

# **ABERDEEN AND NORTH-EAST SCOTLAND ANCESTRAL TOURISM PARTNERSHIP**

## **CONSTITUTION**

### **1. NAME AND DEFINITION**

The name of the organisation shall be the ABERDEEN AND NORTH EAST SCOTLAND ANCESTRAL TOURISM PARTNERSHIP (ANESATP).

ANESATP is an affiliation of regional archives, registrars, family history and heritage societies, tourism-related businesses and other organisations that hold and promote genealogical and heritage resources to visitors at home and abroad.

### **2. AIMS AND OBJECTIVES**

The aims and objectives of the Partnership shall be:

- a) To work in partnership to promote the genealogical and heritage resources of the North-East of Scotland to the ancestral tourism market at home and abroad;
- b) To build partnerships with tourism-related businesses and to promote ancestral tourism within the sector;
- c) To host and actively participate in events which promote the work of the Partnership.
- d) To provide a forum for the exchange, collection and distribution of information amongst its members.
- e) To engage in educational activities.

### **3. POWERS**

To further the above aims and objectives, the Partnership may:

- a) Offer associate membership to any organisation having interests compatible with the aims and objectives of the Partnership
- b) Take out membership of such organisations as are considered to be in the interests of and compatible with the aims and objectives of the Partnership
- c) Arrange and host or participate in the arranging and hosting of exhibitions, meetings, lectures, classes, seminars and training courses;

- d) Work closely with all relevant local organisations to further promote and develop ancestral tourism in the North-East of Scotland;
- e) Cause to be prepared and printed or otherwise reproduced and circulated, free of charge or for payment, such papers, books, periodicals, pamphlets or other documents, or audio and video recordings, multimedia products and display materials as shall further the aims and objectives, including the maintenance of the [northeastscotlandroots.com](http://northeastscotlandroots.com) website and any other websites created;
- f) Open a bank or building society account in the name of the Partnership
- g) Borrow or raise money to further the aims and objectives and accept gifts on such terms and on such security as shall be deemed to be appropriate.
- h) Raise funds and invite and receive contributions from any person or persons by way of subscription or otherwise;
- i) Undertake all such other lawful things as are incidental or conducive to the attainment of the aims and objectives.

#### **4. MEMBERSHIP**

- a) Full Membership shall be open to Businesses, Institutions or Organisations actively involved in or which, by virtue of their corporate aims and objectives, have an active interest in the promotion of genealogy, heritage and ancestral tourism;
- b) Where Businesses, Organisations or Institutions are comprised of multiple individual business units, each business unit will be subject to membership subscription;
- c) Each Business, Organisation, Institution or individual business unit will be entitled to cast one vote only in any decision making process;
- d) Associate Membership shall be open to other similar organisations with an interest in Ancestral tourism, subject to approval by the committee. An associate member shall have no voting rights.
- e) The Partnership, which shall be non-profit making, will consist of all duly admitted members whose subscriptions are fully paid. A member whose subscription is not paid may attend meetings for a period of three months following the due date, but may not vote. After the three month period, the membership will be deemed to have lapsed.
- f) The partnership may, on the recommendation of the committee, approach an individual to become the Honorary President or Patron of the Partnership. This person may attend and speak at all meetings of the Partnership, but shall have no right to vote in that capacity.

- g) The Partnership may publish a regular e-magazine or newsletter which shall be issued to each member whose subscription is not in arrears.

## **5. SUBSCRIPTION**

- a) The subscription rate for membership shall be that fixed annually by the Committee. The Committee may, exceptionally and at its discretion, waive or reduce membership subscription for good cause shown;
- b) The subscription year shall run from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **6. MANAGEMENT**

The affairs of the Partnership shall be managed by a Committee of thirteen elected at the Annual General Meeting.

The Committee shall consist of five office bearers, elected at the Annual General Meeting, namely, Chairperson, Vice Chairperson, Secretary, Treasurer and Membership Secretary, together with eight ordinary members.

Additional posts (e.g. Events Co-ordinator, Publicity and Promotions Organiser) may be appointed as necessary by decision of the committee.

