

HAYDAYS CONSTITUTION

1 NAME

The organisation shall be known as **Haydays** (hereinafter referred to as the Organisation) and shall cover the geographical area of North Fife.

2 OBJECTS

The Objects for which the Organisation is established are to promote and encourage health and well being and the advancement of life-long learning for people over the age of 50 in the local community and its environs.

This shall be achieved through the promotion of the Arts and provision of facilities for the recreation and leisure time occupation of these people.

This shall be in the interest of social welfare with the objective of improving the quality of life for members of the Organisation.

3 POWERS

In furtherance of these Objectives the Organisation may:

facilitate access to a range of services for people and encourage their involvement in planning and developing services;

develop services relevant to the needs of its members;

work with appropriate agencies to highlight needs and ensure that these needs are brought to the attention of relevant agencies;

employ and pay staff to supervise, organise and carry on the work of the Organisation, dismiss such person as appropriate;

make all reasonable and necessary provision to enable employees to participate in a pension scheme;

engage the services of professional advisors and consultants to assist in the work of the Organisation, and to provide payment where appropriate;

engage the services of volunteers to assist in the work of the Organisation and reimburse out-of-pocket expenses;

collaborate with statutory and voluntary agencies in pursuit of Organisation's aims and promote the Organisation to the general public;

promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish the results where appropriate;

arrange and hold (or assist in arranging and holding) exhibitions, meetings, seminars and training courses;

with due regard to confidentiality, collect and disseminate information on all matters affecting the objectives and exchange such information with other bodies having similar objects whether in this country or overseas;

write, print or otherwise reproduce and circulate, free of charge or for payment, such papers, books, pamphlets, periodicals or other documents which shall raise awareness and further the objects;

purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and maintain and alter any buildings necessary for the work of the Organisation;

make regulations for the management of any property;

to receive contributions by way of subscription or donation and to raise funds, to further the aims of the Organisation;

subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Organisation;

to hold a bank account in the name of the Organisation and to invest the monies not immediately required in investments, securities of property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law;

do all such other lawful things as are necessary for the attainment of the objects.

4 EQUAL OPPORTUNITIES

In relation to these aims and objectives the Organisation will strive to avoid intentional and unintentional discrimination against any group or individual on any grounds.

The Organisation will work to ensure that its services are accessible to people who are disadvantaged or discriminated against in society by virtue of their sex, race, ethnic origin, disability, marital status, sexual orientation, religious belief or by reason of their geography.

In doing this the Organisation acknowledges that services may need to be changed to ensure the above.

5 ASSET LOCK

For the avoidance of doubt any income and property of the Organisation shall be applied solely toward promoting the charitable objects as stated.

6 DEFINITION

Any reference to "charitable purposes" means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which also regarded as a charitable purpose in relation to the application of the Taxes Acts.

7 MEMBERSHIP

Members are individuals aged 50 years and over and who pay the yearly membership fee. All members have voting rights.

Names of members, together with dates of joining, will be maintained by the secretary or as designated.

The Management Committee will have the right for good and sufficient reason to suspend or terminate the membership of any individual. Any such individual shall be given reasons and a timescale to work to, and the opportunity to appeal against the Committee's decision as outlined in the organisation's complaints procedure.

8 MANAGEMENT COMMITTEE

The Management Committee shall be responsible for carrying out the policy of the Organisation and, subject to any conditions imposed from time to time by the Organisation, for the administration, management and control of its affairs and property.

There shall be a Management Committee consisting of not less than five and not more than twelve members of the Organisation, including the Office Bearers, to be appointed at the Annual General Meeting. The Management Committee shall, at the AGM, appoint the following Office Bearers: 9a) Chairperson (b) Vice Chairperson (c) Treasurer (d) Secretary and other such Office Bearers as the organisation may from time to time require. The Office Bearers shall hold office until conclusion of the next AGM following their appointment and shall be eligible for re-election.

The Haydays Committee and Office Bearers must stand for re-election every year. After 3 years Office Bearers must relinquish their post without votes being sought if another member wishes to take over that post.

If more than one member stands for the same post, then a vote must take place.

The Management committee shall be drawn from the Membership list. Paid workers who are representing Statutory Authorities and Voluntary Organisations shall be advisors to the Organisation and have no voting rights.

The Management Committee will have the power to fill any casual vacancy until the conclusion of the next AGM.

The Management Committee shall have the power to co-opt up to two additional committee members.

The Management Committee shall have the power to declare vacant the seat of any member who is absent from three consecutive meetings without reasonable cause.

MEETINGS PROCEDURES

ELIGIBILITY

To avoid all doubt, members eligible to vote refers to those members who have been registered as a member for not less than 2 months. Members who are in receipt of payment from the Organisation, other than out-of-pocket expenses, for services which they provide will be expected to declare their interest before participating at any meeting.

VOTING

Any resolution presented for debate by those eligible to vote shall be passed only if a majority is recorded. In the case of equality of votes, the Chairperson shall have a second or casting vote.

Voting at meetings shall be by a simple majority (i.e. 50% plus one) of those present and entitled to vote. This shall normally be by a show of hands. A closed ballot can be requested and subject to a

simple majority of those present, following a show of hands. Arrangements for proxy voting at general meetings may be made by the Management Committee but not for matters relating to the dissolution of the Organisation or alterations to the constitution.

