

CONSTITUTION

Name

1. Cardrona Village Hall Committee.

Objects

2. The Cardrona Village Hall shall be managed by the Cardrona Village Hall Committee (hereinafter called 'CVHC') for the use of the inhabitants of Cardrona and environs without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the community.

Powers

- 3 To carry out any other activities which further any of the above objects.
- 4 To purchase, take on lease, hire or otherwise acquire any property or rights which are suitable for the CVHC's activities.
- 5 To effect insurance of all kinds.
- 6 To employ staff as are considered appropriate for the proper conduct of CVHC's activities.
- 7 To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering CVHC's objects.
- 8 To establish and/or support any other charitable body, and to make donations for any charitable purpose falling within CVHC's objects.
- 9 To take such steps as may be deemed appropriate for the purpose of raising funds for CVHC's activities.

Structure and Membership

- 10 CVHC shall be constituted by one committee and one or more user groups.

CVHC shall meet not less than four times a year. CVHC shall consist of no fewer than three Members and a Chairperson. Members must be over 18 years of age.

Members of user groups can be nominated for election to the CVHC.

Members of the CVHC and the user groups must be resident in Cardrona or its environs.

- 11 In every subsequent year, one third of the members or the number nearest one third should retire from office assuming that another candidate for their position is available. In all circumstances, members must retire from office after 3 years but can thereafter offer themselves for election to the CVHC.

User groups can be established further to a majority vote by the CVHC for issues of specific village interest. Members of user groups must be over 18 years of age. Members of user groups shall be appointed at the following Annual General Meeting ('AGM').

- 12 The names of the members of user groups of Cardrona Village Hall will be notified by the user group concerned to the Chairperson of the CVHC one month before the first AGM and each subsequent AGM. Any person so appointed shall hold office only until the next AGM but shall be eligible for reappointment.
- 13 CVHC shall have the power to co-opt additional members who may have a particular expertise. Co-opted members must be 18 years of age at the date of their co-option.
- 14 CVHC may from time to time make or alter Rules and Regulations for the conduct of its business and for the summoning and conduct of its meetings with particular reference to the terms and conditions upon which the Hall may be used for:
 - a) meetings, lectures and classes and
 - b) forms of recreation and leisure time occupation as will improve the conditions of life for community.
- 15 Any such Rules and Regulations shall not be inconsistent with the provisions of the constitution.

Annual and Extraordinary General Meetings

- 16 There shall be an AGM to be convened by CVHC each year; these meetings shall be convened by giving four week's notice to be affixed to some conspicuous part of the Village Hall or other conspicuous place or places in said Village and local press; those entitled to attend and vote at such meetings shall be the inhabitant of the age of 18 years and upwards in the said Village and environs; the purposes of the said meeting shall be to receive the Annual Report and Accounts of the CVHC, to elect members of the CVHC, to take such action as may be necessary and to appoint an independent examiner, as necessary, who shall not be a trustee or a member of CVHC or a user group and to take decisions that materially affect Cardona Village Hall and its use. Extraordinary General Meetings may be held as necessary subject to the same rules that pertain to the holding of AGMs.

Casual Vacancies

- 17 In the event of an elected member of the CVHC dying, resigning or leaving the said village and environs the Committee shall have the power to fill the vacancy caused thereby. Any person so appointed shall hold office only until the next AGM and shall then be eligible for re-election but shall not be taken into account in determining the members who are to retire by rotation at such meeting.

Determination of Membership

- 18 Any member who is incapacitated from acting, or who intimates to the CVHC by letter a wish to resign, shall thereupon cease to be a member.

Office Bearers

- 19 All office bearers must be over 18 years of age at the time of election to office.

Chair and Vice-Chair

- 20 CVHC, at its first meeting in each year after the AGM, shall elect one of its number to be Chair of its meetings and may elect one of its number to be Vice-Chair. The Chair and Vice-Chair shall continue in office until their successors are respectively elected. If the Chair is absent from any meeting, the Vice-Chair shall preside; otherwise the members present shall, before any other business is transacted, choose one of their number to preside at that meeting.

Staff

- 21 The CVHC shall have power to appoint and dismiss employees as it may from time to time determine. No fees and no remuneration or other benefit in money or in kind shall be given to any member of CVHC except reimbursement of out-of-pocket expenses.

Rules for procedure at all meetings

- 22 a) Voting. All questions arising at any meeting shall be decided by a majority of those present and entitled to vote there at. In the case of an equality of votes the Chair shall have a second or a casting vote. **The proxy can be given in the form of a letter or email**
- b) Quorum. One third of the CVHC members shall form a quorum at Committee meetings. Twenty residents of Cardrona either attending in person or by proxy shall form a quorum at Annual General Meetings.
- c) Minutes. Minutes shall be kept by the Committee and the Secretary shall record all proceedings and resolutions.

Repairs and Maintenance

- 23 CVHC shall maintain the furniture and village hall contents in good repair and shall keep them insured for their full replacement value against fire and loss or damage from whatever cause arising.

The CVHC will insure the Hall as appropriate and as required by law.

Finance

- 24 All payments in respect of the use of the Village Hall and all donations for the benefit thereof shall be paid into a Charities Account at the Bank of Scotland at Peebles or such other Bank as shall from time to time be substituted therefore by the Committee. The signatures of two out of three signatories appointed by CVHC shall be required in relation to all operations above £250 (other than lodgement of funds) on the account.
- 25 The monies standing to the credit of the said account shall be applied as CVHC shall decide in repairing, renovating and insuring the Hall, its contents, the Common Parts and in support of the User groups.

Dissolution

- 26 If CVHC determines that it is necessary or appropriate that it be dissolved, it shall convene a meeting of the members; not less than 21 days' notice of the meeting (stating the terms of the proposed resolution) shall be given.

- 27 If a proposal by CVHC to dissolve is confirmed by a two-thirds majority of those present and voting at the general meeting convened under clause 28, CVHC shall have power to dispose of any assets held by or on behalf of CVHC and any assets shall be transferred to some other charitable body or bodies to which such assets are transferred shall be determined by the members of the CVHC at, or prior to, the time of dissolution.
- 28 For the avoidance of doubt, no part of the income or property of CVHC shall (otherwise in pursuance of CVHC's charitable objects) be paid or transferred (directly or indirectly) to the members, either in the course of CVHC's existence or dissolution.

Alterations

- 29 Any proposal to alter the terms of these presents must be approved by a majority of the CVHC or be supported in writing by not less than fifty of the inhabitants of the said Village and environs and in the latter case delivered in writing to the Secretary of the CVHC not less than twenty-eight days before the date at which it is first to be considered.

No amendments to any clauses of the constitution may be made if the effect would be that CVHC would cease to be a charity.

The constitution was adopted on:

Signature:

Name:

Address:

Position: