

**THE CONSTITUTION OF THE CLAN GUNN SOCIETY as
amended at the AGM on 4th February 2021**

1. TITLE

The Society shall be called 'The Clan Gunn Society'.

2. CHIEFSHIP

The Society shall recognize the holder of the undifferenced arms of Gunn, recorded according to law, as the Hereditary Chief of the Clan Gunn.

3. MEMBERSHIP

Membership shall be open to persons having by birthright, descent or marriage the surname Gunn or one of the Sept names historically connected with the Clan Gunn and persons whose wives, mothers, grandmothers or further antecedents bear or bore the name of Gunn or the name of one of the Septs historically connected with the Clan Gunn. The decision of the Council of the Society will be final.

4. AIMS

The aims of the Society shall be:

- a. to promote a spirit of kinship amongst members of the Clan throughout the world;
- b. to assist the Clan Gunn Heritage Trust in the maintenance and enhancement of the Clan Centre, as a meeting place, library and museum;
- c. to compile and maintain a Register of members of the Society;
- d. to assist members of the Clan with genealogical research;
- e. to carry on such activities as the Council of the Society may from time to time consider to be of benefit to members of the Society, members of the Clan and/or to the local community in Caithness and Sutherland.

5. HEADQUARTERS

The headquarters of the Society shall be in Caithness.

6. THE COUNCIL

The affairs of the Society shall be conducted by a Council which will consist of ex officio and elected members. Additionally, District Councils may be formed with the approval of the Council of the Society.

a. Members of the Council shall be:

i. The President

The President shall be elected by the Council with a term of office of four years. The President shall not be eligible for re-election as President until one year has elapsed after the expiry of his/her term of office.

In the event of a vacancy occurring in the Presidency during the term of office, one of the Vice-Presidents shall undertake the duties of President until the next meeting of the Council, when a new President shall be elected.

ii The Honorary President

On a proposal by the Council the Society may appoint a member of the Society or a member of the Clan and its Septs as Honorary Life President of the Society by a resolution of a majority at a General Meeting. He or she shall be a member of the Council ex officio.

iii Vice Presidents

There shall be not more than three Vice Presidents, who shall be elected by the Council, with a term of office of four years. On completion of his/her term of office, he/she shall be eligible for re-election for a second four year term of office. Thereafter, he/she shall not be eligible for re-election as Vice President until one year has elapsed after the expiry of the second term of office.

iv Honorary Vice Presidents

Honorary Vice Presidents shall not be limited in number, and shall consist of representatives chosen by the Council of the Clan or its Septs who have distinguished themselves in the service of the Crown or in the world of commerce, arts, science or letters, or who have given outstanding service to the Clan. They shall be members of the Council ex officio.

v Chieftains of the Clan

Chieftains are designated as the heads of branches of the Clan and who are recognised as such by the Lord Lyon King of arms. They shall be members of the Council ex officio.

vi Past Presidents of the Society

Past Presidents of the Society shall be members of the Council ex officio.

vii Presidents or Chairmen of Affiliated Clan Gunn Societies Overseas

Presidents or Chairmen of Affiliated Clan Gunn societies overseas shall be members of the Council ex officio.

viii Chairmen of District Councils

Chairmen of District Councils shall be members of the Council ex officio.

ix The General Secretary

The General Secretary shall be elected at the Annual General Meeting of the Society for a period of four years. On completion of his/her initial term of office he/she shall be eligible for re-election for a second four year term of office. Thereafter, he/she shall not be eligible for re-election as Secretary until one year has elapsed after the expiry of the second term of office.

x The Membership Secretary

The Membership Secretary shall be elected at the Annual General Meeting of the Society for a period of four years. On completion of his/her initial term of office he/she shall be eligible for re-election for a second four year term of office. Thereafter, he/she shall not be eligible for re-election as Membership Secretary until one year has elapsed after the expiry of the second term of office.

xi The Treasurer

The Treasurer shall be elected at the Annual General Meeting of the Society for a period of four years. On completion of his/her initial term of office he/she shall be eligible for re-election for a second four year term of office. Thereafter, he/she shall not be eligible for re-election as Treasurer until one year has elapsed after the expiry of the second term of office.

xii The Editor of the Clan Journal "The Gunn Herald"

The Editor of the Clan Journal shall be appointed by the Council and the appointment shall be confirmed by the next Annual General Meeting. The initial appointment shall be for four years and on completion of this period the Editor shall be eligible for a second four year term of office. Thereafter, he/she shall not be eligible for a further appointment as Editor until one year has elapsed after the expiry of the second term of office.

