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Concerned Communities of Falkirk (CCoF) Constitution:-

1) NAME

The name of the group shall be Concerned Communities of Falkirk (CCoF), hereafter referred to as the Group.

2) CORRESPONDENCE ADDRESS

The correspondence address for CCoF is: contact@faug.org.uk

3) OBJECTS

The objects of the Group shall be:

- (i) to support the communities of Falkirk in opposing and resisting planning applications, or local, national or European government policies, which may be deemed to pose significant risks to the wellbeing of the inhabitants of the area and/or the local environment.
- (ii) to encourage the goodwill and involvement of the wider community in our activities.

4) POWERS

In furtherance of the objects, but not otherwise, the Management Committee may exercise the powers to:

- (i) Work together as residents irrespective of age, sex, ethnicity, ability, religion or political view to promote and protect the health and wellbeing of local residents and the local environment.
- (ii) Invite and receive contributions and raise funds where appropriate, to finance the work of the Group and to open a bank account to manage such funds

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- (iii) Publicise and promote the work of the Group and organise meetings, training courses, events or seminars etc.
- (iv) Work with groups of a similar nature and exchange information, advise and share knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations.
- (v) Employ Staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects.
- (vi) Take any form of action that is lawful, which is necessary to achieve the objects of the Group
- (vii) To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the Group.
- (viii) To engage such consultants and advisers as are considered appropriate from time to time.

5) MEMBERSHIP

- (i) Membership shall be open to anyone who has an interest in assisting the group to achieve its aim and is willing to adhere to the rules of the Group.
- (ii) Where it is considered membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend membership of any member by resolution passed at a meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the Management Committee. Any person who wishes to become a member or associate member must sign and lodge with the Group, a written application

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- (iii) No membership subscription shall be payable.
- (iv) The management committee shall maintain a register of members setting out the full name and address of each member, and date on which the person ceased to be a member.
- (v) Any person who wishes to withdraw from membership shall sign and lodge with the Group, a written notice to that effect; on receipt of the notice by the Group; he/she shall cease to be a member
- (vi) Any members of the Group may resign his/her membership by providing the Secretary with written notice.

6) MANAGEMENT COMMITTEE

- (i) The Group shall be administered by a Management Committee of no less than three (3) people and no more than fifteen (15), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Group's AGM.
- (ii) The management committee shall maintain a register of management committee members, setting out the full name and address of each member of the management committee, the date on which each such person became a management committee member, and the date on which any person ceased to hold office as a management committee member.

7) OFFICERS

- (i) The Group shall have a Committee consisting of:
 - The Chairperson
 - The Treasurer

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- The Secretary
- (ii) And any additional Officers the Group deems necessary at the meeting required to carry out the required activities.
- (iii) All of the officer bearers shall cease to hold office at the conclusion of each annual general meeting, but shall then eligible for re-election.
- (iv) Except as otherwise provided in this constitution, the Group and its assets and undertaking shall be managed by the Management Committee, who may exercise all the powers of the Group.

8) MEETINGS

- (i) The Committee shall meet at least three times a year. Meetings shall enable the Group to discuss actions and monitor progress to date and to consider future developments.
- (ii) The management committee shall convene an annual general meeting in each year (but excluding the year in which the Group is formed): not more than 15 months shall elapse between one annual general meeting and the next.
- (iii) The business of each annual general meeting shall include
 - a. a report by the chair on the activities of the Group
 - b. review (consideration) of the annual accounts of the Group OR annual accounts of the Group must be tabled.
 - c. the election/re-election of members of the management committee.
- (iv) All members shall be given at least fourteen (14) days notice of when a meeting is due to take place, unless it is deemed as an emergency when 24 hour notice shall be given.

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- (v) Two thirds of the Committee Members must be present in order for a meeting to take place.
- (vi) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.
- (vii) The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days notice must be given before the meeting takes place.
- (viii) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote the Chairperson and appointed deputy shall make the final decision.
- (ix) At least 14 clear days notice must be given of any annual general meeting or special general meeting; the notice must indicate the general nature of any business to be dealt with at the meeting and in the case of a resolution to alter the constitution, must set out the terms of the proposed alteration.
- (x) The reference to "clear days" in the preceding clause shall be taken to mean that in calculating the period of notice, the day after the notice is posted, and also the day of the meeting, should be excluded.
- (xi) Notice of general meeting shall be given to all the members of the Group, and to all the members of the management committee.
- (xii) It shall be sufficient for notice to be given by email.

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9) Procedure of General Meetings

- (i) No business shall be dealt with at the general meeting unless a quorum is present;
the quorum for a general meeting shall be 5 members, present in person
- (ii) If the quorum is not present within 15 minutes after the time which a general meeting was due to commence – or if, during a meeting, a quorum to be present – the meeting shall stand adjourned to such time and place may be fixed by the chairperson of the meeting.
- (iii) The chair of the Group shall (if present and willing to act as chairperson) preside as chairperson of each general meeting; if the chair is not present and willing to act as chairperson within 15 minutes after the time at which the meeting was due to commence, the members of the management committee present at the meeting shall elect from among themselves the person who will act as chairperson of the meeting
- (iv) The chairperson of a general meeting may, with the consent of the meeting, adjourn the meeting to such time and place as the chairperson may determine.
- (v) Every member shall have one vote, which (whether on a show of hands or on a secret ballot) must be given personally.
- (vi) If there are an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote. A resolution put to the vote at general meeting shall be decided on a show of hands.

10) FINANCE

- (i) Any money acquired by the Group including donations, contributions and bequests shall be paid into an account operated by the Management Committee in the name

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- of the Group. All funds must be applied to the objects of the Group and for no other purpose.
- (ii) Bank accounts shall be opened in the name of the Group. Any deeds, cheques etc relating to the Group's bank account shall be signed by members designated by the Management Committee for that purpose.
- (iii) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and may be examined annually by an independent examiner who is not a member of the Group. An annual financial report shall be presented at the AGM. The Group's accounting year shall end on 30 September.
- (iv) The Group's first accounting year ran from 01 April 2013 to 30 September 2014 and included all transactions made in this period on behalf of the Group prior to and following the Group's formal constitution in December 2013.

11) TERMINATION OF OFFICE

- (i) A member of the management committee shall automatically vacate office if:-
- a. He/she ceases to be a member of the Group
 - b. He/she becomes an employee of the Group
 - c. He/she resigns office by notice of the Group.

12) Personal Liability

- (i) CCoF Office Bearers and Members shall not be personally liable in any manner whatsoever, for any judgment or deficiency regarding Group activity or Group obligation by any part of this constitution or association by Group membership.

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13) ALTERATION OF THE CONSTITUTION

- (i) Any changes to this constitution must be agreed by a majority vote at a special meeting
- (ii) Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other Officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least 5 days notice.

14) DISSOLUTION

- (i) The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

15) CONSTITUTION VERSION HISTORY

- (i) The Group was formally constituted on 4 December 2013 with Version 1.0 of this Constitution signed by 10 Members of the Group.
- (ii) Version 1.1 of the Constitution was agreed at a special meeting of the Group on 6 January 2014.
- (iii) The amended financial year within this Version 1.2 of the Constitution was agreed at a special meeting of the Group on 29 September 2014.