

*THE
SCOTTISH ASSOCIATION
OF FAMILY HISTORY
SOCIETIES*

*MEMBERS
HANDBOOK*

2020

THE SCOTTISH ASSOCIATION OF FAMILY HISTORY SOCIETIES

Trustees/Executive Committee

*Acting Chairman: Janet M Bishop; Deputy Chairman: Stephen T Benson;
Secretary: Kenneth A M Nisbet; Treasurer: Bruce B Bishop;
Bulletin Editor: Ian Leith; Member: Lorna Kinnaird*

The Scottish Association of Family History Societies was founded on 4 October 1986, as there was a need for individual societies to communicate with each other. Since then its membership has grown and now includes all the major established family history societies in Scotland, as well as several national and regional bodies throughout the world. The Association's main aims are to promote and encourage the study of Scottish family history, and to provide a forum for the exchange, collection and distribution of information among the member societies.

Charitable Status - SAFHS is recognised as a charity by the *Office of the Scottish Charity Regulator (OSCR)* and is subject to its rules. The trustees of the Association are the members of the SAFHS Executive Committee. The Registered Charity Number of SAFHS is **SC029006**. It is recorded in the SAFHS archival material that charitable status was granted in 1999.

The law considers Charity Trustees to be the people in overall control and management of a charity. They are responsible for the charity's governance and strategy, and for making sure that the charity is administered effectively. They must account for its activities and outcomes.

SAFHS Trustees - All members of the SAFHS Executive Committee are Trustees of SAFHS. Before being appointed to the Executive Committee, nominees are asked to complete and sign a declaration of eligibility and conflict of interest form. Historically, the SAFHS Executive Committee members have acted as the Trustees of SAFHS. This was a decision made when the Executive Committee was set up, which, according to our SAFHS Archive, was in 2003.

OSCR states on its website that "*Charity Trustees are the people in overall control and management of a charity. They may be called directors, management committee members or committee members, but the law considers them to be 'charity trustees'. They are responsible for the charity's governance and strategy, and for making sure that the charity is administered effectively. They must account for its activities and outcomes.*"

Executive Committee - the Executive Committee comprises: *Chairman, Deputy Chairman, Secretary, Treasurer, Bulletin Editor and any ordinary Executive members who may be appointed as required*. As trustees, Executive Committee members have an important function, and this should be a consideration when contemplating taking an Executive position. The Executive Committee meets once a quarter, by arrangement, and edited minutes are distributed to the reps of Full member societies, on the understanding that these minutes are distributed to their own committee. It

is usual for Executive Committee members to be member society representatives, but this is not essential, although a good knowledge of the structure of the Association is required. Before appointment, SAFHS Trustees are asked to complete and sign a Declaration of Eligibility and Conflict of Interest form. **SAFHS Trustees expenses are covered by the SAFHS Executive.**

The Council of the Association is made up of representatives from the Full member societies, who meet twice a year, in March and October, in central Scotland. These Council meetings enable the societies to exchange information and debate important matters affecting family historians in Scotland. The Council is involved in defining policy and can, by discussion, agree and set satisfactory standards for family history societies, to which member societies should aspire. Each Full member society is expected to appoint a SAFHS representative (Rep 1) and a back-up SAFHS representative (Rep 2) at their own AGM. The names of these representatives will be notified to the SAFHS Executive, as soon as possible. Representatives will attend the Council Meetings in March and October each year. The representatives have a legal function, and therefore substitute representatives will not be allowed. Appointments of new permanent reps should be intimated to the Executive Committee as soon as possible. The second rep is in place in case of illness or inability to attend a meeting, but both reps will be invited to attend. In the case of voting rights at a Council or Annual General Meeting, only **1 vote per member society** will be allowed. No non-representatives will be admitted to a council meeting. **SAFHS Council Reps' expenses are covered by the relevant member society.**

Full Membership is open to the Scottish Family History Societies and those associations with an interest in Scottish family history. Eligibility criteria stipulate that the society/association/group has a Constitution, Office Bearers, and an open membership policy. A new society, wishing to become a Full member, is offered the first year's (or balance thereof) subscription free of charge, and will be able receive help and advice from the established societies. All member societies receive copies of the minutes of the Council meetings and the SAFHS Bulletin, which is distributed electronically.

Associate Membership is available to other societies outside Scotland with an interest in Scottish family history. Associate member societies receive the SAFHS Bulletin, which is distributed electronically.

