

Constitution of Bishopton Community Centre Association

The name of the Association shall be the Bishopton Community Centre Association (hereinafter called the “Association” or BCCA).

1) The Objectives

- i) To promote the well being of the local community without distinction of gender, politics, religion or other opinions, by liaising with the Local Authorities, Voluntary Organisations and Residents in a common effort to further health, education and to provide a meeting place and facilities for physical and mental training, recreation, social, moral and intellectual development.
- ii) To encourage a community spirit for the achievement of these and other such objects as may be deemed by law to be charitable.
- iii) To be non-party in politics and non-sectarian in religion.

2) Membership of the Management Committee

- i) The Management Committee (hereinafter called the Committee) shall be comprised of a representative from each regular user group plus a maximum of 12 residents from Bishopton and shall include the office bearers of the Committee.
- ii) The Committee shall have the right for good and sufficient reason to terminate the membership of any individual. The individual member concerned shall have the right to be heard by the Committee before a final decision is taken.
- iii) The secretary will maintain a register of full membership.
- iv) Committee members must be 18 years of age or over.
- v) Office Bearers shall be Chair person, Vice Chair person, Treasurer, Secretary who shall be elected annually at the AGM. Maximum term in office is 3 years.
- vi) Bishopton residents shall be elected at the AGM. One third shall retire annually having completed 3 years. Where a member resigns before completing 3 years, the replacement shall assume the previous member’s position on the rota.
- vii) If insufficient residents are elected at the AGM the Association shall have the right to co-opt up to the maximum of Bishopton residents.
- viii) All members of the Committee shall have full voting rights.
- ix) The Committee shall appoint such Convenors as appropriate.
- x) The Committee shall have the power to appoint sub Committees and determine their powers.

- xi) Minutes must be kept for AGMs, all Committee and sub Committee meetings.

3) Powers of the Management Committee

- i) Take out membership of organisations whose activities and interests are compatible with the Objectives.
- ii) To liaise with the Local Authority in the maintenance and management of Bishopston Community Centre (hereinafter called the “Centre”) in furtherance of the above Objectives.
- iii) Purchase, take on lease or exchange, hire or otherwise acquire property necessary for the promotion of the Centre.
- iv) Make regulations for the management of any property that may be acquired.
- v) Employ staff to supervise, organise and carry out such work as may be required.
- vi) Investigate and make applications to trusts and grant giving bodies.
- vii) Raise funds and invite and receive contributions by ways of subscriptions and donations. The Committee shall not undertake permanent trading activities in raising funds except by means of a company established for that purpose.
- viii) Invest the moneys not immediately required as may be thought fit, subject to conditions (if any) as imposed or required by law.
- ix) The chairperson, secretary or treasurer may execute legal documents on behalf of the Committee. Any two of the office bearers shall sign such document.
- x) To form any company which is a charity with similar objects to those of the group, and if considered appropriate, to transfer to any such company (without payment being required from the company) the whole or any part of the assets and undertakings.

4) Rules of Procedure at Meetings

- i) Voting: All questions arising at any meeting shall be decided by a majority of those present and eligible to vote. In case of an equality of votes, the person chairing the meeting shall have a casting vote.
- ii) Minutes: The secretary shall record all proceedings and resolutions and the Association will retain minutes. Minutes will be displayed on the notice board and in the local library.
- iii) Quorum: a minimum of one third of the membership of the Committee at monthly meetings.

5) **Finance**

- i) All monies raised by or on behalf of the Centre shall be applied to further the aims and objectives of the association and for no other purpose, provided that nothing herein contained shall prevent the payment of reasonable and proper remuneration to any employee of the association and fees to professional and technical advisers. No payment shall be made to members of the management Committee or of any Committee or sub-Committee appointed hereof other than reasonable out of pocket expenses
- ii) The Treasurer shall keep proper accounts of the finances of the Centre and one or two competent examiners who shall be appointed at the Annual General Meeting shall audit these annually.
- iii) All of the appointed office bearers shall be empowered to sign cheques on behalf of the Centre. Each cheque drawn must be signed by two of the signatories.
- iv) Public Liability insurance must be in force at all times.

6) **Annual General Meeting**

- i) Once in each year, no later than the last day of May, there shall convene an Annual General Meeting. A quorum of 12 is required to proceed. 21 days notice to be given of the AGM. All user groups and residents shall be invited to attend, for the purpose of:
- ii) Receiving the Annual Report of the Committee and the Annual Audited Accounts.
- iii) Appointing the office bearers.
- iv) Accepting resignations of the Committee and electing Committee members.
- v) Appointing examiners.
- vi) Making recommendations to the Committee.

7) **Extraordinary General Meeting**

- a) If the Committee, by a simple majority, decides that at any time it is necessary or advisable to call an extraordinary general meeting, not less than 21 days notice shall be given, stating the terms of the resolution to be proposed thereat.

8) Dissolution of the Association

- i) If the Committee, by a simple majority, decides that at any time it is necessary or advisable to dissolve the Association, it shall call a special general meeting, giving not less than 21 days notice (stating the terms of the resolution to be proposed thereat).
- ii) If the decision is confirmed by a two thirds majority of those present and eligible to vote, any assets remaining after the satisfaction of any proper debts and liabilities shall be used for charitable purposes for the benefit of the residents of the local community within "The Objectives" defined in Section 2 above.

9) Alterations to the Constitution

- i) Any alterations to this Constitution shall require the agreement of not less than two thirds of those present and voting at an AGM or extraordinary meeting. No alterations shall be made which would have the effect of causing the association to cease to be recognised by the Office of the Scottish Charity Regulator as a charity.

This constitution was certified as a "true copy" and adopted as the Constitution of the Bishopton Community Centre Association by a majority vote at a meeting duly convened at Bishopton Community Centre

On.....

Signed.....
Chairperson Secretary

Name..... Name.....

Address..... Address.....

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