

Hutton Community Fellowship CONSTITUTION

1. Name

The name of the organisation shall be Hutton Community Fellowship.

2. Objects

To promote the wellbeing of the inhabitants of Hutton Parish by advancing education, and in the interests of social welfare and inclusion, improving community life.

3. Membership

Membership is open to members of the public residing in Hutton Parish. There is no membership subscription.

4. General Meetings

a) An Annual General Meeting ("AGM") will be held annually within nine months of the financial year end. At each AGM the business shall include:

- Consideration of the annual report given by the Chairperson
- Approval of independently examined accounts
- Election of Steering Committee and Office Bearers

b) A Special General Meeting ("SGM") may be called at any time by the Steering Committee or by written request, signed by at least five members and addressed to the Secretary clearly indicating the purpose of the meeting.

c) This constitution can only be amended by a resolution passed by those present and voting at a General meeting, providing that due notice has been given, including terms of the amendment.

d) The quorum for General Meetings shall be seven members.

e) At least fourteen days' notice of General Meetings shall be given to members.

f) Voting at all General Meetings shall be by a show of hands, or by ballot if so determined, and decided by a simple majority of the votes cast. In the event of an equality of votes the Chairperson of the meeting shall have a second or casting vote.

5. Steering Committee and Office Bearers

a) The Steering Committee will consist of a minimum of three members.

b) At the AGM the following office bearers shall be elected:- Chairperson, Secretary and Treasurer.

c) In the event of casual vacancies, the Steering Committee may co-opt up to one third of the maximum number of Committee members to serve until the next AGM.

d) The Steering Committee shall have the power to co-opt and appoint one or more sub-committees. In the event that a sub-committee cannot reach a majority decision the Steering Committee will have the casting vote.

e) The Steering Committee will meet at least two times a year and at least seven days' notice of Committee meetings shall be given. Committee meetings will be open to the public.

f) The quorum for meetings of the Steering Committee shall be three committee members.

g) Voting at all Committee meetings shall be by a show of hands, or by ballot if so determined, and decided by a simple majority of the votes

cast. In the event of an equality of votes the Chairperson of the meeting shall have a second or casting vote.

h) Minutes will be taken of proceedings at all meetings, including the names of those present, and these will be signed as approved by the Chairman.

i) All Steering Committee members shall retire from office at the Annual General Meeting but will be eligible for re-election.

6. Finance

a) There will be a bank account in the name of Hutton Community Fellowship. The signatures of any two of the three office bearers, appointed from the Steering Committee, shall be required for its operation. The authorised signatories must not be connected. The Charities and Trustee Investment (Scotland) Act 2005 defines "connected" as:

- "Any person to whom the [signatory] is married, is the civil partner of the [signatory] or with whom the [signatory] is living as husband and wife or, where the [signatory] and the other person are of the same sex, in an equivalent relationship.
- Any child, parent, grandchild, grandparent, brother or sister of the [signatory] (and any spouse of any such person).
- For the purposes of the above, a person who is another person's stepchild or brought up or treated by another person as if the person were a child of the other person, is to be treated as that other person's child."

b) All monies raised on behalf of the Steering Committee and/or sub committees will be paid into a bank account in the name of Hutton Community Fellowship and applied to further the objects of Hutton Community Fellowship and for no other purpose.

c) The financial year of Hutton Community Fellowship shall run from 1st April to 31st March.

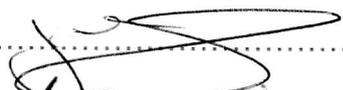
d) The Treasurer shall keep proper accounting records and shall prepare an Income and Expenditure Account for the year to 31st March to be presented for approval at the AGM after independent examination.

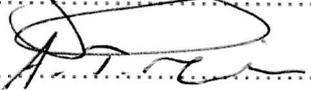
7. Dissolution

a) If the Steering Committee determines that, for any reason, it is appropriate for Hutton Community Fellowship to be dissolved, it shall convene a Special General Meeting.

b) In the event of dissolution, the Hutton Community Fellowship Steering Committee shall sell such assets as they may consider appropriate for the best price reasonable and settle the debts and liabilities of the organisation. Any assets remaining after the satisfaction of such debts and liabilities will be given or transferred to the Management Committee of Boreland Village Hall or such charitable organisation(s) with similar aims to Hutton Community Fellowship.

This constitution was adopted at a General Meeting of Hutton Community Fellowship

Signed..........(Chairperson)

Signed..........(Secretary)

Date.....17/11/10.....

17.11.10