



Milngavie Heritage Centre

CONSTITUTION

1.0 NAME

MILNGAVIE HERITAGE CENTRE hereinafter referred to as the Group

2.0 AIMS AND OBJECTIVES

- 2.1 Establish, develop and maintain a Heritage Centre in Milngavie
- 2.2 Identify means whereby the Heritage Centre can be sustained over a period of time
- 2.3 Identify, explore and undertake the range of activities appropriate for the Heritage Centre
- 2.4 Encourage support for the Heritage Centre, within the Community of Milngavie and surrounding areas.
- 2.5 Objectives, as detailed in the Heritage Centre Strategy Documents.

3.0 MEMBERSHIP

Membership of the group is open to all interested parties and their designated carers if appropriate, regardless of nationality, politics, race, religion or sexual orientation. An annual membership fee will be proposed by the Committee and approved by members at the AGM.

4.0 POWERS

In order to achieve its aims the Group may:

- 4.1 Raise money
- 4.2 Open bank accounts
- 4.3 Take out insurance
- 4.4 Employ staff
- 4.5 Acquire and manage buildings
- 4.6 Organise courses and events
- 4.7 Work with other groups and exchange information

5.0 COMPOSITION OF THE GROUP

The Group will be administered by a Management Committee of the Officers and not more than eight (8) other members, elected at the Group's Annual General Meeting (AGM). The Committee can invite along advisers to the meetings.

5.1 The Officers of the Management Committee will be: the Chair, the Vice Chair, the Treasurer and the Secretary. The Management Committee will meet at least 6 times a year including the AGM. The Officer Bearers and any other committee members will hold office until the conclusion of the Annual General Meeting of the group after which they will be eligible for re-election.

5.2 Standing Orders

- The Chair, the Vice Chair or a member elected from the Committee will chair all meetings of the Group.
- The quorum for Management Committee meetings will be one-third of the membership of the committee.
- Voting at Management Committee meetings will be by show of hands. If there is a tied vote then the Chair will have a casting vote.
- The Management Committee may vote by a two-thirds majority and with good and proper reason remove any Committee member. The member has the right to be heard before a final decision is made.
- The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.
- The Chair will decide all questions of order, relevancy and competency arising at meetings of the Committee.

6.0 ANNUAL GENERAL MEETING

6.1 The Annual General Meeting of the Group will be held in May of each Calendar year.

6.2 All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be 8 members.

6.3 The business of the A.G.M. shall include: (i) receiving a report from the Chair on the Group's activities over the year (ii) appointing an Examiner to examine the accounts (iii) receiving an examined report from the Treasurer on the finances of the Group (iv) electing a new Management Committee and (v) considering any other matter as may be decided.

7. FINANCES

- 7.1. All monies raised by or on behalf of the group shall be applied to support and further the aims of the Centre
- 7.2. The group's Financial Year will operate from 1st April to 31st March each year.
- 7.3. The accounts shall be examined at least once a year by the Examiner who will be appointed at the Annual General Meeting
- 7.4. Cheques will be signed by two out of the three nominated signatories who will consist of the Treasurer and two other nominated committee members.
- 7.5. Property and other assets belonging to the Group will be vested in the Chair, the Vice Chair, the Secretary and the Treasurer of the organisation and their successors in these respective offices.

8.0 CODE OF CONDUCT

The members of the Management Committee must respect and treat each other with courtesy at all times. Each member should play a full part in helping to work together. This involves regular attendance at meetings and sharing the workload necessary to further the Group's objective.

9.0 SPECIAL GENERAL MEETINGS

A Special General Meeting may be called by the Management Committee. 8 members may submit a written request to the Management Committee calling an SGM declaring the business to be transacted. The Secretary will give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed. All members will be entitled to attend and vote.

10. ALTERATIONS TO THE CONSTITUTION

Any alterations to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting of which due notice has been given.

11.0 DISSOLUTION

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at an Extraordinary General Meeting, called specifically for the purpose. In the event of winding up, after payment of all debts any remaining assets will be transferred to another not for profit or charitable organisation which promotes similar objects in the area of local heritage. In the event that no such group can be identified assets will be transferred for another charitable purpose to be identified by the General Meeting. The minutes and other records of the group will be lodged with the archives section of the Local Authority.

This Constitution was adopted on

Signed: (Chair)

Signed: (Secretary)