The constitution of the Research Groups should take the following format. The standard text may not be amended without consultation with RHED. For all reasonable purposes, the Limited Life Working Group constitutions should follow a similar format. Constitutions must clearly state whether it pertains to a Research Group or a Limited Life Working Group. Please note:

* Text in [ ] should be replaced with information specific to the Group
* Text in *italics* is for guidance and **should be deleted** from the final version of the constitution.

**Constitution of the [Title of Research Group]**

1. The name of this Research Group is: [Title of the Research Group, with a reasonable abbreviation to be agreed with the Head of Research and Higher Education.]
2. [Brief outline of the aims of the Research Group and how it is intended they will be achieved, including expected outcomes (maximum 150 words).]
3. Organisational status - The [XXRG] is a ‘branch’ of the Royal Geographical Society (with The Institute of British Geographers) and must satisfy the aims and policies of the Society, including Equal Opportunity policy, and the legal and Charity Commissioner requirements including the guidance issued by the Charities’ Commission on campaigning and political activity by charities. The [XXRG] must deliver an Annual Report and statement of accounts to the Society demonstrating that these aims and policies are being adhered to.

*Guidance is provided on suggested content of the Annual Report and statement of accounts. All Research Groups will be subject to a five-yearly review of activities, membership and expenditure, while Limited Life Working Groups will be subject to a two-yearly review. See Section 2.4.of the Research Groups Handbook*

1. Statement of membership - Membership of the [XXRG] shall be open to all members (including Postgraduate members) of the Royal Geographical Society (with IBG) who request to join the Research Group, but shall never be less than 40. Limited Life Working Groups membership shall never be less than 20. Membership of the [XXRG] will be [free of charge].
2. Other interested persons who are not members of the RGS-IBG may join the [XXRG], subject to approval of the Research Group, [for an additional fee collected separately by the [XXRG]]. The [XXRG] will maintain their own records of these members (adhering to all GDPR guidance), but must also use the RGS-IBG membership lists when undertaking a mailing to members.
3. The business of the [XXRG] shall be conducted by a Committee of no fewer than 3 members. Specified roles within the Committee include the following: Chair, Secretary, Treasurer. Each of these roles shall be undertaken by members of the RGS-IBG elected by the Group. The Committee will have the power to co-opt [up to two] additional members. The majority of the Committee must be members of the RGS-IBG.

*Normally Research Groups have additional elected members on their Committees such as newsletter/website editor, membership secretary for a group of over 200 members, meetings and events co-ordinator, postgraduate co-ordinator, and publications co-ordinator.*

1. Terms of office - The offices of Chair, Secretary and Treasurer and other committee members shall be for a period of three years. Honorary officers may stand for a second term of three years, but must relinquish their post after the sixth year of office. Retiring honorary officers shall not be eligible for re-election as an Ordinary Member of the Committee if they have served for 6 years, without first having a one-year break from the Committee.

Ordinary Committee members shall be elected for a period of not more than three years. Ordinary Committee members may stand for a second term of three years, but must relinquish their post after the sixth year of office.

Postgraduate members shall be elected for a period of one year and shall not normally be eligible for re-election to the Committee for more than three terms of office.

*The Research Group should give consideration to a staggered succession timetable of officers serving on their Committees in order that there is an appropriate level of continuity.*

1. Elections to the Committee will be held at the Annual General Meeting. Members will be informed in writing[[1]](#footnote-1) (email is acceptable) 30 days prior to the AGM of all vacancies to be filled. Nominations for Committee membership will be accepted up to the beginning of the AGM. Nominations must be in writing and include the names of the proposer and seconder.
2. The [XXRG] must present an Annual Report and Statement of Accounts to the RGS-IBG as requested. This is to comply with Charity Commissioners guidelines. The Research Group is expected to manage its funds with due care and for the benefit of the membership of the Research Group.
3. The Annual General Meeting shall normally be held at or around the RGS-IBG Annual International Conference in late August/September.

An Extraordinary General Meeting (EGM) may be called by either the Chair and four members (or all other members if fewer than four in total) of the Committee or by any 20 ordinary members of the [XXRG]. The Secretary must give at least 30 days’ notice of an EGM in writing to all members of the [XXRG].

1. Changes to the Constitution - The constitution can be changed only by two-thirds majority vote of those present at an Annual General Meeting, provided that the membership has been individually notified of the proposed changes in writing or by email at least 30 days in advance. Research Group constitutions that have been altered by the AGM of the Research Group should then be submitted for approval by the Research and Higher Education Committee of the RGS-IBG at their next meeting. If the Research Group alters its constitution without informing the Research and Higher Education Committee by the time of its next meeting, the Research and Higher Education Committee will view this matter seriously and consider whether the group is contravening the aims of the RGS-IBG.
2. The activities of the Research Groups should not contravene the aims of the Royal Geographical Society (with IBG).
3. The [XXRG] may be dissolved only in accordance with the rules of the RGS-IBG.[[2]](#footnote-2)
4. Current members of the Research Group Committee should familiarise themselves with the latest version of the ‘GDPR: Guidance for Research Groups’ document, and act according to the principles outlined therein.

*Other activities of the group may be specified in an Appendix e.g. the preparation of academic publications, the organisation of x meetings or workshops over a 12-month period, the issuing of a newsletter either in hard copy or electronically to members, the creation and maintenance of a website, the creation and maintenance of an email distribution list of non-members of the RGS-IBG, and the organising of joint activities with other research groups and networks.*

1. For all requirements in writing, email is acceptable [↑](#footnote-ref-1)
2. Please see 1.1.1.11 of the Research Groups Handbook [↑](#footnote-ref-2)