xiii Other Councillors

Other members of the Council shall be elected at the Annual General Meeting of the Society. They shall be elected for a period of four years. On completion of this initial term of office, they shall be eligible for re-election for a second four year term of office. Thereafter, they shall not be eligible for re-election as members until one year has elapsed after the expiry of the second term of office.

b Continuation of term of office

Notwithstanding paragraph a of this Article, the Annual General Meeting of the Society can, under special circumstances to be decided by the Council, resolve to continue the term of office of an office-bearer for up to one year.

c. Generally

For the above purposes "a year" shall not be a calendar year, but the time elapsed between Annual General Meetings.

d. Termination of Office

The Council shall have the power to terminate a tenure of office of office-bearers appointed by the Council. The tenure of office of office-bearers and members of Council appointed at an Annual General Meeting may be terminated at an Annual General Meeting or Extraordinary General Meeting called in accordance with Clause 8(b) below.

e. Sub-Committees

The Council may appoint sub-committees for carrying out such activities as it thinks desirable; such sub-committees may be formed from among members of the Council themselves or in conjunction with such other members of the Society as the Council thinks expedient. The Council remains responsible for the actions of these sub-committees.

7. DUTIES

a. General Secretary

The General Secretary shall:

- i Deal with all correspondence and keep a copy in an appropriate filing system;
- ii Be responsible for the preparation of and prompt circulation of all Minutes of General and Council Meetings and the safe storage of these minutes;
- iii Be responsible for the records of the Society;
- iv Attend to all duties prescribed in the Constitution as from time to time required by the Council, and attend to all other matters necessary to the proper functioning of the affairs of the Clan Gunn Society;
- v Ensure that all decisions at General and Council meetings are fully recorded.

b. Membership Secretary

The Membership Secretary shall:

- i Process all applications for membership and membership renewal;
- ii Receive all membership subscriptions paid in cash, by cheque or by credit card and not paid by standing order or other direct bank transfer;
- iii Send any subscription (cheques or cash) received directly to the Treasurer to be paid into the Clan Gunn Society bank account.
- iv Maintain an up to date register of members in line with current data protection rules.
- v Provide the Editor of the "Herald" with a list of new members and those deceased for publication in each issue of the "Herald";
- vi Chase up members' subscriptions in arrears as described in Clause 9(a) of this Constitution;
- vii Retain a number of copies of the "Herald" for issue to new members.

- viii Hand over to the succeeding Membership Secretary all documents, pay-in book and records pertaining to the office of Membership Secretary or, if no longer current, to place them in the Clan Centre.

c. Treasurer

The Treasurer shall:

- i Be responsible for maintaining and keeping up to date proper books of accounts to the approval of the Council and recording all transactions;
- ii Provide such statements of account, Bank reconciliations and statements as required;
- iii Present an annual set of Accounts for the financial year ending 31st May in each year duly audited by a Chartered Accountant or reviewed by two members appointed by the Society for the approval of the Council and adoption by the Annual General Meeting.
- iv Confirm the source of and manage all monies paid to the Society including issuing a receipt where required and also paid from the Society, following the principles as laid down in Section 9a of this Constitution;
- v Deposit all income received in the name of the Clan Gunn Society with such banks and to such accounts with the which the Council shall concur and direct;
- vi Scrutinize and check all demands for payment to the Society, including expenses to members and refer any discrepancies or disputes to the Council;
- vii Draw cheques for payment by the Society in respect of all accounts due and payments to Branches;
- viii Inform the Membership Secretary of members' standing orders or other direct Bank transfer subscriptions received, so that such paid up members can be included in the Register;
- ix Hand over to the succeeding Treasurer all documents, books of accounts, bank statements, cheque and pay-in books held pertaining to the office of Treasurer or if no longer current to place them in the Clan Centre.

d. The Editor of the Clan Gunn Journal "The Gunn Herald"

The Editor shall:

- i Collect articles and prepare a magazine known as "The Gunn Herald" which shall be distributed to all Members at least three times a year either in digital or hard copy.
- ii Liaise with the Membership Secretary to ensure that the provisions of Clause 7b vi are met.

8. ANNUAL GENERAL MEETING

- a. An annual general meeting of the Society shall be held between one and nine months of the end of the financial year at such place within the United Kingdom as the Council may decide at which meeting the Council's Report and the Treasurer's

Accounts shall be presented and any other special business of the Society transacted. Due notice shall be given to all members at least ten days prior to any meeting of the Society, of the place, date and time where such meeting is to be held, but non-receipt of such notice by any members shall not invalidate the proceedings at such meeting. The President, or in his/her absence the Honorary President shall preside at all meetings of the Society and in the absence of both, one of the Vice Presidents shall preside. If neither is present the Members shall elect a Chairman from those present at the Meeting.

