



CONSTITUTION

1. Title and remit

- 1.1 The name shall be the Scottish Transport and Industry Collections and Knowledge network, also known as STICK.
- 1.2 STICK exists for all those with an interest in, or specialist knowledge of, Scotland's industrial and transport heritage.

2. Objectives

STICK will:

- 2.1 Develop opportunities to advance acquisition, care, development, research and interpretation of transport and industry collections
- 2.2 Identify key issues facing long-term stewardship and development of transport and industry collections and work together to tackle these
- 2.3 Promote, encourage and advance access to Scottish transport and industry collections through a variety of mechanisms
- 2.4 Support informed, efficient and confident decision making in the acquisition and long-term care of transport and industrial heritage across Scotland

3. Powers

- 3.1 Operation of an email group across the whole membership to share news and discuss issues relevant to the objectives of STICK
- 3.2 Maintenance of the <http://www.stickssn.org> website
- 3.3 Deliver two annual membership events, including the Annual General Meeting
- 3.4 Development of projects as resources allow
- 3.5 Raising funds and receiving financial contributions to achieve the objectives of STICK
- 3.6 The Chair, Vice Chair, Membership Secretary or Treasurer may execute legal documents on behalf of the group. Such documents shall be signed by the Chair and another Office Bearer
- 3.7 Public statements on behalf of STICK must be agreed by a convened working party from the Steering Group with a quorum being 4 persons of which one is an Officer Bearer

4. Membership

The STICK network is for those with:

- 4.1 with Scottish transport and industry collections (public and private)
- 4.2 specialist knowledge and/or expertise that relates to Scottish transport and industry collections
- 4.3 Students undertaking a relevant course within Scotland
- 4.4 An interest and enthusiasm for Scottish transport and industry collections

5. Subscription

- 5.1 STICK reserves the option to levy a subscription at a level to be determined at the AGM on the advice of the STICK steering group and will be reviewed annually.
- 5.2 If a subscription is levied, 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.
- 5.3 No membership fees to be charged to bona fide student members.

6. Financial year

- 6.1 The financial year of STICK shall be from the 1st April to the 31st of March
- 6.2 Annual subscription shall be due on 1st April each year
- 6.3 The Treasurer shall be bound by financial policy approved by the membership at the AGM
- 6.4 Annual accounts will be presented to the membership at the AGM

7. Governance

- 7.1 Steering Group
 - a) the STICK network membership shall appoint office bearers and committee members to a Steering Group to govern and deal with business of the STICK network
 - b) The Steering Group shall consist of the following office bearers: a Chair, a Vice-Chair, Minutes Secretary, Membership Secretary, Treasurer, Communications Officer and up to 6 ordinary members who shall be elected at the AGM for a period of three years plus any other as appropriate to be appointed by the membership at its AGM
 - c) The Steering Group should seek representation from the following organisations or functions in order to fairly represent the membership: National Museums Scotland, Historic Environment Scotland, Local Authorities, Independent Museum representatives, and unaffiliated individual members
 - d) Steering Group members will be required to attend at least two steering group meetings annually
 - e) The following (or their successors) shall be invited to sit on the committee on an *ex-officio* basis:
 - The outgoing Chair for the year following demission of office
 - f) The quorum for the Steering Group is a majority of voting members

g) A meeting may be held by suitable electronic means agreed by the steering group in which each participant may communicate with all the other participants; in this case the office bearer/committee member shall qualify as being present at the meeting.

7.2 Sub-committees and Working Groups

- a) Sub-committees will be appointed from the Steering Group members (and the broader membership as required) to undertake normal strands of STICK day-to-day business i.e. Subject-specific Projects, Annual Events, Website maintenance, responses to requests for information, Public Statements
- b) Working Groups will be used to deliver additional projects beyond the normal scope of committee business.
- c) Working Groups will include at least one Steering Group representative but will also seek to involve the wider membership
- d) The work of all Sub-committee and Working Groups will be updated at Steering Group meetings

7.3 Events and meetings

- a) The Steering Group will meet 3 times per year, at minimum
- b) There shall be a minimum of 2 membership events per annum to be held in Spring and Autumn, the Spring Meeting will include the AGM
- c) Notice of meetings and events shall be sent by email, unless members specifically state they wish to be sent written notification
- d) Notice of all events and meetings shall be given to members 14 days in advance
- e) Notice of any motions to be considered shall be given to the Chair not fewer than 21 days in advance of the meeting in question
- f) Amendments to motions which are proposed and seconded by members shall be accepted at the meeting
- g) A report on the business of the Steering Group and the financial accounts for the previous year will be presented at the AGM
- h) The Chair shall have discretion to admit relevant motions not previously notified to the meeting

7.4 Voting

- a) A quorum for a general meeting shall be a 10% of voting members
- b) Decisions shall be by a simple majority, the Chair holding a second and casting vote in the event of a tie
- c) If a subscription has been levied, only fully paid members may vote
- d) Members are entitled to one vote only
- e) A general meeting may be held by suitable electronic means agreed by the steering group in which each participant may communicate with all the other participants; in this case the member shall qualify as being present at the meeting.

8. Financial Matters

- 8.1 A Bank Account shall be held and maintained in the name of 'the Scottish Transport and Industry Collections and Knowledge network'
- 8.2 The Committee shall authorise in writing three signatories, The Chair, Treasurer and Membership Secretary for the network's account
- 8.3 All cheques must be signed by no fewer than two of the authorised signatories one of whom should be the Treasurer.
- 8.4 All monies raised by or on behalf of STICK shall be applied to further the objectives of the group, and for no other purpose
- 8.5 An exception to this is the payment of proper remuneration to any employee of STICK and fees to professional and technical advisers
- 8.6 No payment shall be made to the Office Bearers or any of the Steering Group other than reasonable out of pocket expenses
- 8.7 The accounts shall be audited or independently examined at least once a year by the auditor(s) or independent examiner(s) appointed at the AGM
- 8.8 The report shall be circulated to all members of STICK

9. Dissolution

- 9.1 If the STICK Steering Group by a simple majority of the voting quorum decide at any time that it is necessary or advisable to dissolve the network it shall call a special general meeting of the membership, of which not less than 21 days notice (stating the terms of the resolution to be proposed there at) shall be given. A simple majority of the voting quorum at that general meeting shall then have the power to dissolve the network.
- 9.2 In the event of the network being for any reason dissolved, the assets and funds of the group remaining after the satisfaction of all debts and liabilities shall be held by National Museums Scotland, founding partners of the STICK network.

This Constitution was presented to the Scottish Transport and Industry Collections network by the Steering Group at its meeting on _____ and was subsequently approved by those present.

CHAIR NAME _____

Signed:
Block Capitals:
Date:

STEERING GROUP REPRESENTATIVE NAME: _____

Signed:
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Date:

STEERING GROUP REPRESENTATIVE NAME _____

Signed:
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Date: