



Scottish Genealogy Society

Standing Orders

1. Members

Membership is divided into the following categories with specific privileges.

Category	Journals per issue	Votes at General Meeting
Ordinary	1	1
Family (normally two members, one mailing address)	1	2
Institutional	1	0

Voting at general meetings must be made in person or virtually where arrangements for virtual attendance has been made. When a vote is taken at a meeting that is wholly in-person, hybrid or virtual, arrangements, shall be made to include a method for a vote to be cast or to be cast anonymously, if circumstances allow.

The subscription year runs from the date of joining. Members and visitors are expected to act in an appropriate, responsible manner within the Library. The volunteers on duty have the power at any time to request any member or visitor to leave, should the behaviour of such member be inappropriate, irresponsible or detrimental to the safety and/or well being of others present. Such member has the right of subsequent appeal to Council, whose decision is final.

2. The Council

An Executive Council will manage the affairs of the Scottish Genealogy Society. It will be elected from the membership at an Annual General Meeting and will consist of executive office bearers and ordinary Council members.

Honorary President and Honorary Vice-Presidents

The Honorary President and Vice Presidents will have the right to attend either in person or virtually if circumstances allow at all Council meetings. These Honorary officials will have voting rights and may do so either in person or virtually when arrangements for virtual attendance has been made. When a vote is taken at a meeting that is wholly in-person, hybrid or virtual, arrangements shall be made to include a method for a vote to be cast or to be cast anonymously if circumstances allow.

Executive Office Bearers

1. The Chairman shall be elected for a two-year period.
2. The Secretary, Librarian and Editor shall be elected for a two-year period.
3. The Treasurer, Sales Secretary, Membership Secretary and Syllabus Secretary shall be appointed by the Council for a two-year period.
4. Office bearers at the end of their term of office may stand for re-election.

Ordinary Council Members

1. Up to 10 ordinary Council members may be elected at an Annual General Meeting or by co-optation at a Council meeting providing there are vacancies. Elected ordinary Council members will each serve for a three-year period. Co-opted members will serve until the AGM following their co-optation after which such member shall be eligible for election in his/her own right.
2. Following the resignation of any ordinary Council members during their term of office, a replacement member may be co-opted to complete that term, after which such member shall be eligible for election in her/her own right.



Eligibility to Stand for Council

1. Anyone standing for election to Council must be a paid-up member of the society, not currently under suspension.
2. In the case of the Annual General Meeting, nominations, proposed and seconded, and including the written agreement of the nominee, should be in the hands of the Secretary one month before the meeting.

Removal from Office

1. Any executive officer bearer and/or Council members who fails to attend in person or virtually, more than three consecutive full Council meetings without notification or reasonable cause may be required by the Council to resign.
2. If the conduct of any executive officer bearer or ordinary council member is found incompatible with the proper running of Council and/or the society as a whole, Council may suspend such office bearer or ordinary Council member with immediate effect.

Meetings

1. Council meetings either in person, hybrid or virtual, will be held as often as required, and no fewer than five times per year
2. A quorum shall consist of not less than 6 Trustees eligible to vote at a Council meeting.
3. The date, time and place for a Council meeting will normally be decided at the previous meeting. Any member of Council may request the Secretary, in consultation with the Chairman, to call an additional meeting.
4. Each member of Council shall receive a copy of the minutes of the meeting within 14 days.
5. The agenda and additional papers for a meeting should be received 7 days before.
6. Requests for any items to be placed on the agenda for a council meeting should be received by the Secretary at least 10 days in advance. Any member of the Society may make such a request.
7. In the Chairman's absence, the Council members present will appoint one of the members to act in her/her place.
8. The Chairman of a meeting has a casting vote if required.
9. All motions will be decided by a simple majority.
10. The Chairman has the power to adjourn the meeting. Any Council member present may propose such an adjournment.
11. The Council may allow any person to attend and speak at a Council meeting. Any such person shall not be entitled to vote.
12. The Chairman's decision on all points is final.

Committees

1. Sub-committees may be set up by Council for specific purposes.
2. The power and remit of any sub-committee will be set by Council.
3. All sub-committees are responsible to Council.

3. General Meetings

1. The agenda and any resolutions affecting the constitution of the Scottish Genealogy Society must be notified to all members 28 days in advance of any general meetings.
2. The financial report and accounts must be available to all members at the Annual General Meeting.
3. Requests for any items to be placed on the agenda for the Annual General Meeting should be received by the Secretary at least two months in advance.
4. In the Chairman's absence the Council members present will appoint a person to chair the meeting.
5. The Chairman of a meeting has a casting vote if required.
6. All motions will be decided by a simple vote, except as required by the Constitution. The vote can be taken either in person or virtually.
7. The Chairman's decision on all points of order is final.