

# THE ASSOCIATION OF SCOTTISH GENEALOGISTS AND RESEARCHERS IN ARCHIVES

## Constitution

### 1 Name

The name of the association will be “The Association of Scottish Genealogists and Researchers in Archives”.

### 2 Objects

To promote:

- a) the study of genealogical research and family history
- b) high standards within the profession of Genealogical Research
- c) links with other associations and societies, whose aims are similar to those of ASGRA

### 3 Membership

- a) Membership is open to experienced or suitably-qualified genealogists and researchers in archives who are resident in the UK and currently practising in Scotland. Membership is not open to researchers in other full-time employment.
- b) Probationer status is available to applicants who feel they may not have the necessary experience for Full Membership. The probationary period will be for a maximum of 2 years from acceptance, and Probationers, therefore, should complete their assignments for Full Membership within the 2 years. Probationers will only have their names included on the ASGRA website, and in the ASGRA leaflet, not their full contact details, for the duration of their probationary period. If Full Membership is not applied for within the 2 years, a Probationer will be invited to re-apply.
- c) Associate Membership is available to Members, either on a temporary or permanent basis, at the discretion of the Council. Members who take on full-time employment may retain their membership status by becoming Associates. Associates' names only will appear on the ASGRA leaflet and website.

- d) Affiliate status is available to individuals employed in a genealogy-related position, but not practising as a genealogist, whose affiliation is deemed by the assessors to be of mutual relevance and benefit. Affiliates may have a profile only on the ASGRA leaflet and website.
- e) Fellowship status may be awarded to a member (full) deemed by Council to have made a long-term and substantial commitment, with results, to ASGRA. A fellow will retain the status if wished on retirement from the profession and ASGRA. Nominations will be considered by Council, whose decision is final.

#### **4 Council**

- a) The management of the Association will be vested in Council, subject to control by Members and Associates at a General Meeting or Extraordinary General Meeting.
- b) Council will consist of Chairman, Vice Chairman, Hon Secretary, Hon Treasurer, Immediate Past Chairman and 1-4 ordinary Members, at the discretion of the Council.

The 3 office-bearers will be elected for 2 years, and, thereafter, any one or all of them will be eligible for re-election, annually, at the Annual General Meeting, but will not hold the same office for more than 4 consecutive years, except in exceptional circumstances, when, by a majority vote, at an Annual General Meeting, or Extraordinary General Meeting, any said office-bearer may be re-elected to the same office for 1 further year. Further re-election may take place at subsequent Annual General Meetings, subject to the same conditions. The Immediate Past Chairman will remain in office until such time as the Chairman steps down or comes to the end of their term of office.

Ordinary Council Members will hold office for 2 years. An ordinary Council Member will be eligible for re-election, at the Annual General Meeting, but will not remain an ordinary Council Member for more than 4 consecutive years, except in exceptional circumstances, when, by a majority vote, at an Annual General Meeting, or Extraordinary General Meeting, any said ordinary Council Member may be re-elected as an ordinary Council Member for 1 further year. Further re-election may take place at subsequent Annual General Meetings, subject to the same conditions.

Election of new office-bearers and Council Members will be by secret ballot, and nominations must be received by the Hon Secretary not less than 7 days before the Annual General Meeting, nominations to be signed by the Proposer, Seconder and Nominee.

The re-election of existing office-bearers and Council Members will be conducted informally at the relevant Annual General Meeting.

- c) Council will meet as often as is deemed necessary to conduct its business, and 3 of its members, of whom 2 must be office-bearers, will form a quorum. A majority vote will prevail, with the Chairman of the meeting having a casting vote.
- d) It will be open to Council to co-opt any Members or Associates as additional Members of Council, but such election must be the unanimous decision of all office-bearers and Members of Council. At no time will the number of Members of Council, other than the 3 office-bearers, exceed 5.
- e) Eligibility for Council membership:  
A Full Member or Associate may seek nomination as an ordinary Council Member. Nominees will have been Full Members or Associates of The Association for 12 months at the time of the the Annual General Meeting or Extraordinary General Meeting at which the election will take place.

An ordinary Council Member may seek nomination as an Office Bearer, providing the ordinary Council Member has been a member of Council for at least 12 months by the time of the Annual General Meeting or Extraordinary General Meeting at which the election will take place.

An existing Office Bearer may seek nomination for election as an Office Bearer or ordinary Council Member, subject to the conditions laid down in this Constitution.

## **5 Honorary President**

The Association will elect an Honorary President from within or without the membership, to hold office for 4 years, eligible for re-election at the Annual General Meeting. Nominations for the post of Hon President should be sent to the Hon Secretary not less than 7 days prior to the Meeting, and election will be by secret ballot. The Hon President will be entitled to vote at the Annual General

Meeting.

## **6 Examination of Accounts**

The Association's accounts will be examined annually by any 2 Members or Associates of Association, who are not members of Council.

## **7 Meetings**

- a) An Annual General Meeting will be held, its precise date to be determined each year by Council, for which the Hon Secretary will circulate an Agenda. At least 21 days notice will be given.
- b) Other meetings may be called, as directed by Council, on provision of at least 7 days notice and the circulation of an Agenda.
- c) An Extraordinary General Meeting may be called by not less than one quarter of the Members and Associates of the Association, on provision of at least 7 days notice and the circulation of an Agenda.
- d) All meetings will be presided over by the Chairman or a Member of Council. The presence of 40% of the total number of Members and Associates will constitute a quorum. A majority vote will prevail, with the Chairman of the meeting having a casting vote.
- e) Members, Associates, Probationers and Affiliates (the latter 2 at the discretion of the Council), are entitled to vote at all Annual General Meetings and Extraordinary General Meetings.

## **8 Applications for Membership**

- a) Any experienced or suitably-qualified genealogist or researcher in archives, in practice in Scotland, may apply to the Hon Secretary to become a Member of the Association.
- b) Council will from time to time determine the requirements which must be met by applicants for membership.
- c) Each application for membership will be accepted or rejected by the vote of Council. Should there be more than 1 vote against acceptance, the application must be rejected.

## **9 Removal from the List of Professional Searchers**

The name of any Member, Associate, Probationer or Affiliate of the Association may be removed from the list of Members, Associates, Probationers and Affiliates of the Association. Such removal will be by resolution of the Members and Associates in General Meeting, on recommendation of Council, provided due notice has been given in the Agenda for the said meeting.

## **10 Subscriptions**

The subscription payable by all Members, Associates, Probationers and Affiliates will be determined annually by Council, and will be payable not more than 2 weeks after the Annual General Meeting, direct to the Hon Treasurer. The Association's year will run from 1 February to 31 January following.

## **11 Alterations to the Constitution and Dissolution of the Association**

This Constitution may be altered and the Association dissolved or amalgamated, in accordance with the terms of its objects, by a resolution passed by two thirds of the members, either present at a General Meeting of the Association called for this purpose, or by email. Notice of the details of any proposed change in the Constitution will be set out in the Notice of the Meeting.

**February 2017**