

ROYAL BURGH OF DORNOCH AND DISTRICT COMMUNITY ASSOCIATION

CONSTITUTION

1. The Association shall be known as the 'Royal Burgh of Dornoch and District Community Association'.

Objects

2. The objects of the Association shall be:-
 - (a) to promote the benefit of the inhabitants of the Royal Burgh of Dornoch and District without distinction of political, religious or other opinions, by associating the Local Authorities, Voluntary Organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants, and
 - (b) to secure the establishment, maintenance and management of a Community Centre for activities promoted by the Association in furtherance of the above objects, or any of them.

The Association shall be non-party in politics and non-sectarian in religion.

Membership

3. Membership shall be open to all persons aged 16 years and over who are resident in the Burgh and District. Individual organisations catering for members of any age may affiliate to the Association if their objects are in accord with those of the Association. Persons under the age of 16 resident in the Burgh and District may become Junior Members; such Junior Members shall not have the right to vote at meetings of the Association.

Management

4. The management of the Association shall be vested in a Council consisting of-
 - (a) ONE representative from each affiliated organisation. Such representatives to be nominated annually by their organisation.
 - (b) up to SIX members of the public resident in the Burgh and District. Such members shall hold office for one year and shall be eligible for re-election.
5. The Council shall elect from their own number a President and a Vice-President and shall appoint a Secretary and Treasurer who may be one person. All members of the management committee will retire annually.
6. At its first meeting following the Annual General Meeting, the Council shall appoint a Finance and Executive Committee which shall consist of the Officers and FIVE other members of the Council. This Committee shall have powers to co-opt not more than three additional members who shall be members of the Association, but need not be members of the Council.
7. The Council may delegate such other of their functions as they may decide to sub-Committees. Each Sub-Committee shall appoint a Convenor from within their number. The President, Vice-President, Secretary and Treasurer shall be members of all Sub-Committees ex-officio.
8. The Finance and Executive Committee and Sub-Committees shall be entitled to make standing orders, and to alter and amend these from time to time, for the regulation of their functions. They shall hold meetings for the conduct of their business as and when required.
9. Each sub-Committee shall, before incurring expenditure in excess of £100 submit

an estimate of the cost of the work proposed to the Finance Committee. The Finance Committee shall not incur expenditure in excess of £500 without the approval of the Council.

10. The Council shall meet at least once every three months. EIGHT shall form a quorum.

General Meetings

11. An Annual General Meeting of the Association shall be held during the month of April each year. TEN shall form a quorum at the Annual General Meeting.
12. A Special General Meeting may be called at any time by a simple majority of the Council or on a requisition by at least ten members of the public resident in the Burgh and District. The requisition for a Special General Meeting shall state the business to be transacted and such Meeting shall deal only with the business for which it is called.
13. Not less than fourteen days notice shall be given for all General Meetings of the Association.
14. A report of the work of the Association and a Statement of Income and Expenditure shall be submitted to the A.G.M.
15. All motions for discussion at General Meetings shall be made in writing to the Secretary not later than seven days before the date of the meeting.

Financial Arrangements

16. The Financial Year of the Association shall end on the last day of December. A Financial Statement shall be made public not later than fourteen days prior to the Annual General Meeting. The Council shall appoint an auditor outwith their numbers who shall examine and certify the accounts.
17. All funds of the Association, other than those required from time to time for petty cash, shall be deposited in the Association's bank account. The signatures of any two from the President, Vice-President, Secretary and Treasurer shall be necessary for withdrawals from the account.
18. All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.

Heritable Property

19. The title to all and any heritable property which may be acquired by or for the purposes of the Association shall be taken and shall thereafter stand in the name of the Chairman, Secretary and Treasurer of the Association and their successors in these respective offices.

Rules

20. The Council shall have power to make and or amend Rules to ensure the competent and efficient day-to-day management of the Association's premises and equipment.

Alterations or Amendment of Constitution

21. The Constitution of the Association may be altered or amended only at an Annual General Meeting or at a Special General Meeting called for that purpose and then only by a majority of two-thirds of those present. Notice of a motion for such alteration or amendment shall be given to the Secretary in writing not less than seven days before the General Meeting.
22. DISSOLUTION If the Council by a majority decides at any time that it is necessary or advisable to dissolve the Association, it shall call a meeting of all

members of the Association who have power to vote of which not less than 21 days notice, stating the terms of the resolution to be proposed, shall be posted in a conspicuous place or places in the neighbourhood and advertised in a newspaper circulating in the neighbourhood. If such a decision is confirmed by a simple majority of those present and voting at such a Meeting, the Council shall, subject to the consent of the Secretary of State for Scotland have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the neighbourhood as the Council may decide and as may be approved by the Secretary of State for Scotland (or the Scottish Council of Social Services on his behalf).

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RULES.

1. BOOKING PROCEDURE.

- a. All bookings to be made through the Secretary by completion of the standard booking form.
- b. Payment for hire to be made at the time of all bookings.
- c. Refund of fees for cancellation of single bookings will be at the discretion of the Executive Committee.
- d. Block bookings on a Quarterly basis will be accepted subject to approval of the Executive Committee.
- e. Refund of fees for block bookings will only be considered if one month's notice of cancellation is given.
- f. Commercial bookings will be subject to approval of the Executive Committee.

2. USE OF PREMISES

- a. The Premises will be opened by the Caretaker.
- b. It is the responsibility of the last Organisation vacating the premises to ensure that all doors and windows are securely closed and that the main power switch is turned off.
- c. Any Organisation hiring part or all of the premises is responsible for any damage or loss to equipment or premises during occupancy and in such an event must notify the Secretary in writing.
- d. Any personal injury occurring during occupancy to be notified to the Secretary in writing.
- e. Any Organisation using the kitchen will be responsible to ensure that it is left in a clean and tidy condition.
- f. GAMBLING. : The centre shall not be used for betting, gambling or any unlawful games.
- g. The Council may expel or suspend from the privileges of membership for such a period as they may decide, any member or organisation which in the opinion of the Council has acted in a manner detrimental to the interests of the Association.