

## **CONSTITUTION**

### **1. Name of Association**

The name of the Association Shall be **Auchtermuchty Community Association**.

### **2. Aims of the Association**

The aims and objectives of the Association will be:

- a) To seek to improve conditions for the residents of the area.
- b) To represent and to promote the interests of all residents living in our area.
- c) To work for improvements to the services we receive; and to the local environment.
- d) To work in partnership with other agencies to achieve our aims.

### **3. Membership**

- a) Membership shall be open to all residents, irrespective of tenure, in Auchtermuchty and immediate surrounding area.
- b) Membership shall be free of charge.
- c) All voting members must be at least 16 years of age.
- d) Membership shall cease immediately upon a person leaving the area defined above.

### **4. Office Bearers**

- a) Office bearers shall be elected to carry out the business of the Association.
- b) The office bearers shall include, as a minimum, a chairperson, a secretary and a treasurer. Particular annual general meetings may decide to create and fill additional office bearer positions such as vice-chairperson, minutes secretary, and so on.
- c) The office bearers shall be elected at the annual general meeting. Previous office bearers shall be eligible for election again.
- d) Vacancies amongst office bearers shall be filled by election at the next ordinary general meeting.
- e) The office bearers shall carry out the duties given them by the members at general meetings of the Association.

### **5. Annual General Meeting**

- a) There shall be an Annual General Meeting within fourteen months of the Association's inaugural meeting or last annual general meeting.
- b) The Annual General Meeting shall
  - Receive a report from the office bearers of their activities, including a statement of accounts fully audited;

- *Accept the resignation of all officer bearers and elect new office bearers (previous office bearers shall be eligible for election again.);*
  - *Appoint a competent individual to inspect its accounts;*
  - *Vote on any proposed amendments to the constitution; and*
  - *Vote on any other proposals submitted by members. Adopted proposals shall be binding on office bearers and others representing the association. All members shall be allowed to submit proposals during the meeting.*
- c) The secretary will notify all Members of the date of the meeting not less than 14 days in advance of that meeting.*
- d) The quorum for annual general meetings shall be 6 members.*

### **6. Ordinary General Meetings**

- a) Ordinary general meetings may be held throughout the year, as called by the secretary or as agreed at earlier general meetings.*
- b) The ordinary general meetings shall:*
- *Elect members to serve on any vacant office bearer positions; and*
  - *Vote on any other proposals submitted by members. Adopted proposals shall be binding on office bearers and others representing the association. All members shall be allowed to submit proposals during the meeting.*
- c) There shall be no set quorum for ordinary general meetings.*

### **7. Special General Meetings**

- a) A special general meeting shall be held:*
- *when called by the secretary; or*
  - *when called for by any 8 members, in writing, to the secretary, with their signatures and addresses. The request should state the reasons for calling the special meeting.*
- Those 8 members may organise and publicise the special general meeting themselves if the secretary does not do so within a reasonable time period.*
- b) The secretary (or other meeting organiser) will notify all members in writing of the date of the meeting not less than 14 days in advance of that meeting, and state the purpose of the meeting in that notice.*
- c) The quorum for special general meetings shall be 8 members.*

### **8. Changes to the Constitution**

- a) The constitution may be altered at the Annual General Meeting or at a special general meeting called for that purpose.*
- b) Proposed changes must be submitted to the secretary in writing not less than 3 days before the meeting.*

c) Changes must be agreed by at least a two-thirds majority of voting members present at the meeting.

### **9. Removal of Office Bearers (outwith annual general meetings)**

a) Office bearers may be removed (outwith AGMs, when they are automatically removed) at a special general meeting called for that purpose.

b) A simple majority of votes at that meeting shall be enough to remove office bearers. The special meeting would then elect new office bearers as at an annual general meeting. Previous office bearers shall be eligible for election again.

### **10. Finance**

a) All money raised by or on behalf of the Association shall be applied to further the objects of the Association.

b) The Treasurer shall keep proper accounts of the finances of the Association and make a report available at every meeting.

c) The funds of the Association shall be managed through a bank account. Cheques written on behalf of the Association must bear the signatures of two office bearers.

### **11. Dissolution of the Association**

a) The Association may only be dissolved by a special meeting called for that purpose.

b) Dissolution of the Association shall only take effect if agreed by two thirds of the members present and voting at that meeting.

c) Any assets remaining after meeting liabilities must be distributed among local charities nominated by that meeting.

d) Any money received via funding bodies should be returned to the funders in relation to the funding criteria.

e) On dissolution, any documents belonging to the Association shall be disposed of in a manner agreed by that meeting.

### **12. Adoption**

This constitution was adopted at the annual general meeting on

\_\_\_\_\_ (date).

Signed \_\_\_\_\_ (Chair)

\_\_\_\_\_ (Secretary)