

Strathbrock Community Centre Constitution

- Name** 1. The name of the Association will be **Strathbrock Community Centre Association**. (Hereinafter referred to as 'the Association')
- Area of Operation** 2. The area of benefit from the purposes of this constitution is Broxburn and the surrounding area
- Objects** 3. The objects of the Association are:-
- a) The provision, or assistance in the provision of facilities for recreation or other leisure time occupation in the interest of social welfare for the benefit of the inhabitants of the area of benefit with the object of improving their conditions of life
 - b) The advancement of Education of the public in the area of benefit by promoting educational opportunities
- Membership of the Association** 4. Membership of the Association shall consist of:-
- a) Individuals living or working in the area of benefit
 - b) Any voluntary organisation operating in the area of benefit whose objects are of a similar nature or who have sympathy and support for the aims of the Association
- Membership of the Centre** 5. Each member group/organisation shall pay an annual membership fee of such an amount as may be fixed by the Management Committee of the Association. Such membership fee shall be paid by 30th September of each year
- Termination of Membership** 6. The Management Committee shall have the right to terminate membership for any good and sufficient reason provided an individual member or one representative of an organisation shall have the right to be heard by the Committee before such a decision is made

Management Committee

7. The Management Committee shall have sole responsibility for setting out the policy and general management of the Association taking account of the following:-

- a) The Management Committee shall have regard to any guidance and policy of the Council relating to the operation and functioning of Community Centres
- b) The Management Committee shall be assisted in the administration of the Association by the Centre Co-ordinator appointed by the council
- c) The Management Committee shall have the power to delegate any of their responsibilities and duties to a sub committee appointed by and responsible to the Management Committee

Composition of Management

8. The Management Committee shall be composed of the following members persons or representative bodies or organisations to serve on the Management Committee:-

- a) Eight Individual members, comprising of 6 full members and 2 youth members, elected at the Annually General Meeting
- b) The area Community Education Worker
- c) Local Elected Member
- d) One member of the Community Council
- e) Representative from each Centre Member Group
- f) The Centre Co-ordinator

The Management Committee shall have the right to co-opt up to three members

Management Committee Quorum

9. Seven members of the Management Committee present in person shall be a quorum for meetings of the Management Committee

Office Bearers	<p>10. The Association shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer at the Annual General Meeting of the Association</p> <p>Or</p> <p>A Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected at the first meeting of the Management Committee following the Annual General Meeting</p>
Minutes	<p>11. The Secretary shall amongst other things, be responsible for the writing of the minutes of meetings of the Association in general meeting, the Management Committee and any sub committee thereof. The Secretary may be assisted by the appointment of an assistant or Minute Secretary. All minutes shall be opened to inspection by all members but they should be approved at the following meeting before they are displayed</p>
Annual General Meeting	<p>12. The Association shall in each year hold an Annual General Meeting in addition to any other meetings in that year and shall specify the meeting as such in the notices calling it. The Annual General Meeting shall be held in May each year. The Annual General Meeting shall be held at such a place and time, as the committee shall decide.</p>
Extraordinary	<p>13. All general meetings other than Annual General Meetings shall be called Extraordinary General Meetings</p> <p>The Management Committee may, whenever it thinks fit, convene an Extraordinary General Meeting and Extraordinary General Meetings shall also be convened by the Management Committee on the requisition of 20 full members in writing</p>
Quorum for General Meetings	<p>14. Twenty full or youth members, present in person shall be a quorum for general meetings, including the Annual General Meeting</p>
Notice of General Meetings	<p>15. Notice of General Meetings including the Annual General Meeting shall be advertised on posters or in local shops or by advertisement in a newspaper circulating in the area of benefit two weeks prior to such General Meeting</p>

Chairperson

16. The Chairperson of the Management Committee shall chair General Meetings, including the Annual General Meeting. If the Chairperson is absent, the Vice Chairperson or a member of the Management Committee elected at the start of the General Meeting shall chair the meeting

Agenda

17. At the Annual General Meeting the Agenda shall be in the following form or as near thereto as circumstances permit:-

- a) Chairperson's Report
- b) Presentation of Financial Report (prepared and audited/externally examined in accordance with current Scottish Charity Regulator Regulations
- c) Election of individual members to the Management Committee
- d) Election of Office Bearers
- e) Election of Auditor or External Examiner under current Office of the Scottish Charity Regulator Regulations
- f) Any other competent business of which prior notice has been given

Voting Right

18. At General Meetings, only full and youth members present shall be entitled to vote. Voting shall be by show of hands or by ballot, at the discretion of the Chairperson

Finance

19. All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose. However, no Office Bearer or other member shall be paid or given any sum of money or donation except in so far as the payment is for reimbursement of outlays actually incurred for the benefit of the Association.

Bank Accounts

20. Bank/building society accounts may be opened in the name of the Association, as the Committee shall decide. The Committee shall authorise, in writing, **four members of the committee**, one of whom will be the Treasurer, to sign cheques and other financial instruments on behalf of the Association. All cheques must be signed by not less than two of the four signatories.

Accounts

21. The Centre Co-ordinator will normally be responsible for the day-to-day financial administration and will assist the Treasurer in the preparation of the financial reports and accounts. A financial report will be given to each meeting of the Management Committee. The financial year will normally be from 1st April to 31st March. A copy of the audited or examined accounts shall be sent to the Director of Education of the Council and the Office of the Scottish Charity Regulator as specified in current Scottish Charity Regulator Regulations not later than 12 weeks after the end of the financial year

Auditors

22. The Accounts of the Association shall be audited or independently examined, as specified in current Office of the Scottish Charity Regulator Regulations. The Association shall pay all fees due to the Auditor or independent examiner for his professional services

Amendments

23. Any resolution to alter this Constitution will be submitted to the Association in writing 21 days before the General Meeting takes place. Any such resolution must be passed by a two-thirds majority of those present and entitled to vote. Proposed alterations to Articles 1,3,4,19,23 or 24 of this Constitution shall be notified to the Office of the Scottish Charity Regulator, to ascertain whether or not such proposed alterations would affect the charitable status of the Association and in the event that such alterations do affect the said status, they shall not be entertained

Such resolution shall become effective until it has been approved by the Education Committee of the Council

Dissolution of Association

24. If the Management Committee decides that dissolution of the Association is necessary or advisable, the Management Committee shall call a meeting of all members and also inhabitants of the area of benefit who are at least eighteen years. Twenty-eight days notice of such meetings shall :-

- a) Be given to all members
- b) Be posted in conspicuous places in the area of benefits

- c) Be published in a newspaper circulating in the area of benefit
- d) Be given in writing to the Council
- e) Be advised to the Office of the Scottish Charity Regulator

If such a decision to dissolve be confirmed at least two thirds majority of those present and voting at the meeting then after the satisfaction of all debts and liabilities including the return of those items advanced or on loan from the Council, the assets shall not be paid or distributed to the members but shall be given to such other charitable organisations with objects similar to those of the Association as the Association may decide. The Association shall then be declared dissolved.

Signed _____ **Position** _____

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Date of Adoption of Constitution