

# **SHETLAND**

# **FAMILY**

# **HISTORY**

# **SOCIETY**

**Scottish Charity No. SC020018**

## **CONSTITUTION**

**Shetland Family History Society**

**Shetland Amenity Trust**

**Garthspool**

**Lerwick**

1. **Name**  
The name of the Society shall be: **SHETLAND FAMILY HISTORY SOCIETY**
2. **Aims**  
To promote the study of Family History and Genealogy in Shetland by:  
Studying, Analysing and sharing information on Shetland individuals and families.  
Maintaining links with other Family History Societies.  
Maintaining reference links with approved subscribers.  
Promoting study projects, special interest and working groups
3. **Obligations**  
In order to achieve its aims the Society may:
  - a) Raise money.
  - b) Open bank accounts.
  - c) Take out insurance.
  - d) Employ staff.
  - e) Acquire and manage buildings.
  - f) Organise courses and events.
  - g) Work with other Society's and exchange information.
  - h) Do anything that is lawful which will help it to fulfil its aims.
4. **Membership**
  - a) Membership of the Society shall be open to any person who is interested

In helping the Society to achieve its aims, willing to abide by the rules of the Society and willing to pay any subscription agreed by the Trustees. Fees to be reviewed annually.

- b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- c) Every individual member shall have one vote at General Meetings.
- d) The membership of any member may be terminated for good reason by the Trustees, but the member has a right to be heard by the Trustees before a final decision is made.
- e) Membership is annually, date when membership was taken out.

#### 5. **Management**

- a) The Society shall be administered by Trustees (fully paid-up members) elected at the Annual General Meeting (AGM).
- b) Trustees shall be: the Chair, Vice Chair, Treasurer, Secretary, Membership Secretary, Research Secretary, Librarian, and Journal Editor plus two to four non office Trustees. The Chair should, where possible, have been a Trustee for at least one year prior to their election as Chair. Quorum if four Trustees for a meeting.
- c) Chair shall have one vote plus one casting vote.
- d) The Trustees may appoint another member of the Society as a Trustee to fill a vacancy provided the maximum number is not exceeded.

#### 6. **Duties of the Officers**

**The duties of the Chair are to:**

- Chair meetings of the Trustees and the Society.
- Represent the Society at functions/meetings that the Society has been invited to.
- Act as spokesperson for the Society when necessary.

**Duties of the Secretary are to:**

- Take and keep minute of meetings.
- Prepare the agenda for meetings of the Trustees and the Society in consultation with the Chair.
- Deal with correspondence.
- Collect and circulate any relevant information within the Society.

**Duties of the Treasurer are to:**

- Supervise the financial affairs of the Society.
- Keep proper accounts that show all monies collected and paid out by the Society; audited by an independent examiner.
- Any money obtained by the Society shall be used only for the Society.
- Any bank accounts opened for the Society shall be in the name of the Society.
- Any cheques issued shall be signed by two nominated Trustees.

**Duties of Membership Secretary is to:**

- Keep an accurate list of members and collect subscriptions annually.
- Complete Gift Aid when appropriate.

#### **Four Categories of Membership**

**Electronic Membership – electronic journal UK and the World:**

1. E-membership annually £12.
2. E-life membership over 65 years £100 anywhere in the world.

**Printed Journal:**

3. UK £15 annually for single/family membership (joint membership at same address or email address – named members for AGM voting).
4. Overseas £25 annually (anywhere in the world) for existing members only.

Note:

- Category 4 membership is only open to SFHS existing members.
- Membership categories can be bought via SFHS website or by postal application to SFHS address.

#### **Duties of Research Secretary**

To assist membership in their own research and help co-ordinate any ongoing project work.

#### 7. **Annual General Meeting**

- a) The Society shall hold an Annual General Meeting (A.G.M.) no later than 1<sup>st</sup> June each year.

- b) All members shall be given at least one month notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be 10 members.
- c) The business of the AGM shall include:
  - (1) Receiving a report from the Chair on the Society activities over the year.
  - (2) Receiving a report from the Treasurer on the finances of the Society.
  - (3) Electing Trustees who are paid up members of the Society.
  - (4) Considering any other matter as may be decided.
  - (5) No business shall be transacted at any AGM unless a quorum of ten members is present.

**8. Extraordinary General Meeting**

Any Extraordinary General Meeting may be called by Trustees or by any members to discuss an urgent matter. The Secretary shall give all members one month notice of any Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

**9. Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

**10. Dissolution**

The Society may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Society or Local Body with similar aims. This constitution was adopted at a general meeting of the Society on:

Signed:

Susan Cooper

Chair

June 2021

chair@shetland-fhs.org.uk