

Friends of Glasgow West TEMPLATE Constitution for Residents' Associations

Date Adopted: _____

1. Name of the Society

The name of the society is 'xxx ...', abbreviated to 'XXXX'.

2. Objects of the Society

a) The objects of the society are to xxx.....

3. Conditions of Membership and Annual Subscription

- a) Membership is open to all those who support the objects of the society and have a clear residential, ownership or working interest in "XXXX".
- b) Membership is on a household-by-household basis.
- c) The annual subscription is £xxxx and is due on (day / month) each year.
- d) Each member is entitled to cast one vote at AGMs and other meetings.

4. Annual General Meeting (AGM)

- a) The AGM is held ten to fourteen months after the previous AGM.
- b) The Annual Report is presented, and Office Bearers and Committee Members are elected, at each AGM.
- c) At least three weeks' notice of an AGM must be given in writing* to members.
- d) The quorum for an AGM is ten members.
- e) In the event of an even vote, the Chairperson has the casting vote.

5. Extraordinary General Meeting (EGM)

- a) The Committee may decide to convene an EGM to discuss important matters.
- b) On receipt by the Secretary of a written request signed by ten or more members, the Committee must convene an EGM to discuss the matters specified in the request.
- c) At least three weeks' notice of any EGM must be given in writing* to members.
- d) The quorum for an EGM is ten members.
- e) In the event of an even vote, the Chairperson has the casting vote.

6. Committee and Office Bearers

- a) The society is directed by a committee of between five and eight members.
- b) The committee is elected annually at the AGM, for a period of one year.
- c) The Office Bearers are Chairperson, Secretary and Treasurer.

7. Co-opted Committee Members

- a) The committee may co-opt up to three additional persons to enable the committee to carry out the objects of the society.
- b) Co-opted persons do not have a vote on the committee.

8. Committee Nominations and Elections

- a) Only members of the society are eligible for nomination to the committee.
- b) Nominations for election to the committee must be in writing* and must reach the Secretary at least seven days before the AGM. Each nomination must be supported by at least two members, with the written consent of the nominee.
- c) A ballot is held if there is more than one nominee for an Office Bearer position, or more than five nominees for election as Ordinary Committee Members.
- d) The outcome of any ballot is decided on the basis of a simple majority.

9. Committee meetings, quorum and voting

- a) Committee meetings are held at least once every **three** months.
- b) The quorum for the committee consists of **three** members.
- c) In the event of an even vote, the Chairperson has the casting vote.

10. Powers of the Committee

- a) To carry out activities in relation to the improvement of '**XXXX**' and its environment and to benefit of the community bordering '**XXXX**'.
- b) To deal with all matters of membership, except alteration of the annual subscription, which, being written into the constitution, can only be decided at an AGM or EGM.
- c) To arrange a programme of activities on behalf of the society.
- d) To oversee the regular maintenance and cleanliness of '**XXXX**'.
- e) To make applications for financial and other assistance in pursuance of the objects of the society.
- f) To liaise with officers and elected members of Glasgow City Council, Glasgow Community and Safety Services Ltd. and any other relevant organisations on behalf of the society.
- g) To take other appropriate lawful action to promote the objects of the society.

11. Notification of Matters Requiring Investigation

- a) Environmental or other matters relating to "**XXXX**" which require investigation must be notified, preferably in writing* to the Secretary and/or raised under a pre-notified item on the agenda or under any other business at the next AGM.
- b) In an emergency, the Chairperson may call a meeting of the committee.

12. Financial Arrangements

- a) All proper expenses relevant to the society's administration and management are paid out of the membership subscriptions and other monies received by the society.
- b) A current bank account and any other relevant bank accounts with a UK national bank are operated by the Treasurer on behalf of the society, in full compliance with bank regulations for such accounts.
- c) The financial year for the society ends on **(day / month)** of each year.
- d) All payments made by the society must be approved by two Office Bearers.

13. Society Records and Data Protection

- a) Proper records of accounts and all official correspondence are maintained by the appropriate Office Bearers and are open to inspection by any member at any reasonable time and with reasonable notice.
- b) Membership records are held by the society under the Data Protection Act 1998.

14. Communication with Members

- a) All communication with members must be relevant to the objects of the society.
- b) Communications must not include business or commercial advertising or any notices that do not promote the objects of the society.

15. Liability and Insurance

- a) All activities of the society which may create a liability must have an appropriate risk assessment carried out, and be covered by an appropriate insurance policy.
- b) All activities in connection with Glasgow Community and Safety Services (GCSS) are undertaken in full compliance with GCSS requirements for liability and insurance.
- c) Members of the society and others, when carrying out voluntary work on behalf on the society, are required to observe appropriate Health and Safety measures at all times, for the protection of themselves and others.

16. Child Protection

- 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.

17. Equality

- a) 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, race, ethnicity, disability, age, religion, belief, marital status or social class.

18. Complaints

- 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.

19. Amendments to the constitution

- a) This Constitution may be amended by a two-thirds majority of members present at an Annual or Special General Meeting, provided that proposed amendments have been circulated to all members at least three weeks in advance of the meeting.

NOTE

* "in writing*" means "in writing or by email".

Signed:

Chairperson: _____

Date: _____

Secretary: _____

Date: _____