

RULES OF THE DUMFRIESSHIRE AND GALLOWAY NATURAL HISTORY AND ANTIQUARIAN SOCIETY

As revised and adopted at the Annual General Meeting held on 6 October 2023

1) NAME OF THE SOCIETY

The full name of the Society will be 'The Dumfriesshire and Galloway Natural History and Antiquarian Society'. It may also be referred to as 'D & G Heritage'.

2) AIMS

The objects of the Society are to collect, publish and disseminate the best information and knowledge on the natural sciences and human history pertaining to Dumfries and Galloway region; to promote the preservation of specimens, objects and records of natural-scientific, historical and archaeological interest relating to the region; to encourage regional research and fieldwork in natural science, history and archaeology by private individuals or public bodies and afford them advice and support, to ensure such activities are of benefit to our understanding of the human and natural history of the region and to the preservation and care of all natural and human heritage assets within the region.

3) MEMBERSHIP

The Society will consist of Life Members, Individual Members, Family Members and Young Members. Life membership was discontinued on 22 October 2021 but the Society will honour existing life memberships.

4) MEMBERS, ANNUAL SUBSCRIPTIONS AND PRIVILEGES OF MEMBERS

Persons wishing to become members should apply to the Membership Secretary or Treasurer. They will contribute annually on the 1 October or within four months thereafter such sum as may be agreed upon from time to time by the Annual General Meeting or a Special Meeting. All members will be entitled to attend the meetings of the Society in person or online. Life Members and Individual Members will receive gratis a copy of each issue of the *Transactions* of the Society (paper and/or digital) published during their membership.

Couples or families (two individuals) residing in the same house are entitled to Family Membership and will pay a supplement to a single individual membership fee, as may be agreed upon from time to time by the Annual General Meeting. Each person will enjoy the privileges of the Society, except that the couple or family will receive gratis only one copy of the *Transactions* (paper and/or digital).

Young Members are those who have not yet attained the age of 23 years. They may join the Society in the same way as Individual Members, but will pay a reduced annual subscription as may be agreed upon from time to time. Young Members will be entitled to all the privileges of membership. Young Members will be liable for the Individual Membership subscription on the first day of October following their 23rd birthday, or within four months thereafter.

A supplement may be added to the subscriptions of members living abroad.

Subscriptions from newly-joined members are due on their joining the Society.

5) OVERDUE SUBSCRIPTIONS

Members whose subscriptions are in arrears will not receive the *Transactions* published during the year(s) of non-payment. If in arrears for two years and having received due notice from the Membership Secretary, they will cease *ipso facto* to be members of the Society.

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6) VISITORS

Non-members are welcome to attend any Ordinary Meeting of the Society but may be asked to make a donation.

7) ELECTION OF OFFICE-BEARERS AND COUNCIL

The business of the Society will be conducted by a Council composed of Principal Officers (President, General Secretary, Membership Secretary, Treasurer), Editors, Syllabus Secretary, Fellows and up to ten Other Officers. The position of Vice-President is being phased out; those currently holding this post will continue to do so but no new Vice-Presidents will be elected. Members of Council will be elected at the Annual General Meeting and will be eligible for re-election with the following provisos:

- i) The President will not occupy the Chair for more than three years consecutively and will not be eligible for re-election until the expiry of one year. If, when a President's three-year term expires, no candidate is available to take over the Presidency, the duties will be carried out by the Vice-Presidents or Fellows until such time as a new President is appointed.
- ii) If all ten Other Officer posts are filled, 2 of these will retire and not be eligible for re-election for a period of one year.

Any Council member(s) appointed after the Annual General Meeting will be ex-officio until formal election at the following Annual General Meeting.

The Council will have power to appoint an Independent Examiner of the accounts.

Five members will form a quorum at a Council meeting.

8) SUBCOMMITTEES

The Council may appoint Subcommittees for any specific purpose, to be composed of not less than three members, exclusive of the President and General Secretary, who will be ex-officio members of all Subcommittees. Every Subcommittee will have the power to co-opt.

9) PRESIDENT'S DUTIES

The President will aim to promote the Society in Dumfries and Galloway, and further afield, in any manner deemed appropriate. She/he will chair Ordinary Meetings, Council Meetings, and the Annual General Meeting, and present a report of the year's proceedings at the Annual General Meeting.

10) GENERAL SECRETARY'S DUTIES

The General Secretary will keep minutes of the Society's Proceedings, which will be archived in paper and digital format, and will conduct the ordinary correspondence of the Society. She/he will call all Council meetings and the Annual General Meeting, and will forward the Independent Examiner's Annual Account Forms to the Scottish Charity Regulator (OSCR).

