

COLOURFUL KILMACOLM: CONSTITUTION

1 NAME

The name of the group shall be Colourful Kilmacolm hereinafter referred to as "the group".

2 OBJECTIVES

To promote for the benefit of the inhabitants of Kilmacolm and surrounding area without distinction of sex, race, age, political, religious or other opinions, the enhancement of the village of Kilmacolm through floral displays and planters in public spaces.

3 POWERS

The group shall have the power to do anything that will properly further the foregoing aims, in particular

- 3.1 to raise, spend and hold funds in a bank or other account
- 3.2 to promote and provide for the dissemination and exchange of knowledge and information
- 3.3 to engage and pay fees to professional advisors/consultants to assist the work of the group
- 3.4 to make representation to and enter into arrangements with national or local government and appropriate statutory or voluntary agencies
- 3.5 to take out membership of such organisations as are considered to be in the interest of and compatible with the objects of the group
- 3.6 to take part in and/or conduct educational and training programmes, courses, seminars and events of all kinds directed towards the acquisition or development of skills which are relevant to the group and its objects.

4 MEMBERSHIP

- 4.1 Full membership of the group shall be open to all residents of Kilmacolm and the surrounding area on payment of an annual fee, the amount to be agreed annually at the AGM.

5 MANAGEMENT COMMITTEE

- 5.1 The affairs of the group shall be directed by a management committee consisting of no less than 5 or more than 9 members.
- 5.2 All committee members shall be elected at the annual general meeting (AGM) and shall serve for 2 years. Members shall then be eligible for re-election.
- 5.3 At its first meeting after the AGM, the management committee shall elect from amongst its members a Chairperson, Secretary and Treasurer and such other officer bearers as the management committee shall from time to time decide.
- 5.4 The management committee may co-opt full members of the group to fill any casual vacancies that arise on the committee. Any member appointed to fill such a vacancy shall hold office until the next AGM and shall be eligible for election at that meeting.
- 5.5 The committee may also invite other interested individuals, or representatives of statutory or voluntary organisations, to serve on the committee in an advisory capacity. Advisory members shall not be entitled to vote.
- 5.6 The management committee shall meet at least 4 times a year.
- 5.7 One-office bearer plus 3 other members of the committee shall constitute a quorum.
- 5.8 An accurate record will be kept of proceedings at all committee and general meetings.
- 5.9 Members of the management committee shall be deemed to have resigned if they are absent from 3 consecutive meetings without giving apologies. The Secretary will confirm this in writing.

6 FINANCE

- 6.1 The group's financial year shall commence on 1st January each year.
- 6.2 All money and property received by the group shall be used to further the aims of the group and shall not be used by any officer or other member of the group except for expenditure properly incurred on its behalf or, at the discretion of the committee, for out of pocket expenses.
- 6.3 A bank account shall be opened in the name of the Group and 3 members of the management committee, one of whom shall be the Treasurer, shall be authorised to sign cheques on behalf of the group. All cheques must be signed by 2 of the 3 authorised signatories.
- 6.4 The Treasurer shall not be permitted to hold cash unless sanctioned by the committee.

- 6.5 The Treasurer will keep an accurate record of all the group's income and expenditure and make regular reports to the committee. On an annual basis, the accounts will be independently examined in accordance with statutory requirements and the report will be presented to the Annual General Meeting.
- 6.6 No single member of the management committee shall be liable for any loss incurred by the group, provided the action which led to the loss was made in good faith.

7 ANNUAL GENERAL MEETING (AGM)

- 7.1 The AGM shall be held no later than 31st May in each year.
- 7.2 No less than 21 days notice shall be given to members of the group of the time and place of the meeting and the business to be transacted at it.
- 7.3 Notice of resolutions for discussion at the AGM shall be given in writing, duly proposed and seconded, to the Secretary at least 14 days before the date of the AGM.
- 7.4 The quorum at a general meeting shall consist of fifteen members.

8 EXTRAORDINARY GENERAL MEETING (EGM)

- 8.1 An EGM may be called at any time by the management committee or at the written request of one-third of members, addressed to the Secretary and clearly stating the purpose of the meeting.
- 8.2 Notice of the EGM and the business to be discussed, along with the venue, time and date, will be circulated to members giving as much notice as possible.

9 VOTING

- 9.1 Voting at all meetings shall be on the basis of a simple majority. In the event that voting is tied, the Chairperson shall have the deciding vote.
- 9.2 Any amendment to the constitution can only be passed at a general meeting of the group by a majority of at least two-thirds of voting members present.

10 DISSOLUTION

- 10.1 The group may only be dissolved by at least a two-thirds majority of members casting their votes at a general meeting, the notice of which specified the proposal to dissolve the group.
- 10.2 Any funds or assets remaining after the proper payment of all debts and liabilities shall be given to another recognised organisation that has similar aims to those of the group.

CERTIFIED AS A TRUE COPY

This revised constitution for Colourful Kilmacolm was adopted at the AGM held on 10 November 2014 at The Cargill Centre, Kilmacolm.

Chairperson Peter W. Kenell Date 10/11/2014

Address Kilallan, Dichel Road, Kilmacolm, PA13 4AS

Secretary Diane MacDuff Date 10/11/2014

Address Kintail, Knockbuckle Rd, Kilmacolm PA13 4JU

TERMS USED

- Quorum: the minimum number of members required to be present in order for the business of the committee or organisation to be properly conducted
- Co-option: an individual can be invited by the committee to join them as a co-opted member