DECLARATION OF INTEREST

No individual may take part in the decision making at Committee meetings, or vote, on matters in which they have a financial or other personal interest. Individuals will be expected to declare any such interest prior to the discussions taking place. Failure to declare an interest may result in the individual's membership being suspended or terminated, and the discussion being declared invalid. (Sub-committees may be convened to allow such individuals to take part in the discussions).

MANAGEMENT COMMITTEE MEETINGS

The Management Committee shall hold a minimum of five meetings per year.

The Management Committee may appoint sub-committees or working groups as necessary, and shall determine their terms of reference, powers, duration, and composition. The Committee will appoint the Chairperson of such subcommittees or working groups.

The Chairperson shall be an ex-officio member of all subcommittees.

The quorum at meetings of the Organisation shall be one third of the Management Committee.

Each meeting shall be properly notified, convened and a Minute taken of each meeting and of any decision made. These Minutes shall be recorded and maintained in a Minute folder by the Secretary or as designated.

GENERAL MEETINGS

An Annual General Meeting of the Organisation shall be convened by the Management Committee each year, not more than two months after examined Accounts have been received for the purpose of:

- (i) Receiving and approving the Annual Report and accounts of the Committee.
- (ii) Electing the Management Committee and Office Bearers. The Office Bearers shall be a Chairperson, Vice Chairperson, Secretary and Treasurer and other such Office Bearers as the Organisation may from time to time require. The Office Bearers shall hold office until the conclusion of the AGM following their appointment and shall be eligible for re-election.
- (iii) Appointing a Chair, one or more Vice Chairs and other such Office Bearers as the membership of the Organisation may decide after appropriate consultation.
- (iv) The appointment of one or more independent financial examiners.
- (v) Considering any notices of motion.
- (vi) Setting the annual membership fee in consultation with the membership.

The Chair of the Management Committee may request the Secretary at any time to call a Special General Meeting of the Organisation. A Special General Meeting will also be called on the written demand, to the Secretary, of ten members or one third whichever is less. The Secretary shall require to be given ten days' notice of this request.

Formal notice of General Meeting will be given in writing to members at least 21 days prior to the meeting.

The quorum at General Meetings shall be one quarter of the registered members of the Organisation or such number as Organisation may from time to time determine at an Annual General Meeting.

The proceedings of the Organisation shall not be invalidated by any failure to appoint, or any defect in the election or qualification, of any member (e.g. If a Treasurer or other Office Bearer is not appointed by the Committee can still meet and may co-opt someone to fill that post).

STAFF

No member of the Management Committee shall be appointed to any salaried office of the Organisation but may receive reimbursement of such out of pocket expenses deemed as necessary while carrying out their duties as agreed by the Committee.

The Committee shall make sure that each member of staff is issued with the Terms and Conditions of Employment that established support and grievance and disciplinary procedures are in place.

VOLUNTEERS

Volunteers shall not be entitled to vote on the proceedings of the Organisation unless they are bona fide members of the Organisation.

The Committee shall ensure that each volunteer is offered a refund of authorised out-of-pocket expenses which are incurred on behalf of the Organisation.

The Committee shall ensure that each volunteer is issued with a Volunteer Agreement outlining their duties, and that established support, induction and grievance and disciplinary procedures are in place.

FINANCE

PROCEDURES

The Organisation's financial year shall run from December to November.

The Accounts shall be examined at least once a year by one or more independent financial examiners appointed at the Annual General Meeting.

A bank or building society account shall be opened in the name of the Organisation. The Management Committee shall authorise in writing three Office Bearers to sign cheques on behalf of the Organisation. Two out of a possible three signatures shall be needed for each cheque.

The Treasurer shall submit written reports at each Committee meeting, outlining the income, expenditure and balances for the period and year to date.

All monies raised by or on behalf of the Group shall be applied to further the objects of the Organisation and for no other purpose if nothing herein contained shall prevent the payment in good faith or reasonable and proper remuneration to any employee of the Organisation and fees to professional and technical advisors.

PROPERTY

The title to all property, heritable and moveable which may be acquired by or on behalf of the Organisation shall be vested in the names of the Chairperson, Vice Chairperson, the Secretary and the

Treasurer for the time being ex officio or in the names of the Trustees of a Trust established for that purpose.

ALTERATIONS TO THE CONSTITUTION

The Constitution may be altered at the AGM or at a Special General Meeting called for that purpose and will be required to be passed by not less than two thirds of the members of the Organisation present at the meeting and eligible to vote. A resolution for the alteration of the Constitution shall be lodged in writing with Secretary of the Organisation at least thirty clear days before the meeting at which the resolution is to be considered. At least twenty-one clear days' notice in writing of such a meeting shall be given by the Secretary to the members and shall include notice of the alteration proposed.

DISSOLUTION

The Organisation may at any time be dissolved by a resolution passed by two thirds majority of those present and eligible to vote. At least twenty-one clear days' notice shall have been sent to all members of the Organisation regarding this meeting.

Such resolution may give instructions for the disposal of any assets held by or in the name of the Organisation, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Organisation but shall be given or transferred to other charitable institution or institutions within Fife having objects similar to some or all of the objects of the Organisation as the Organisation may determine.

ADOPTED AT ANNUAL GENERAL MEETING ON 20/6/2023

SIGNED

Joe E Dyer
Sue E Douglas

POSITION

CHAIR.

SIGNED

Maura Jack
MAURA JACK

POSITION

MEMBERSHIP . SECRETARY.