- a) The Chairperson shall be elected for a period of two years and may be re-elected for a further year. To be eligible for election as Chairperson, a member shall have served on the Committee of the Partnership for a period of at least two years. The Chairperson and Vice Chairperson must come from different organisations.
- b) The Vice Chairperson, Secretary, Treasurer and Membership Secretary shall be elected annually and shall be eligible for re-election;
- c) If no nominations are received for the above office bearer posts, the incumbent post holders may remain in office until such time as nominations are received, following which an election will be held at the next scheduled Partnership meeting;
- d) Ordinary members of the Committee shall be elected annually and shall be eligible for re-election up to a maximum of three consecutive years;
- e) The quorum of the Committee shall consist of not less than six elected members and shall include at least one office bearer
- f) The Chairperson shall have a casting vote in addition to his or her own deliberative vote.
- g) The Chairperson's decision on all points of order shall be final.
- h) The Committee shall have powers to co-opt additional members to the Committee if deemed necessary.

## **7. MEETINGS**

(a) Ordinary Meeting

- (i) Ordinary Meetings of the Partnership shall be held not less than quarterly on such dates as the Committee shall decide;

(b) Annual General Meeting

- (i) The Annual General Meeting of the Partnership shall be held in May each year, with members being provided not less than 21 days notice of the date of the meeting;
- (ii) Annual Reports and independently examined Accounts will be submitted to the Annual General Meeting for approval. The financial year end will be 31<sup>st</sup> December or such other date as may from time to time be arranged;
- (iii) Nominations for new Office Bearers and Members of the Committee shall be accepted up to 14 days prior to the date of the meeting. Nominations will require to be signed by the Proposer, a Secunder and the Nominee. Where no written nominations have been received, then nominations, duly seconded, may be accepted from the floor at the Annual General Meeting;

(c) Special General Meeting

- (i) A Special General Meeting of the Partnership may be called by the Chairperson, a majority of the Committee, or by no less than one third of the members in writing to the Secretary, stating the purpose for calling the meeting. The Meeting will require to be held within one calendar month, with members being provided not less than 21 days notice of the Meeting

## **8. FINANCE**

- a) A bank account shall be opened in name of the Partnership with such banks or building societies as the Committee shall from time to time decide. Such account shall be operated by the authorised signature of two of the Office Bearers.
- b) All funds raised by or on behalf of the Partnership shall be applied to further the aims and objectives of the Partnership and for no other purpose. This provision shall not, however, prevent the repayment to Office Bearers or Committee Members of reasonable out-of-pocket expenses;
- c) The Treasurer shall keep proper accounting records and shall prepare proper Accounts annually and at such intervals as the Partnership may direct;
- d) The Accounts shall be examined at least once a year by an independent examiner who will be appointed annually at the Annual

General Meeting. He/she must not be a member of the Committee. If the examiner appointed at the Annual General Meeting ceases to hold that appointment during the period between Annual General Meetings, the Committee shall have the power to appoint a replacement examiner to hold office until the next following Annual General Meeting;

## **9. AMENDMENTS TO THE CONSTITUTION**

- a) No alterations to this Constitution shall be made except at an Annual General Meeting of the Partnership, or a Special General Meeting called for that purpose;
- b) Notices of Motion to amend the Constitution must be in the hands of the Secretary at least one calendar month before the Annual General or Special General Meeting;
- c) A two-thirds majority of those present who are entitled to vote and voting shall be required in order to pass any amendment.

## **10. RESIGNATION OF MEMBERSHIP**

Any Partner wishing to withdraw from the Partnership must give a minimum of three months notice in writing to the Secretary of the Partnership before the end of the Partnership's financial year.

## **11. DISSOLUTION OF THE PARTNERSHIP**

- a) If the Committee, by a simple majority, decides at any time that, on the grounds of expense or otherwise, it is necessary or advisable to dissolve the Partnership, it shall call a Special General Meeting of the Partnership.
- b) Members will be given not less than 21 days' notice of such Meeting, which notice shall state the terms and conditions of the proposed resolution;
- c) A two-thirds majority of those present who are entitled to vote and voting shall be required in order to initiate the dissolution of the Partnership;
- d) Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other organisation or organisations, having aims and objectives similar to those of the Partnership, as the Committee may determine.

**(Signed) Chair**

**(Signed) Treasurer**

**(Signed) Secretary**