exceed 5 years. Wherever possible a six-month notice period should be given by a Trustee wishing to vacate their position.
- h) Any Trustee may be removed, for good reason and in line with the "Complaints Disciplinary Appeals" Policy, by vote of the Policy Committee. There shall be an appeal procedure to a committee comprising the two remaining Trustees and the General Secretary. The decision of this committee shall be final. ([Policy Document Number 14](#))
- i) Voting on any financial transaction that requires the approval of the Trustees may not take place without the presence of three Trustees.
- j) The Board of Trustees shall meet with the Policy Committee at all Annual General Meetings, and any Extraordinary General Meetings convened for the specific purpose of seeking the approval of the Trustees.
- k) The approval of the Board of Trustees shall be necessary for: a) all changes to the Constitution, b) Any financial requirement falling outside the agreed annual budget or outside of 3.1 n) of this Constitution.
- l) The Board of Trustees shall publish an annual report to the Members which will include confirmation or otherwise that they have approved the examination of the NCMD annual accounts by a professional accountant. This report should be published within one calendar month of the NCMD accounts being made available.

#### **4. MEMBERSHIP**

- a) Membership shall be available to anyone, without discrimination, in line with the NCMD Equality Policy. ([Policy Document Number 3](#))

b) Membership shall be available to all individuals conditional upon freedom of conviction for any offense relating to metal detecting activities, involvement in any incidents which are deemed to have brought the hobby of metal detecting into disrepute, payment of all fees which have been decided by the Policy Committee, and adherence to the NCMD Code of Conduct. ([Policy Document Number 4](#))

c) All Members shall be represented by the Policy Committee at General Meetings and with external organisations.

d) The NCMD shall arrange insurance that covers Registered Members for:

i) Third party liability in connection with Metal Detecting

ii) When acting as Officers, Committee members or Volunteers on behalf of NCMD or Clubs registered with NCMD.

For the policy on Registered Clubs see ([Policy Document Number 5.](#))

e) The Policy Committee shall be empowered, for good reason and in line with the NCMD Equality Policy, ([Policy Document Number 3](#)) to cancel or refuse the membership of any individual. There shall be an appeal procedure to the Trustees. The decision of the Trustees shall be final. ([Policy Document Number 14](#))

## **5. SUBSCRIPTIONS**

a) The annual subscription shall be decided upon by the Policy Committee at any Annual General Meeting, Ordinary General Meeting or any Extraordinary General Meeting convened for that specific purpose. Any subsequent increase or decrease shall not be implemented for a minimum of three calendar months following the notification of the increase on the website and social media.

## **6. ANNUAL GENERAL MEETING**

a) The Annual General Meeting shall take place not later than the last day of June, and the General Secretary shall give written notice on the website of at least three weeks. The notice shall contain details of any proposed Constitutional changes.

b) No proposals may be voted on without a quorum of Policy Committee members present.

c) A quorum for an Annual General Meeting shall be not less than five Policy Committee members.

d) All proxy votes shall be in writing and in the possession of the General Secretary prior to the commencement of the meeting.

## **7. EXTRAORDINARY GENERAL MEETING**

a) A total of five Policy Committee members shall be empowered to convene an Extraordinary General Meeting and should give (by giving) not less than two days'

notice to all Members of the Policy Committee, stating the specific reason for the meeting.

b) No proposals may be voted on without a quorum of Policy Committee members present.

c) A quorum for an Extraordinary General Meeting shall be not less than five Policy Committee members.

d) All proxy votes shall be in writing and in the possession of the General Secretary prior to the commencement of the meeting.

## **8. ADVISORS**

a) The NCMD may from time to time, seek the aid of advisors, working parties, or sub committees, specifically on specialist projects, or other items not covered by the Policy Committee members. Each advisor or group will be allocated a Policy Committee member to report to, these roles shall be voluntary, and no advisors or group members who are not Policy Committee members shall partake in the administration of the NCMD.

b) If the advice being sought cannot be acquired on a voluntary basis and falls outside the scope of 3.1 n) of this constitution, it may be necessary to seek the authorisation of the Trustees for extra funding.

c) The formation of any advisors, working parties, or sub committees and of all their meetings and business, shall be in accordance with the NCMD Constitution.

## **9. FINANCES**

a) The funds of the NCMD shall be lodged with a National bank(s) or a financial institution(s) agreed by the Policy Committee and covered by the FSCS guarantee.

b) There shall be a minimum of two approved signatories (General Secretary and Treasurer).

c) Money shall be split between General Fund account(s) and the Reserve Fund account(s)

d) None of the approved signatories shall move money out of the Reserve Fund accounts without the written authority of the Chairman of the Board of Trustees, (or in his/ her absence the Vice-Chairman of the Board of Trustees).

e) There shall be a password-secure, private internal log, made available by the Treasurer to the Policy Committee and the Trustees where details of all spending are logged in real time, and available to be always viewed by the Policy Committee and the Trustees.

f) The Financial accounting year for the NCMD shall be from 1st April to 31st March.

g) The Treasurer shall produce annual accounts, examined by a professional accountant, agreed by the Policy Committee for the Annual General Meeting.

## **10. CONSTITUTION**

a) There shall be no amendments made to the Constitution except at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose.

b) Following a decision to recommend a change to the constitution, the Board of Trustees will meet to consider and vote on that request. If the request is refused by the Board, then the Policy Committee may submit one further request on that topic, if this is refused then the Policy Committee may put the matter to the Members for a vote.

c) Any call for a vote must include a statement from the Policy Committee; for the motion, and one from the Board of Trustees; against the motion. If the Members reject the amendment, then it should be shelved for a minimum of 12 months.

## **11. WINDING UP PROCEDURE**

a) The National Council for Metal Detecting may be wound up if a functioning Policy Committee cannot be formed, this shall follow extensive attempts via internal advertising within the NCMD membership for individuals to take on the roles of the Policy Committee.

b) Notice of the organisations closure will be sent to all Members. The notice will include clarification regarding Member's insurance.

c) All assets remaining shall be dispersed equally between three National Charities and will include charities representing, Mental Health, Children's, and Alzheimer's. The administration of the disbursement of the NCMD assets shall be the responsibility of the Trustees who may take legal or financial advice should it be necessary.

## **12. POLICIES**

The Policy Committee shall create, maintain, and make available to Members on the website, a set of Policy documents for the smooth running of the Organisation.

All Members, by joining this Organisation, agree to comply with the policies set out in the issued Policy documents as well as this Constitution. Where there is a discrepancy between Constitution and Policy, then the Constitution shall apply.