Membership Obligations to fellow member societies - it is hoped that a member of a SAFHS Member Society will be welcomed at the premises of a SAFHS Full Member Society, if they have a research centre, and that the use of their resources will be offered free of charge, on proof of membership of a SAFHS Member Society. An exception to this is any facility that the Member Society has to pay for, ie a subscription-based facility. Member Societies excluded from this request are: GSU (FamilySearch) and SoG (Society of Genealogists).

The SAFHS Bulletin is produced twice-yearly, in April and November, and is distributed electronically world-wide. The Bulletin contains reports of the latest news and activities of member societies, with up-to-date contact information. Copies of the

Bulletin can also be downloaded from the SAFHS website www.safhs.org.uk The Bulletin Editor will invite submissions from all member societies, full and associate, and participation is actively encouraged.

A small run of hard copy Bulletins is placed in the ScotlandsPeople Centre in Edinburgh, with the aim of attracting members of the public to their relevant Family History Society.

Information Leaflets are produced from time to time, to help and encourage those who serve on committees and would appreciate some guidance in the roles they undertake. These leaflets are downloadable from the SAFHS website www.safhs.org.uk

Insurance - SAFHS has arranged Public Liability insurance for its **Full** members, with legal liability of £5,000,000 per claim. This is funded from the annual income of the Association. The policy runs each year from 1 January to 31 December, in line with the financial year of SAFHS. **This insurance covers a society for the following:** attendance at a family history event; meetings/walks/talks; visits to historical sites; collection of local archive material; photographing local sites for recording purposes; display of archive materials. **The insurance does not cover:** property ownership of land or buildings; the running of semi-commercial undertakings, such as local museums; manual work of any kind; organising fairs.

Legal Advice. The Association will try to help its members with competent advice on such matters as Copyright, Insurance, the Data Protection Act and Charity Status in Scotland.

Annual Conferences are organised by member societies in conjunction with the Association, which is always willing to help and underwrite such events, if agreed beforehand. These gatherings are designed to promote family history to the public through programmes of talks, the sale of societies' publications and the recruitment of new members to family history societies. Those attending conferences will have the opportunity to meet others of similar interests and to informally exchange ideas about their own research. Applications to host a SAFHS Conference should be submitted on the designated form (downloadable from the SAFHS website) by the July 2 years prior to the year of hosting. If approved, SAFHS will inform the applicant by email. Confirmation of the event will be announced at the October Council meeting following approval, and the representative will be expected to outline the arrangements at the meeting. All paid-up member societies are entitled to one free table at the Annual SAFHS Conference. The host of the next Conference will be expected to present the next year's event at the end of the preceding Conference. The SAFHS Conference has a loyal following, and the SAFHS Executive expects prominence at the SAFHS Conference, and on approval of an application, £200 will be given to the host society.

Representation and Co-operation. The Association acts for its members as spokesperson with National & Local Government bodies and Agencies in Scotland on matters affecting the study of family history. SAFHS has a seat on the National

Committee for Carved Stones in Scotland (NCCSS), and the ScotlandsPeople User Group.

National Projects may be co-ordinated by the Association, so avoiding duplication of effort by societies. The Association also co-operates with other national bodies in the UK.

Education is an important part of promoting family history, and this is achieved through the annual conferences and regular programmes of talks, seminars and workshops organised by member societies. Individual Societies also promote family history courses organised by various bodies, including universities, through their own journals.

Publications. The Association publishes a range of publications generally on topics that cover the whole of Scotland. Members benefit financially by being able to purchase SAFHS publications at two-thirds of the normal cost. Economies of scale mean the Association can produce these publications at a lower cost per copy than those of individual societies. This gives members the advantage of having publications for sale without too much capital expenditure. Most societies find the profits from these sales far exceed the annual SAFHS subscription. Member societies exchange journals, information and advice concerning new publications and will normally review other societies publications in their own journals, thus promoting sales.

The Association acts as a clearing house for Scottish enquiries and can advise individuals correspondents which societies are more likely to be able to help them. Most of the member societies have gained new members through these introductions and recommendations. The Association's website <http://www.safhs.org.uk> lists details of all member societies, with links to their websites. The site also contains a SAFHS publications list, and a News Desk publicising submitted events.

2020 Membership Rates

Full Member	£ 55.00
Associate Member	£ 30.00

The Association's financial year is from 1 January to 31 December, and subscriptions are payable on or before 1 January.

Data Protection - SAFHS Member Society Contact List - the SAFHS Executive will use the Contact List for the distribution of admin notices, The Bulletin and other communications relating to SAFHS. The SAFHS Executive assumes that contact information provided by each member society has been agreed by the individuals concerned. The distribution of the Contact List is confined to the SAFHS Executive/Trustees.