

Explanation of Key Terms of The Model Constitution and Standing Orders for Leased Community Centres

Aims and Objectives

Each Centre is to provide activities primarily, but not exclusively, for the benefit of local residents

The aims and objectives of the Association shall be:

1. to promote the well being of all the inhabitants of the neighbourhood, irrespective of gender, religious belief, physical ability, ethnic background, sexual orientation and political belief
2. to advance education and provide or assist in the provision of facilities for learning opportunities or other leisure time occupations, where such is:
 - (i) in the interests of Social Welfare
 - (ii) made with the object of improving the conditions of life of the inhabitants of the neighbourhood
 - (iii) to enable joint working with Aberdeen City Council, voluntary organisations and the inhabitants of the neighbourhood
3. to work with the Council in establishing, maintaining and managing any community centre situated in the neighbourhood which is provided or grant aided by the Council insofar as it is established, maintained and managed to attain the objects of the Association.

Membership

Membership of the Association shall be open to all inhabitants of the neighbourhood.

Full membership shall be open to all persons who are 18 years or over and who reside, work or attend full time education in the neighbourhood.

Youth membership shall be open to all persons between the ages of 16 and 18 years, who reside, work or attend full time education in the neighbourhood.

Voluntary organisations operating in the neighbourhood which satisfy the Management Committee that they are

1. organisations whose objects are of a similar nature to those of the Association
2. whose membership, in the opinion of the Management Committee, would be beneficial to the Association may be offered associated membership. Associated membership does not confer voting rights and are not eligible for direct election to the committee, but may be co-opted if appropriated.

Co-opted members, up to a maximum number agreed at the AGM. This ensures that 2/3rds of the membership of the Committee is composed of people who live, work or attend full time education in the neighbourhood. Co-

opted members will be entitled to remain on Committee for its full term of office.

Termination of Membership

The Management Committee shall have the right to terminate any membership for any good and sufficient reason.

The individual member, or representative of an Associated Organisation, shall have the right to be heard by the Management Committee before any decision is made. Such Committee Meetings will be held in private, if appropriate.

A membership may be held in suspension at the discretion of two office bearers.

Management Committee

Powers and Duties

The Management Committee shall be responsible for setting out the policy and general management of the Association, subject to the powers of the Association in General Meeting, except that the Management Committee shall

1. comply with any guidance and policy of the Council in relation to safe operation and functioning of Community centre buildings and the terms of the Lease Agreement.
2. have executive control of the Association within the parameters set out above.
3. be assisted in the administration of the Association by a designated member of staff appointed by the Council
4. have the power to delegate any of its responsibilities and duties to standing sub committees or ad-hoc working parties appointed by, and responsible to, the Management Committee. The membership shall be drawn from the Committee and other interested parties or associated organisations as determined by the Management Committee.
5. Management Committee meetings shall be open to the public. Non-members may be invited to attend and speak at meetings as appropriate, but those persons shall not be entitled to vote. Employment matters and any decision to terminate membership must be heard in private.

Composition

The Management Committee shall comprise:-

1. 10 members of the Association
 - 4 members representing user groups (limited to one member from each group)
 - 6 members appointed at the AGM (subject to the right to fill any vacancies)
2. 2 youth members aged 16 to 18, who also participate in a programme operated by the Association in a Community Centre or neighbourhood in which the centre is located.

3. Members of the Council in whose ward the Community Centre is located.
4. The following additional representative places shall exist on each Committee, but failure to fill these these places will not prevent the Committee fulfilling its functions:-
 - (a) 1 person nominated by a local organisation approved by the Council under any scheme of community involvement it adopts.
 - (b) 1 representative elected from amongst staff employed in the Centre.
(The staff representative shall not be present at any discussion on Conditions of Service in relation to their employment)

Elections

This model constitution makes provision for elections to be carried out at an appropriate AGM. Should the outgoing Management Committee be of the view that a higher level of member involvement can be achieved by another form of election, then proposals should be submitted to the Council for approval.

Should the Management Committee structure not be filled at the time of the AGM, or should vacancies occur in that given year, the Management Committee shall have power to co-opt up to the agreed maximum number of members to fill vacancies.

Co-opted members shall have full voting rights, and shall be entitled to remain on the Management Committee for the remainder of its term of office. Any further vacancies, shall be filled by further elections in the relevant categories of representation.

Tenure

Management Committee office bearers shall be:- Chairperson, Vice Chairperson, Secretary and Treasurer.

Each of these posts shall either be elected directly at the AGM, or if there are no nominations for an office bearer post, then the filling of that post shall be remitted to the first meeting of the Management Committee following the AGM.

