



SCOTTISH LOCAL HISTORY FORUM

Scottish Charity SCO15850

CONSTITUTION

Adopted at the AGM on 3/9/1994, amended at the AGMs on 30/9/1995, 29/9/2007, 12/11/2010, 4/11/ 2011 and 26/10/2012

1. Definitions

- 1.1. The name of the society shall be the Scottish Local History Forum, hereafter described as the Forum.
 1.2. The expression 'charitable purpose' shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005, which is also regarded as a charitable purpose in relation to the applications of the Taxes Acts.

2. Aims and Objectives

The aims of The Forum are to advance the heritage of Scotland and education in Scottish local history, without distinction of political, religious or other opinions, by associating historical societies, local authorities, voluntary organisations, educational institutions and individuals in a common effort to pursue this object by the stimulation of public interest and encouragement of high standards in education through the medium of meetings, publications, exhibitions and conferences.

3. Trustees

The Forum shall be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the Forum.

4. Powers of the Trustees

In furtherance of the above aims, the Trustees shall have the following powers:

- 4.1 To employ such persons who shall not be Trustees to perform such duties as the Trustees consider necessary for the proper administration of The Forum at such reasonable salaries and on such reasonable terms as to notice and otherwise as the Trustees think fit and to provide for the payment of such pensions and superannuation for such persons as may be reasonable and necessary.
 4.2. To raise funds by appealing for and inviting contributions (whether periodical or otherwise) from any person by way of donation, covenant, grant, loan, legacy or subscription.
 4.3. To purchase, take on lease or in exchange, hire or otherwise acquire any property for use for the purposes of The Forum.
 4.4. Subject to such consents as may be required by law, to sell, grant security over, let or exchange any property belonging to The Forum.
 4.5. To invest money in the purchase of or at interest on the security of such stocks, funds, shares, securities or other investments or property of whatever nature and wherever situated as the Trustees in their absolute discretion think fit.
 4.6 The Trustees may convene an extraordinary general meeting at any time.
 4.7 The Trustees may propose and adopt and review Standing Orders for the efficient regulation of the affairs of the Forum.

5. Membership

5.1 Individuals

Membership shall be open to all persons aged sixteen and over and also, on an affiliated basis, to organisations and institutions concerned with Scottish local history, such as libraries, museums, archive centres, historical societies, local authorities and voluntary associations.

5.2 Affiliated Associations

Any association, society or club or organisation which applies to become an Affiliated Association shall be admitted as such subject to:

- 5.2.1. it being an association, society or club which supports the Aims and Objectives of the Forum as in Para 2 of this constitution.
 5.2.2. it agreeing to pay the membership subscription set for Affiliated Associations at the AGM of The Forum.
 5.2.3. Representatives of Affiliated Associations shall be eligible for membership by election to the Advisory Committee of The Forum.

6. Advisory Committee.

6.1 The Advisory Committee shall be a Sub-Committee of the Forum and shall discharge such duties and responsibilities as may be prescribed by the Trustees from time to time, with particular responsibility for representing the views and opinions of members of the Affiliated Associations.

6.2 The Advisory Committee shall consist of all the members of the Council (the Trustees) and such other members as may be elected from time to time from among the members of Affiliated Associations.

6.3 Unless otherwise determined by a General Meeting, the number of elected members of the Advisory Committee shall not be less than 5 nor more than 15.

6.4 Each member of the Advisory Committee who is not a Trustee shall be elected to serve for an initial term of three years at the end of which he may be re-elected for a further period of three years and shall not be eligible for re-election for a period of one year after his term in office.

6.5 The Trustees shall be empowered to co-opt members of the Advisory Committee, the co-option to expire at the following AGM.

7. Subscriptions

All members shall pay such subscriptions as the AGM of The Forum may from time to time determine. Membership will lapse if the subscription is unpaid six months after the commencement of The Forum's financial year.

8. Membership entitlement

Members who have paid their subscriptions shall be entitled to one copy (or other number as arranged with The Forum) of each issue of the Journal published during the subscription year, plus a reduction on normal entry fees to conferences organised wholly by The Forum.

9. Meetings

9.1.1 Every member has one vote.

9.1.2 Minutes are to be made of all meetings held in the name of the Forum.

9.2. Annual General Meetings.

9.2.1 The AGM shall be held no earlier than 1 August and no later than 30 November each year with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.

