

THE CONSTITUTION AND RULES OF THE GAIRLOCH AND DISTRICT HERITAGE SOCIETY
Bonn-Stèidh Is Riaghailtean Comann Dualchas Gheàrrloch Is Sgìre Gheàrrloch

Name

1. The name of the Society shall be the Gairloch and District Heritage Society/
Bonn-Stèidh Is Riaghailtean Comann Dualchas Gheàrrloch Is Sgìre Gheàrrloch

Objects

2. The aims of the Society will be, as a Registered Charity, to promote and encourage interest in, and care for, the history, culture, beauty and character of the parish of Gairloch.
 - a) To maintain the Gairloch Heritage Museum/Taigh-tasgaidh Gheàrrloch and to acquire, by means of gift, purchase or loan, historical relics and records for the purpose of exhibition, preservation and safe custody. The Museum to be administered in accordance with and subject to the provisions contained in Appendix A.
 - b) To preserve archaeological remains, artefacts and other objects which reflect or are connected with the history, culture and life of the parish of Gairloch.
 - c) To collect, collate, preserve and present pictorial, oral and literary records, maintaining appropriate records and details as necessary to facilitate their wider use.
 - d) To encourage, support and carry out research into matters of historic and cultural interest in the area, helping to disseminate the findings to the wider public.
 - e) To organise walks, talks, exhibitions, articles and meetings of local historical, cultural and social interest.
 - f) To make such representations to official bodies as may, in the opinion of the Society, be necessary to safeguard its objects and the public interest.
 - g) To promote understanding in and knowledge of the Gaelic language, culture and literature.
 - h) To undertake any projects of a charitable nature which will assist in the foregoing objects.

Membership

3.
 - a) Membership shall be open to all persons who are interested in and support the objects of the Society in two categories: 'individual' and 'family'.
 - b) Annual subscriptions, as determined by the Committee, shall be due in the month of March in each year. Any 'new' membership taken out after September will be deemed valid for the subsequent membership year.
 - c) Membership shall lapse if the annual subscription remains unpaid for twelve months.
 - d) Honorary Life Membership may be conferred on those persons who have made a significant contribution to the preservation of the local heritage. The recommendation shall be made by the Committee and require the approval of the majority of those members present at the AGM.

- e) All members shall be entitled to free admission to the Gairloch Heritage Museum, to Exhibition Preview Evenings and other events as the Committee may from time to time determine.

General Meetings

- 4.
 - a) An Annual General Meeting shall be held in March each year to receive the Minutes of the previous AGM, report of the Committee and the audited accounts, to elect the office-bearers and committee, and to conduct such other business as is necessary.
 - b) An Extraordinary General Meeting shall be called at the request of any five or more members, and/or of the Committee. An EGM shall have the same powers as an AGM.
 - c) At least fourteen clear days notice of such meeting shall be given by notice posted or e-mailed to each member, and by public advertisement in the local press. Such notice shall specify the business to be submitted to the meeting.
 - d) Eight members present shall constitute a quorum for any General Meeting.

Office-Bearers

- 5.
 - a) The Office-Bearers of the Society shall consist of a Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer.
 - b) They shall be elected at the Annual General Meeting, hold office for one year but be eligible for re-election.
 - c) In the event of a vacancy occurring in any of said offices the Committee may appoint a member to fill such vacancy until such vacancy shall be filled at the next Annual General Meeting.

Committee

- 6.
 - a) The Committee shall consist of the Office-Bearers, not more than a further ten elected members, and, as ex-officio members with no power to vote, the Museum's Curator, a representative of the local Community Councils and the Headteacher of Gairloch High School.
 - b) The Committee shall have the power to co-opt additional members.
 - c) The Committee shall have power to appoint sub-committees and to delegate to them such responsibilities and duties as they think fit. Such sub-committees may include 'volunteer curators' and/or those with specific relevant expertise, whether or not they are committee members.
 - d) Members of the Committee shall be elected at the Annual General Meeting, shall hold office for one year but be eligible for re-election. If the nominations for them exceed the number of vacancies, said vacancies will be filled by ballot.
 - e) The Committee shall meet at least six times each year and be responsible for the management and administration of the Society, including the employment of paid staff, in accordance with its objects.
 - f) Five members shall constitute a quorum.