11) MEMBERSHIP SECRETARY'S DUTIES

The Membership Secretary will maintain the database of members' contact details, in accordance with current data protection rules, send reminders to members whose subscriptions are overdue, claim Gift Aid, and inform members of forthcoming events.

12) TREASURER'S DUTIES

The Treasurer will be responsible for banking the subscriptions and updating the Membership Secretary with members' payments. She/he will take charge of the funds and make payments therefrom under the direction of the Council. She/he will present an Annual Account made up to 31 March, approved by the Independent Examiner, along with a report, at the Annual General Meeting. This Annual Account will also form the basis of the Independent Examiner's forms submitted to OSCR.

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The Treasurer will arrange insurance cover of the Society's property and for its potential liability to members or to third parties as the Council may from time to time direct. The invested funds of the Society will be in the name of the Treasurer and at least two other members of Council. Past life membership fees are to be regarded as capital.

There should be a minimum of two authorised signatories, who are not connected as per the definition of 'connected' within the Charities and Trustee Investment (Scotland) Act 2005.

13) EDITORS' DUTIES

The Editors will encourage submission of papers and other relevant communications for publication in the *Transactions*, organise their review and liaise with the author(s) as necessary, and proof-read accepted submissions. They will prepare the *Transactions* volumes for printing and online publication, report progress of current *Transactions* volumes to Council, and deal with any other matters relevant to the preparation and publication of the *Transactions* including, where appropriate, applying for and claiming publication grants, in liaison with the Treasurer.

14) SYLLABUS SECRETARY'S DUTIES

The Syllabus Secretary will organise a programme of lectures, liaise with speakers, and arrange publication of the lecture programme in the Society's membership leaflet, website, and social media page(s). She/he will pass any speaker's expenses to the Treasurer for reimbursement, and deal with any other matters relevant to the Society's meetings programme.

15) FELLOWS

On retiring, Presidents will become Fellows of the Society. This honour may also be conferred upon members of the Society who have provided meritorious service for the Society over a prolonged period of time. Such individuals will be proposed by the Council for election at an Annual General Meeting. A Fellow will be invited to be a member of Council, and will be eligible for any office for which she/he is qualified.

16) MEETINGS

The Meetings of the Society will be held as arranged by the Syllabus Secretary and at such meetings papers may be read and discussed, and other business transacted. Meetings may be held in person and/or online.

17) EXCURSIONS

Excursions will be held to visit and examine places of interest and otherwise carry out the aims of the Society.

18) ANNUAL GENERAL MEETING

The Annual General Meeting, of which not less than fourteen days' notice will be given, will be held in October and at this meeting members of Council will be elected. Fifteen members will form a quorum, present or online.

Reports from the President and Treasurer will be submitted and any other competent business transacted. Members of Council will be nominated by the outgoing Council; but it will be competent for any two members to make alternative or additional nominations, provided that they are in the hands of the General Secretary, together with the consent of the nominee(s), at least seven full days before the meeting. A ballot will be held if necessary.

19) SPECIAL MEETINGS

The General Secretary or the President will at any time call a Special Meeting of the Society on receiving instructions of the Council or if requested by six members. Every member of the Society

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must be informed of any such Special Meeting, of which not less than seven days' notice must be given. Fifteen members will form a quorum.

20) TRANSACTIONAL RIGHT TO PUBLISH PAPERS

The Council will have the right to publish a resumé of any paper presented at a meeting of the Society. With the speaker's permission, the whole or part of that paper may also be published in the *Transactions*.

21) SEPARATE COPIES OF PAPERS

Contributors of papers to the Society will be entitled, if such papers be published in the *Transactions*, to receive ten copies gratis of such papers as offprints in pamphlet form.

22) RULES

These Rules cancel all other Rules previously passed. They will be made available to every member. They will take effect from the date of the meeting at which they were adopted.

23) ALTERATION OF RULES

Alterations of these Rules or the addition of any new Rule will be made only with the consent of the majority of the members present (either in person or online) and voting at an Annual General Meeting or at a Special Meeting. All members will be notified that a change in the Rules is proposed.

24) DISSOLUTION

If the Society, upon the recommendation of its Council, will decide to dissolve the Society, any money or property belonging to the Society, after payment of all expenses and liabilities properly incurred, will be distributed among such other bodies with charitable objectives similar to some or all of the objectives of the Society, operating in Dumfries and Galloway.