9.2.2 The Trustees shall present the annual report and accounts.

9.2.3 Any member may stand for election as a Trustee.

9.2.4 Members shall elect between a minimum of 6 and a maximum of 12 Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

9.3. Extraordinary General Meetings.

Trustees must call an Extraordinary General meeting if they receive a written request from ten members, and within six weeks of a valid request for a meeting being received by the Secretary or the Chairman.

10. Officers of The Forum

10.1 The Officers of The Forum shall be:

- a) the Chairman
- b) the Vice-Chairman
- c) the Honorary Secretary
- d) the Honorary Treasurer
- e) the Honorary Editor of the Journal
- f) the Honorary Assistant Editor.

10.2 In addition the Trustees may appoint from among its number members to carry out such other honorary duties as it deems appropriate.

11. Chairman and Vice-Chairman

11.1 The Chairman and Vice-Chairman of The Forum shall be elected annually in accordance with Article 16 hereinafter. The Chairman and Vice-Chairman shall be elected by the Forum at the AGM and shall hold office until the next AGM when they shall stand down but (subject to paragraph 11.2 of this Article) shall be eligible for re-election.

11.2 No person shall be eligible for re-election as Chairman or Vice-Chairman who has held that office for the three years immediately preceding the election.

11.3 If, at any time, the office of Chairman shall fall vacant, the Trustees *shall* elect, from among their number, a Chairman to hold office until the next AGM but until such election the Vice-Chairman shall have all the powers of the Chairman.

12. Honorary Secretary, Honorary Treasurer, Honorary Editor and Honorary Assistant Editor

The Honorary Secretary, Honorary Treasurer, Honorary Editor and Honorary Assistant Editor shall be elected annually in accordance with the procedures detailed in Article 16 hereinafter. They shall be elected at the AGM and shall hold that office until the corresponding meeting in the following year for a maximum of six consecutive years. Casual vacancies occurring in these posts shall be filled in accordance with the procedure in Article 16.

13. Honorary Life Members

On the recommendation of the Trustees the Forum may elect at the AGM to the rank of Honorary Life Member persons who have rendered conspicuous service to the study of Scottish local history as mentioned in the Forum's aims in Article 3. Such honorary Life Members shall not normally exceed five in number.

14. Honorary President

On the recommendation of the Trustees the Forum may elect at the AGM to the rank of Honorary President a person who has rendered distinguished service to the study of Scottish local history. The Honorary President once elected shall retain that title for five years or life, which ever is the shorter.

15. Nomination and Election of Officers and Trustees

Nominations for the Officers and Trustees of The Forum (who shall be elected by The Forum from among the members of The Forum annually) may be lodged with the Honorary Secretary either in writing at any time prior to, or from the floor during, the AGM. The nomination must be proposed and seconded, and the nominee must signify his willingness to stand. In the event of more than one nomination for any office, an election shall take place at the AGM by a show of hands or balloting. On the death or resignation of any elected Officer of The Forum the Trustees shall have power to elect a successor who shall hold office until the next AGM and shall be eligible for re-election to that post at that AGM subject to time bars imposed in Articles 11 and 12. No person shall be eligible for re-election to the Committee in any capacity if he has just completed ten consecutive years on the Committee in any capacity, although he may stand for election again one year after the conclusion of any ten consecutive years on the Committee.

16. Expenses

No remuneration or other benefit in money or money's worth shall be given to any Trustee except for reimbursement of any reasonable and proper expenses incurred by him in carrying out his duties.

17. Sub-Committees

17.1 The Committee of Trustees may set up and support sub-committees as it thinks fit, and may delegate to such sub-committees the implementation of any of its resolutions. Each sub-committee so constituted shall have at least one Trustee of the Forum as a member.

17.2 A sub-committee may call for the assistance of any person, not necessarily a member of The Forum, in its deliberations, but must conform to any regulations imposed on it by the Trustees which shall include the financial limits within which it should operate.

17.3 All decisions taken by a sub-committee shall be reported as soon as reasonably practicable to the Trustees.

18. Accounts

18.1 The Trustees shall cause proper books of account to be kept in respect of all sums of money received and expended by the Forum and the matters in respect of which such receipts and expenditure take place, all sales and purchases of goods by The Forum, and the assets and liabilities of The Forum.

