

Constitution

Ecclesmachan and Threemiletown Village Hall Management Association

- 1. NAME**
- The name of the organisation will be the Ecclesmachan and Threemiletown Village Hall Management Association. Hereinafter referred to as the “Organisation”.
- 2. AREA OF OPERATION**
- The area of operation will be the within the Community Council area of Ecclesmachan and Threemiletown.
- 3. OBJECTS**
- The objects of the organisation are to promote the benefit of the inhabitants of Ecclesmachan and Threemiletown and in particular those who by association the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and in the interests of social welfare. Provide or assist in the provision of facilities for recreation and other leisure time occupation so that the conditions of life of the aforementioned persons of any age may be improved and in the furtherance thereof: -
- a) To advance education through the development of activities with the groups.
 - b) To develop a range of activities which are social, educational and recreational.
 - c) To assist with the co-ordination of 60+ activities across the area.
 - d) To co-operate with all relevant bodies, agencies and organisations for the advancement of social welfare of all age groups.
 - e) To encourage the development of links between organisations across the area.
- 4. MEMBERSHIP**
- Membership to the organisation shall be open to: -
- a) Full members
All persons who, having attained the age of 18 years having a place of work or resident in the area of operation (thereinafter referred to as full members).
 - b) Associated Members
Such individuals who can assist in the development of the organisation. Such members would have no voting rights.
 - c) Co-opted Members
From time to time individuals may be co-opted to assist with the development of the organisation and would have no voting rights.
- 5. TERMINATION OF MEMBERSHIP**
- The organisation would have the right to terminate membership for any good and sufficient reason but only provided the member/s has the right to be heard by a committee of the organisation.

6. OFFICE BEARERS

The Office Bearers shall consist of: -

- I. Chairperson
- II. Vice Chairperson
- III. Treasurer
- IV. Secretary

All such persons will be elected annually at the Annual General Meeting from the membership.

7. MEETINGS

The business of the organisation will be conducted through a series of regular meetings. The organisation will hold at least five meetings per annum, one of which will be the Annual General Meeting.

The Chairperson or failing the Vice-Chairperson shall preside at all the meetings concerning the business of the organisation. In the absence of both Chairperson and Vice-Chairperson, those present shall appoint one of their members to take the chair.

Minutes – the Secretary will record the meetings and a copy will be circulated in advance of future meetings.

A quorum for business meetings shall be three voting members, one of whom shall be an office bearer.

8. ANNUAL GENERAL MEETING

The AGM shall be held at such a place and time, as the committee shall appoint. The Secretary shall inform all members and constituent groups in writing one month in advance of the meeting.

The agenda at the AGM shall be in the following form or as near thereto as the circumstances permit: -

- A. Report by Office Bearers (annual report)
- B. Minutes of last AGM
- C. List of group representatives
- D. Report by Auditor
- E. Election of Auditor
- F. Any other competent business
- G. Date of next AGM

10. VOTING RIGHTS

At all meetings of the organisation only full members shall be entitled to vote. Method of voting shall be at the discretion of the Chairperson.

11. SUBSCRIPTIONS

All members shall pay such subscriptions annual or otherwise as the committee shall from time to time may determine.

12. FINANCE

All monies raised by or on behalf of the organisation shall be applied to further the objects of the organisation and for no other purpose. Without prejudice to the forgoing generality, no office bearer or other member shall be paid or given any sum of money or honorarium except in so far as the payment is for reimbursement of outlays actually incurred for the benefit of the organisation. For the purpose of this clause, it is deemed that inter alia except, payment for time occupied and ex gratia payments are not for the benefit of the organisation.

13. ACCOUNTS

The Treasurer will be responsible for the day-to-day finance intronmissions and will prepare financial reports and accounts to be given to each meeting of the committee. The financial year will be from 1 April to 31 March.

14. BANK ACCOUNTS

All bank accounts shall be operated on any two signatures of three nominated Office Bearers of the organisation. One signature should be that of the Treasurer.

15. AUDITORS

The accounts of the group shall be audited by someone independent of this organisation.

16. ALTERATIONS TO CONSTITUTION

Any resolution to alter this constitution will be submitted to the organisation in writing twenty-eight days prior to any meeting called to discuss the proposed alteration and this must be passed by a two-thirds majority of those present and entitles to vote.

17. DISSOLUTION OF GROUP

If the committee decide that dissolution of the organisation is necessary or advisable, the committee shall call a meeting of all members and also inhabitants of the area of benefit. Twenty-eight day's notice of such meeting shall be given to all members.

If the decision to dissolve be confirmed by at least a two thirds majority of those present and voting at the meeting, then after the satisfaction of all debts and liabilities, 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 organisation as the organisation may decide. The organisation shall then be declared dissolved.

Certified as a true copy

Name.....
Address.....
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Office Held.....

Name.....
Address.....
.....
Office Held.....

Date of meeting adopted.....