

FRIENDS OF GLASGOW WEST

SCO 24748

CONSTITUTION

amended 11.3.2011

1. Name

The name of the Society shall be "The Friends of Glasgow West" (hereinafter called "The Friends").

2. Objects

The objects of the Friends are to promote and encourage the maintenance and improvement of the amenity of Glasgow West and the protection and preservation of the landscape and historical and architectural heritage and in furtherance thereof:

- a) To foster and extend knowledge of, and interest in, Glasgow West.
- b) To bring together individuals, community-based organisations, institutions and firms interested in Glasgow West.
- c) To organise meetings, lectures, seminars and exhibitions to further knowledge of Glasgow West.
- d) To secure the publication of books, journals, papers and articles to further knowledge of Glasgow West.
- e) To do all such other lawful things as are incidental or conducive to the attainment of the foregoing objects, or any of them.

3. Membership

Membership shall be open to all those interested in promoting the objects of the Friends.

There shall be the following classes of members:

Individual

Residents Association

Corporate

Patron

Application for membership shall be made to the Honorary Secretary.

The Committee may at its discretion accept or decline any application for membership or discontinue the membership of any member for good cause shown.

Any member may at any time resign his or her membership by giving notice in writing to the Honorary Secretary.

4. Subscription

The minimum subscription for each class of member shall be decided at the Annual General Meeting.

Subscriptions shall be due and payable on 1 April each year and a member whose subscription is in arrears shall not be entitled to any of the privileges of membership.

A member whose subscription is fifteen months in arrears shall be deemed to have resigned.

5. Privileges of Membership

Members shall be entitled to participate in all the activities of the Friends. All individual and corporate members in good standing shall be entitled to one vote.

6. Office Bearers and Committee

- a) The business of the Friends shall be managed by a Committee consisting of a Convener, a Vice-Convener, an Honorary Secretary and an Honorary Treasurer, and not less than three and not more than six ordinary members.
- b) Five members of the Committee shall be a quorum.
- c) The office bearers shall be elected at the Annual General Meeting and shall each hold office for three years. Any vacancy occurring shall be filled by the Committee until the next Annual General Meeting. Office bearers shall be eligible for re-election to the same or another office or to the Committee for a further three year period only.
- d) Ordinary members of the Committee shall be elected for a three-year period. At each Annual General Meeting the one-third of the ordinary members of the Committee who have been longest in office shall retire and shall be eligible for re-election for a further three year period only.
- e) The Committee shall have power to co-opt not more than three other persons for one year, and to renew the co-option annually. Co-opted members shall not have voting rights in committee.

7. Honorary Members

The members may at any Annual General Meeting elect Honorary Members. Such members shall have distinguished themselves in some way associated with the objects of the Friends. The number of Honorary members shall be limited to three and each shall be elected for three years and may be re-elected.

8. Powers of the Committee

The Committee shall have powers:

- a) To manage the affairs of the Friends and to take such steps as may be necessary to further the objects of the society.

- b) To deal with all matters of membership, but excluding adjustments to the rates of subscription which shall be determined at the Annual General Meeting.
- c) To arrange the programme of activities of the Friends.
- d) To grant powers to any two or more of its members to act on its behalf.
- e) To do such other things as are necessary to promote any of the objects of the Friends.

9. Equality Policy

All society members, individuals, organisations or other bodies who have dealings with the society are dealt with fairly, equally and lawfully, irrespective of their gender, sexuality, race, ethnicity, disability, age, religion, belief, marital status or social class.

10. Complaints Policy

- a) Complaints concerning the operation of the society itself, its committee or its activities, must be made in writing to the Secretary.
- b) Where possible, and if acceptable to those involved, complaints are dealt with verbally and informally. Otherwise, the response is given in writing.
- c) The society aims to respond to all complaints within fourteen days, or in as short a time as it takes to ameliorate the cause of the complaint.

11. Child Protection Policy

- a) If group activities are to involve children, a Child Protection Policy is adopted.
- b) A committee member must be appointed to take responsibility for its implementation.

12. Declaration of Interest

It shall be the duty of every officer or member of committee or any subcommittee who is in any way directly or indirectly interested financially or professionally in any item discussed at any committee meeting at which he or she is present to declare such interest and he/she shall not discuss such item (except by invitation of the chair) or vote thereon.

13. Assets and Finance

The whole property, assets and income of the Friends shall be received and held by the Convener, Honorary Secretary and Honorary Treasurer, or such other members of the Committee as the Committee may resolve, as trustees in trust for the furtherance of the objects of the Friends.

The Honorary Treasurer shall maintain such books and records as are necessary at all times to give a full and accurate picture of the Friends' affairs and to explain its transactions. The said books of account shall be examined by a qualified accounting professional who shall be appointed by the Annual General Meeting.

All cheques shall be signed by two office bearers.

A copy of the accounts for the preceding year shall be laid before the members at each Annual General Meeting.

14. General Meetings

The Committee shall call an Annual General Meeting of the members of the Friends once in each year, not less than six nor more than eighteen months after the preceding Annual General Meeting:

- a) To receive a report on the activities and work of the year.
- b) To receive a statement of accounts.
- c) To elect office bearers and members of the Committee for the ensuing year.
- d) To elect an independent examiner to examine the accounts.
- e) If thought necessary, to adjust the membership subscriptions.
- f) If thought fit, to elect Honorary Members.

The Committee may, whenever it thinks fit, and shall, on receiving a requisition signed by ten or more members, convene an Extraordinary General Meeting to discuss any matter of which notice shall have been given in the said requisition, or shall be given in the notice calling the meeting.

Every Meeting, whether Annual or Extraordinary, shall be called by notice in writing to each member of the Friends giving at least 14 days' notice of the date, time and place of the meeting, and of the chief business to be transacted.

No business shall be transacted at any meeting unless a quorum of not fewer than ten is present at the commencement of the business.

15. Amendment to the Constitution

The Constitution of the Friends may be amended at a General Meeting with the approval of two-thirds of the members present and voting on a motion to amend, notice of the terms of which has been given in the notice calling the meeting.

16. Winding-Up

The Friends shall be wound up by the Committee if a motion to do so is passed by a majority of not less than two thirds of the members present at an Extraordinary Meeting called for the purpose of considering a motion, notice of the terms of which has been given in the article calling the meeting, that the Friends be wound up.

In the event of the Friends being wound up, the whole assets of the Friends, after payment of debts, shall be paid or transferred to another charitable body with similar aims and objects.

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