

Memorial Park Group Constitution

Name:

Memorial Park Group

The association has been formed to benefit the Community of Laurencekirk and the surrounding area known as the Mearns

Aims:

The aims of the **Memorial Park Group**

Shall be:

- *The association has been formed to benefit the Community of Laurencekirk and the surrounding area known as the Mearns with the following objectives.*
- *To encourage interest, use and development of the Memorial Park including but not limited to, Football pitches, Pavilion, Skate Park, Multi Sports Courts, Play Equipment and other Park provisions.*
- *To make recommendations to the appropriate sources to promote, encourage and develop the best use of the Memorial Park in Laurencekirk and to be involved in consultation on new facility provision.*
- *To take such further action as is appropriate to bring about any of the foregoing,*
- *To be non-political and non-discriminatory.*

Powers:

To further these aims the committee shall have the power to:

- *Obtain, collect, and receive money or funds by way of contributions, donations, grants, and any other lawful method towards the aims of the group.*
- *Advertise, recruit, and appoint project worker(s) to help deliver the aims of the group.*
- *Associate with local authorities, voluntary organisations, businesses, and residents of Laurencekirk and the Mearns in a common effort to carry out the aims of the group.*
- *Do all such lawful things as will further the aims of the group.*

Membership:

- *Membership shall be open to individuals whose interests lay in the Memorial Park, Laurencekirk*
- *Lives in Laurencekirk or the surrounding area, that is The Mearns (the Community)*

- *The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member. provided that the member shall have the right to be heard by the committee before a final decision is made.*
- *Any offensive behaviour, including racist, sexist, or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.*
- *Members may resign at any time in writing to the secretary.*

Equal Opportunities:

- *Memorial Park Group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy, or maternity, marital status, or age.*

Management:

- *The group shall be administered by a Management Committee of not less than three (3) Members and not more than ten (10) members elected at the group's Annual General Meeting, Committee Members must be at least 16 years old*
- *Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.*
- *The officers of the Management Committee shall be:*

The Chairperson, who shall chair both general and committee meetings

The Treasurer, who shall be responsible for maintaining accounts

The Secretary, who shall be responsible for the taking of minutes and the distribution of all papers.

- *The Management Committee shall meet at least twice a year.*
- *At least three (3) Management Committee members must be present for the Management Committee meeting to take place.*
- *Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote, then the chairperson shall have a second vote.*
- *Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.*
- *A proper record of all transactions and meetings shall be kept.*
- *The management Committee is committed to communicating with and involving the wider membership.*
- *Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.*
- *The Committee meetings will be open to any member of Memorial Park Group wishing to attend, who may speak but not vote.*

General Meetings:

- *The committee shall meet at least two (2) times each year.*
- *The quorum for a meeting shall be three (3).*
- *The committee shall be accountable to the members at all times.*
- *All meetings must be minuted and available to any interested party.*
- *All committee members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.*

General Public Meetings:

- *The committee shall call at least one general public meeting each year, the purpose of these meetings is for the group to account for its actions and consider the regeneration and development of The Memorial Park according to the group's objectives.*
- *The Chair of the group shall normally chair these meetings.*
- *At least fourteen (14) days' notice of such a meeting must be given and advertised in at least (2) places, with (1) being social media.*

Special General Meetings:

- *The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.*
- *The meeting will take place within twenty-one days of the request.*
- *All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email, or post.*
- *The quorum for a meeting shall be three (3).*

Annual General Meeting:

- *The Group shall hold an Annual General Meeting (AGM) at not more than 15-month intervals.*
- *Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least two (2) places giving at least 14 days' notice of the AGM.*
- *The business of the AGM shall include:*
 - *Receiving a report from the Chairperson of the group's activities over the year.*
 - *Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.*
 - *Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.*
- *The quorum for Annual General Meeting shall be three (3).*

Rules of Procedure for meetings:

- *All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.*
- *If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.*

Accounts:

- *Any money obtained by the group shall be used only for the group.*
- *Any bank accounts opened for the group shall be in the name of the group.*
- *Any cheque issued shall be signed by at least two of any three nominated signatures.*
- *The Management Committee will ensure that the group stays within the budget.*
- *Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.*
- *An annual statement of accounts will be presented to the Annual General Meeting*

Amendments to the Constitution:

- *Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.*
- *Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.*
- *Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.*

Dissolution:

- *The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. On the dissolution of the association, any property remains, after satisfaction of the debts and liabilities of the association, such property shall be transferred to some other (body or bodies / charity or charities) having similar Objectives; the identity of the [body or bodies/charity or charities) shall be determined by the Members at, or prior to, the time of dissolution.*

Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on:

10th November 2023

Signed:

..... [Redacted Signature] (Chair) Laurencekirk

..... [Redacted Signature] (Secretary) Laurencekirk

..... [Redacted Signature] (Treasurer) Laurencekirk

..... [Redacted Signature] (Member) Laurencekirk

..... [Redacted Signature] (Member) Laurencekirk

..... [Redacted Signature] (Member) Laurencekirk

..... [Redacted Signature] (Member) Laurencekirk

..... [Redacted Signature] (Member) Laurencekirk

..... (Member)

..... (Member)