- b. Extraordinary General Meetings of the Society may also be held from time to time as the Council may think fit, or on requisition addressed to the General Secretary by twenty members of the Society.
- c. Each member shall be entitled to one vote and in the event of equality of votes, the Chairman of the meeting shall have a casting vote. Members may vote by proxy on any subject specifically mentioned in the Report or Circular calling the Meeting, but the use of proxies shall be restricted to the business of which members have been officially advised.

9. SUBSCRIPTIONS a. Annual Membership

Subscriptions shall be reviewed from time to time by the Council and changes agreed by the Annual General Meeting. Annual subscriptions shall be paid on the joining date and thereafter on the anniversary of the original joining date. Current details of subscriptions shall be published on the Clan Gunn Society's website. If Members wish to pay their subscriptions for three years at one time, there will be no financial penalty in years 2 and 3 in the event of subscriptions being increased. Members whose subscriptions are in arrears shall not be entitled to vote or have any voice in the affairs of the Society. They shall be reminded by the Membership Secretary and failing payment thereafter, their name shall, unless good and sufficient reason be known or given to the Council, be removed from the Register, and they shall, ipso facto, cease to be members of the Society.

b. Life Membership

- i Any persons who are eligible for membership may become Life Members or E-Life Members of the Society by payment of the relevant Life Membership subscription.
- ii All types of Life Membership subscriptions shall be reviewed from time to time by the Council and changes agreed by the Annual General Meeting.
- iii Current details of life subscriptions shall be published on the Clan Gunn Society website.

10. REVENUE AND FUNDS

- a.** The ordinary revenues of the Society shall be applied to defray all necessary expenses and outlays due by the Society and to the general aims of the Society, or any of them, in such amount or to such extent as the Council may decide. The extraordinary revenue derived from Life and Compounded Subscriptions, Legacies and Donations shall as far as possible be added to the capital funds of the Society, or applied to such extent as the Council may from time to time determine in supplement of ordinary revenue. Donations and Legacies specifically devised for a special purpose shall not be affected by the above provisions. Surplus or accumulated funds shall be invested as directed by the Council.
- b.** The funds of the Society shall be lodged in such banks as may be approved by the Council, in the name of 'The Clan Gunn Society', and the bank account shall be operated on by cheque drawn by the Treasurer and counter-signed by one of the following:- President, General Secretary, and any other person or persons nominated by the Council as counter signatories. Where two of the aforementioned are spouses, one of them only shall be a signatory. No countersignature is necessary for cheques with an amount below a limit agreed by the Council.

11. DISTRICT COUNCILS

District Councils may be formed with the approval of the Council of the Society, officials appointed and meetings held by members at convenient centres with a view to carrying out the aims of the Society and advising the Council on local matters affecting the welfare and prosperity of the Society and the Council may allocate to each District Council such funds as it may consider reasonable sufficient to carry on the business of the District with due regard to the welfare of the Society as a whole.

12. AFFILIATED SOCIETIES

The Society may recognise Clan Gunn Societies overseas as affiliated Societies.

13. CHARITABLE TRUST

The Society has established a charitable Trust to maintain the Clan Gunn Heritage Centre. It is entitled 'The Clan Gunn Heritage Trust' and is subject to an established Trust Deed. All relics, historical documents, non-current documents of officers, books, works of art or other property which may from time to time come into the possession of the Society shall be preserved at the Clan Gunn Heritage Centre and Museum under the care of the Trustees.

14. CLAN JOURNAL – The Gunn Herald

The Society shall publish a Journal which will be sent or emailed free to all fully paid up Members. Additionally, books, magazines and pamphlets etc. may be published for sale by the Society. Copyright shall be the property of the Society.

15. ALTERATION OF THE CONSTITUTION

No alteration of the Constitution shall be made except by the members at the General or Extraordinary General Meeting of the Society, and after due intimation of the proposed alteration having been given to the General Secretary at least one calendar month previous to the meeting. Due notice of the proposed amendment shall be given to every member by the General Secretary in the notice calling the meeting, but all alterations adopted at an Extraordinary General Meeting must be confirmed at the next Annual General Meeting of the Society.

16. COUNCIL VACANCIES

In the event of a vacancy occurring in the General Secretaryship, Membership Secretaryship, Treasurership and Editorship of the Clan Journal during their term of office, the Council shall have power to make an interim appointment to fill the vacancy until the next Annual General Meeting.