Local Councillors shall not as a matter of normal practice be eligible to stand for election as office bearers. One employee of the Community Centre shall be eligible to stand as an office bearer of the Management Committee except where there are more than 4 people acting as office bearers. The number of employees acting as officer bearers must, at all times, be in the minority.

Management Committee members shall be elected to serve for 3 years, and will be eligible to stand for re-election at subsequent elections.

Office bearers shall serve for one year and shall be eligible to stand for re-election in subsequent years up to a maximum of 5 consecutive years in any one position.

Committee Meetings

Notice

All Management Committee Members shall be notified in writing at least 6 clear days before any meeting of the Management Committee. Failure of any member to receive notice of the meeting, shall not affect the validity of the meeting.

Frequency of Meetings

The Management Committee shall meet not less than 6 times per year.

Quorum

At all Management Committee meetings 1/3rd of its full membership shall form a quorum.

Minutes

Minutes shall be kept of all Management Committee and Sub-Committee meetings. Once minutes are approved by the Management Committee, they will be put on public display in the Community Centre.

Voting

Subject to all clauses in this Constitution, all questions arising at any meeting shall be decided by a simple majority vote, of those present and entitled to vote. In the event of a tied vote, the Chairperson shall have the casting vote.

Annual General Meeting

The Management Committee shall convene an AGM in April, May or June of each year, and all Association Members shall be entitled to attend, Notice shall be posted 14 clear days before the meeting in the Community Centre and the Neighbourhood.

At AGM, $2/3^{\text{rd}}$ of its full membership or 25 people, whichever is the lowest, shall form a quorum. If a quorum is not achieved at an AGM, then a further AGM shall be called with support from the Liaison Officer. If at the second meeting a quorum is still not achieved, the Liaison Officer shall determine the most appropriate way to elect the Management Committee, and his/her decision shall be final.

Extra Ordinary General Meetings

All General Meetings of the Association, except AGM's, shall be called Extraordinary General Meetings.

EGMs may be convened by the Management Committee whenever it thinks fit, and also within 21 days on the requisition of 15 full members of the Association, in writing addressed to the Association.

All EGMs of the Association, 2/3rds of full membership shall form a quorum or 25 people, whichever is the lowest.

Finance

Any funds allocated by Aberdeen City Council must only be used for the purposes that this public money is provided, following the public pound.

All monies raised for or on behalf of the Association, shall be applied to the further objects of the Association and for no other purpose.

Financial records of the Association shall be subject of a annual inspection by an accountant qualified to a level deemed satisfactory by the Council, and shall be made available to the Liaison Officer on request, and no later than 31 July following the financial year end.

All transactions shall be recorded in a ledger/computer format approved by the accountant.

The Association's financial year shall be from 1 April to 31 March. The cost of inspection shall be met by the Association.

All monies received by the Association shall be paid into a bank account in the name of the Association, at a bank approved by the Management Committee. All cheques drawn against the Association, shall be signed by 2 of 3 or more signatories authorised at the preceding AGM.

The Management Committee shall determine the appropriate level of any membership and/or entry fees and any concession schemes.

Amendments to the Constitution

Any proposal to amend the Constitution must be submitted to the Secretary of the Association 28 days before the date of the AGM, at which it is to be considered. Any such amendment shall require the approval of a minimum of 2/3rds of its full membership, and 2/3rds of its members present and voting.

Any proposed amendment to this constitution shall not become effective, and shall not be acted upon, until it has been approved in writing by the Chief Executive of the Council or his/her nominee. This also applies in the event of the Association seeking charitable status.

Dissolution of the Association

If the Management Committee decides, by a majority, that dissolution of the Association is necessary or advisable, it shall

1. call a meeting of all full members of the Association giving at least 28 days clear notice (stating the terms of the resolution) of the meeting posted in the Centre and conspicuous place or places in the neighbourhood.
2. give not less than 28 days written notice of the terms of the proposed resolution to the Council.

Appendix 2

Such a decision to dissolve the Association shall be confirmed, if it receives the support of at least 2/3rds of those present and voting.

On dissolution, any assets remaining after the satisfaction of any proper debts and liabilities, shall not be paid or distributed to the members of the Association, but shall be given to such other charitable organisations with similar objects to those of the Association for the benefit of the neighbourhood. If this cannot be achieved, the assets should be returned to Aberdeen City Council for distribution, for similar purposes, elsewhere in the City.

Support

An appropriate member of Council staff shall provide support, training and advice on financial matters and policy issues to the Management Committee.

This member of staff shall act as a Liaison Officer, and shall be entitled to attend meetings to support the Management Committee, but will have no voting rights, and will not be a member of the Management Committee.