

PRESTONPANS COMMUNITY CENTRE MANAGEMENT COMMITTEE

NAME

The Name of the association shall be known as Prestonpans Community Centre Management Committee (hereinafter referred to as the “Committee”)

1. AREA OF OPERATION

The area of Prestonpans shall for the purpose of this Constitution be deemed to be the area of benefit and any reference in this Constitution to the area of benefit shall be construed accordingly.

3. AIMS

The aims of the “Committee” are:

To advance education and to provide or assist in the provision of facilities for recreation or other leisure time occupation where such provision or assistance is in the interest of social welfare, and is made with the object of improving the conditions of life of the members of the community in the area of benefit.

In furtherance of, to co-operate with the Council and its successors in office, to determine policy on the general arrangements concerned with the maintenance and operation of Prestonpans Community Centre (referred to hereinafter as “The Community Centre”) for the attainment of the objects of the “Committee”.

To consult with organisations or groups representing community or recreational interests in the area as necessary and with any person not being a member of the Association who in the opinion of the “Committee” can give advice on matters relevant to the “Community Centre”.

To consider when necessary disputes affecting lets, use of space or other arrangements within the “Community Centre” which cannot otherwise be settled.

To raise funds through special programme arrangements or special events on such terms and conditions as laid down by the council for specific purposes connected with the “Community Centre” for the attainment of object a. of the “Committee”.

To produce an annual report on the activities of the “Committee” and the operation of the “Community Centre”.

MEMBERSHIP

Membership of the “Committee” shall be open to the following individuals (referred to later as individual members)

1. all persons who are eighteen years or over and work or live in the area of benefit or who attend a full time education course at an establishment
2. all persons between the age of fifteen years and eighteen years who work or live in the area of benefit or who attend a full time education course in the area of benefit
3. any voluntary organisations operating in the area of benefit whose objects are of a similar nature to the objects of the Association and where its membership would be of benefit to the Association.

TERMINATION OF MEMBERSHIP

The Committee shall have the right to terminate membership for any good and sufficient reason but provided that the member shall have the right to be heard by the “Committee” before such a decision is made.

COMPOSITION

The “Committee” shall comprise of the following persons who are nominated by the respective bodies or organisations to serve on the “Committee”.

Local Organisations using the Centre	Two nominated members
Individual Members	Four nominated members
Local Interested Residents	Two nominated members
Community Council	Two nominated members
East Lothian Council	The Council’s Representative { ex officio } Two Council members representing Prestonpans Community Development Officer (in advisory capacity)

Actual composition is discretionary and is determined to match local circumstances.

Quorum

Five members of the “Committee” present shall be a quorum for meetings, provided one member is an office bearer.

OFFICE BEARERS

The Chairperson, Treasurer and Secretary of the “Committee” shall be appointed at the Annual General Meeting.

MINUTES

The Secretary shall be responsible for the writing of minutes of all meetings. All minutes shall be open to inspection and approved at the following meeting before they are displayed.

FREQUENCY

Meeting shall be held bi-monthly.

ANNUAL GENERAL MEETINGS

The “Committee” shall in each year hold a general meeting as its Annual General Meeting in addition to any other meeting in that year and shall specify the meetings as such in the notices calling it. The Annual General Meeting shall be held at such place and time as the “Committee” shall decide.

All members of the “Committee” shall retire together on the date of the Annual General Meeting. Retiring members shall be eligible for re-appointment.

NOTICE OF MEETINGS

Notice of general meetings will be circulated by letter. Notice of the Annual General Meeting will be advertised by posters and by advertisement in the local press four weeks prior to such Annual General Meetings.

AGENDA

At the Annual General Meeting the Agenda shall be in the following form or as near to as circumstances permit:

- a. Apologies
- b. Minutes of previous meeting
- c. Presentation and adoption of Annual Report
- d. Presentation of Annual Accounts
- e. Election of “Committee” members
- f. Election of Office Bearers
- g. Any other competent business/motions

VOTING

Only persons present at the Annual General Meeting can be nominated and elected to the “Committee”. Only persons over 16 years are eligible to vote.

CHAIRPERSON

The Chairperson of the “Committee” shall chair all meetings. If the Chairperson is absent, the Vice Chairperson or another “Committee” member elected at the start of the meeting shall chair the meeting.

FINANCE

All monies raised by the “Committee” shall be applied to further the objects of the “Committee” and for no other purpose. All bank accounts shall be operated on the signature of any two nominated office bearers. The accounts of the “Committee” shall be available for inspection by the Director of Finance of the Council at any time and shall be externally examined annually.

AMENDMENTS

Any resolution to alter this constitution will be submitted to the “Committee” in Writing 21 days before the general meeting takes place. Any such resolution must be passed by a two third majority of all those present. Proposed alterations to articles 3,4,19,23,24 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 “Committee” and in the event that such alterations do affect the charitable status they shall not be entertained.

Such resolution shall not become effective without prior approval of the Council.

DISSOLUTION OF COMMITTEE

If the “Committee” decide that dissolution is necessary or advisable the “Committee” shall call a meeting of all inhabitants of the area of benefit who are aged at least 18 years. Twenty eight days notice of such a meeting to be given to ;

- a all “committee” members
- b posted in conspicuous places in the area of benefit
- c published in the local press
- d given in writing to the Council

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

EXTRAORDINARY MEETINGS

The "Committee" may whenever it thinks fit, convene an Extraordinary General Meeting. Notice of such Extraordinary General Meetings shall be given in writing 21 days prior to the date of the meeting.

QUORUM FOR GENERAL MEETINGS.

Ten Persons aged 16 years and over present shall be a quorum for general meetings

MEMBERS OF THE MANAGEMENT COMMITTEE

The members of the "Committee" adopting this constitution and the positions held shall be set out below.

Name
Address

Signature

Position

Date

Name
Address

Signature

Position

Date

Name
Address

Signature

Position

Date