18.2 The books of account shall be kept by the Honorary Treasurer or in such other place as the Trustees thinks fit, and shall always be open to the inspection of the members of The Forum.

18.3 At the AGM in every year, the Trustees shall lay before the Forum a proper income and expenditure account and balance sheet for the period since the last preceding account and balance sheet made up to the end of The Forum's financial year. A copy of such accounts shall be available to all members attending the AGM and shall be published in a subsequent edition of the Journal or other publication of The Forum.

18.4 The Trustees shall prepare annual accounts complying with all relevant statutory requirements.

18.5 The auditor or independent examiner shall be appointed at the AGM annually.

18.6 All cheques and orders for the payment of money from any banking account maintained by The Forum shall be signed by the Treasurer and any one other Trustee, authorised for this purpose.

19. Alteration to Constitution

Any proposal to alter this Constitution must be approved by a two-thirds majority of members present at the AGM. Such a proposal must be notified in writing to the Honorary Secretary not less than six weeks before the AGM. The Honorary Secretary shall send notice of such proposal to every member of The Forum at least one calendar month before the AGM.

20. Dissolution

If the Trustees by a majority decide at any time that on the ground of expense or other cause it is necessary or advisable to dissolve The Forum it shall call a meeting of all members of The Forum in accordance with the provisions in Article 8. If such decision be confirmed by a majority of those present and voting at such a meeting the Trustees shall have power to dispose of any assets held by or in the name of The Forum. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards purposes which the law regards as charitable.

SLHF Standing Orders/Rules of Procedure as amended 18/3/2013

Procedures for General meetings.

Rule 1. Every individual member has one personal vote. An organisation, society or affiliated Society which has paid every subscription which shall be due and payable to The Forum in respect of its membership has two votes to be exercised by their accredited representative(s) on behalf of that Society or organisation.

Rule 2. An accredited member of organisations, societies and affiliated Societies should register with the Secretary at the AGM/EGM that they are an accredited delegate and receive a coloured voting card for use when appropriate.

Rule 3. No person other than a member and who shall have paid every subscription which shall be due and payable to The Forum in respect of his membership shall be entitled to vote at any general meeting.

Rule 4. An ordinary member may vote on his own account as well as on behalf of his affiliated institution or association if he is an accredited representative.

Rule 5. AOCB may be raised from the floor, but not requests to alter the constitution and the chairman may rule on the suitability of business to be discussed under this heading.

Rule 6. The accidental non-receipt of notice of a meeting by any such person entitled to receive notice thereof shall not invalidate any resolution passed or proceeding at any meeting.

Rule 7. There must be at least 15 members present at the AGM or any EGM. If within five minutes of the time appointed for a meeting a quorum is not present, the meeting shall stand adjourned to such time, date and place as the members present at the meeting shall determine.

Rule 8. All questions arising at any meeting shall be decided by a majority of those members present. In the case of equality of votes the Chairman shall have a second or casting vote.

Procedures for Trustee meetings.

Rule 9. Trustees shall hold at least three meetings each year.

Rule 10. Any questions put to a vote shall be decided by a majority of those trustees present. In the event of an equality of votes, the Chairman shall have a second or casting vote.

Rule 11. At least 3 Trustees must be present at the meeting to take decisions.

Rule 12. If Trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

Rule 13. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.

Rule 14. The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

Expenses Policy

1. All expenses likely to be incurred must be agreed in advance and approved by two Trustees other than the claimant.
2. All expenses must be submitted using the official form.
3. All expenses must be accompanied by receipts wherever possible.
4. Expenses will be paid by cheque which is sent by post. Due to the requirement for 2 signatories, it may need to wait until the next Trustees' meeting. It could take up to 2 months from submission. If this is likely to cause problems, please contact the Treasurer on 0131 478 1565.
5. The SLHF offers travel expenses for speakers at conferences; for AC members to attend meetings and for Trustees to travel on Forum business (other than for attending Trustee Management meetings). You are asked to use the most cost effective mode of transport available and to be as environmentally friendly as possible. The SLHF will pay travel expenses by car at the rate of 26p per mile (for which no receipt is required); or 2nd class rail travel (we ask that you try to keep this to a minimum by booking in advance and travelling off-peak if possible); or bus (assuming claimants are unable to utilise a Scottish Entitlement Card to obtain free bus travel).
6. The SLHF may pay accommodation expenses for speakers at conferences, but this must be agreed in advance.