

SCOTTISH MUSEUMS FEDERATION: CONSTITUTION

1. TITLE

The Federation shall be called the 'Scottish Museums Federation'.

2. AIMS

- 2.1** To improve professional standards in and for museums wherever possible by:
 - a) direct representation and,
 - b) ensuring the provision of seminars, training schemes, etc.
- 2.2** To present the views of the museums profession in Scotland to other bodies
- 2.3** To provide a forum at which matters of professional interest may be discussed and debated
- 2.4** To bring matters of concern to the attention of the museum profession in Scotland

3. MEMBERSHIP

The membership of the Federation will consist of individuals who may be:

- 3.1** 'Professional' members who are working in museums in Scotland in a paid or unpaid capacity
- 3.2** 'Supporting' members, who should be members of the community who are interested in museum affairs in Scotland and who are proposed and seconded by professional members.
- 3.3** Honorary life members who shall be elected at the AGM of the Federation, from the membership, in recognition of services rendered to the profession.
- 3.4** Students undertaking a relevant course within Scotland

4. SUBSCRIPTION

- 4.1** Subscription will be reviewed annually and will be levied at a level to be determined at the AGM on the advice of the Federation committee;
- 4.2** Any members not having paid the appropriate subscription for one year shall be removed from membership and may only be readmitted at the discretion of the committee.
- 4.3** No membership fees to be charged to bona fide student members.

5. FINANCIAL YEAR

- 5.1** The financial year of the Federation shall be from the 1st April to the 31st of March;
- 5.2** Annual subscription shall be due on 1st April each year;
- 5.3** The Treasurer shall be bound by financial policy approved by the membership at the AGM.
- 5.4** Annual accounts will be presented to the membership at the AGM.

6. GOVERNANCE

- 6.1** The Federation membership shall appoint office bearers and committee to govern and deal with business of the Federation;
- 6.2** The office bearers shall be President, Vice-President, Secretary and Treasurer, who shall be elected at the AGM. The President and Vice-President shall serve no more than three consecutive years. The Secretary and Treasurer shall serve no more than five consecutive years.
- 6.3** The committee shall consist of the office bearers and up to six ordinary members who shall be elected at the AGM for a term of three years;
- 6.4** At least one member of the committee shall stand down each year and not be eligible for re-election for one year.
- 6.5** The conduct of committee meetings shall be governed by the Committee procedures;
- 6.6** The following shall be invited to sit on the committee on an ex-officio basis:
 - a)** the immediate past-President for the year following demission of office;
 - b)** the Director of Museums Galleries Scotland or his/her nominee;
 - c)** the Scottish Councillor to the Museums Association;
 - d)** a representative of the students attending the St Andrews University museum studies course, to be elected at the start of the academic year.

7. MEETINGS

- 7.1** There shall be a minimum of two meetings a year to be held in spring and autumn, one of which will include the AGM;
- 7.2** Meetings shall be open to all members of the Federation;

- 7.3 Notice of meetings shall be sent by email, unless members let us know they prefer to be sent written notification. Notice of all meetings shall be given to members 14 days in advance;
- 7.4 Notice of any motions to be considered shall be given to the Secretary not less than 21 days in advance of the meeting;
- 7.5 Amendments to motions which are proposed and seconded by members shall be accepted at the meeting;
- 7.6 The President shall have discretion to admit relevant motions not previously notified to the meeting.

8. VOTING

- 8.1 A quorum for meetings shall be 15 voting members;
- 8.2 A meeting shall be deemed inquorate if members of the committee form the majority of those present;
- 8.3 Decisions shall be by a simple majority, the President holding a second and casting vote in the event of a tie;
- 8.4 Only fully paid members may vote;
- 8.5 Members are entitled to one vote only.