- g) The Committee has the authority to make agreements and sign contracts as necessary with Highland Council and/or other organisations to secure funding to support its objects.

Finance

- 7.
 - a) The Committee shall have power to make appeals, solicit donations, undertake fund-raising activities and borrow money in order to forward the objects of the Society.
 - b) They shall, out of all monies received by the Society, pay all proper expenses of management and administration.
 - c) They shall invest on behalf of the Society all monies not required for immediate application towards the objects of the Society either in a Bank/Building Society, or in such investments, securities or properties as they think fit.
 - d) The Treasurer, or appointed finance officer, shall maintain ongoing financial records for all appropriate purposes, including submission to OSCR, HMRC (for Gift Aid) and Companies House. These will include day-to-day accounting, the payment of invoices and expenses and the operation of Bank/Building Society account(s), as authorised by the Committee. The financial year of the Society shall end on 31st December.

Auditor

- 8. The Society shall, at the Annual General Meeting, appoint an Auditor who shall audit the Accounts of the Society and submit a report to the Annual General Meeting. The Auditor shall hold office for one year but be eligible for re-election.

Property

- 9.
 - a) The Society shall have power to purchase, or take on lease, such heritable property as they deem expedient for the objects of the Society and to accept such property by way of donation or bequest.
 - b) The title to any such property shall be taken in the name of the Gairloch and District Heritage Society.
 - c) The Society may utilise any heritable property as security for any monies borrowed by it.

Amendments to the Constitution

- 10.
 - a) The Society may amend this Constitution at the Annual General Meeting, or at any Extraordinary General Meeting, provided that all members have been informed of the proposed amendment at least fourteen clear days before such meeting.
 - b) Such amendment can only be made if approved by a majority of the members present at such a meeting.
 - c) Nothing herein contained shall authorise any amendment permitting the expenditure of any part of the funds of the Society for any purpose which is not charitable.

Dissolution

11. a) The Society may be dissolved by a resolution of the members passed in like manner as herein provided for an amendment to the Constitution.
b) Such Dissolution may take one of two forms:

i) On the recommendation of the Committee, in order better to manage and develop the Society, to change the organisation and transfer the assets to a new company limited by guarantee, with the same charitable aims and objectives .

ii) To 'wind up' the Gairloch and District Heritage Society, in the event of it not being able to continue to fulfil its objectives:

In the event of such a dissolution of the Society, all material accessioned into the Museum's permanent collection will be offered for transfer to the Highland Council, another accredited museum, or other organisation as determined by the Committee. Strong preference will be given to outcomes which will retain the collection as whole, and towards retaining objects within the public domain. Any such disposal of the collection will be carried out as outlined in the Museum's Collecting & Disposal Policy and in a manner compliant with the Museum Association's Code of Ethics for Museums.

- c) In the event of any dispute over the disposal of any items of the collection, the Council for Museums and Galleries in Scotland shall be sole arbiter.

Appendix A

1. The name of the Museum shall be ‘Taigh-tasgaidh Gheàrrloch’ – Gairloch Heritage Museum.
2. The objects of the Museum shall be to collect, interpret, record, preserve and display articles and records relating to the Parish of Gairloch and surrounding district.
3. All objects, documents, photographs, books, and oral records formally accessioned into the collection of the Gairloch Heritage Museum will be managed and recorded following professionally agreed standards for Museums Documentation practice.
4. A formal acknowledgement shall be given for all items donated.
5. All items in the collection shall be adequately insured, the insurance policy being annually renewed by the Committee. No insurance commitment for loan material will be undertaken without the consent of the Committee.
6. The Committee shall be responsible for the proper maintenance and conservation of the Museum and its collections and for the safe-guarding of the collection from fire, theft and other hazards.
7. The Committee shall make the collection available to the public through displays and for study so far as practically possible.
8. The Committee will ensure that the Museum is run in accordance with the Museums Association Code of Ethics for Museums.

Ratified at the Annual General Meeting held on 17 March 2011