

# **Carron Valley Development Group**

## **Constitution**

### **Name:**

The name of the Association shall be Carron Valley Development Group and may be referred to, within this document, as 'the Group' or 'CVDG'.

### **Objects:**

The objects of the Association shall be:

- (A) to promote the benefit of the public at large without distinction of sex, sexuality, political, religious or other opinions by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities, or assist in the provision of facilities in the interest of social welfare for recreation and other leisure-time occupation so that their conditions of life may be improved;
- (B) To conserve, preserve and protect the wildlife, flora and fauna of the Carron Valley Forest and its environs for the benefit of the public.
- (C) To advance the education of the public about woodland, its wildlife, flora and fauna and the conservation, preservation and protection thereof.

In furtherance thereof, but not otherwise, the Association shall seek:

- (1) To work in co-operation with local and national agencies;
- (2) To develop and manage a phased programme of trailbuilding including, but not limited to, the creation of recreational trails for use by the public, including cycle trails, footpaths, horse trails, guide paths and walkways.
- (3) To make representations on behalf of the public by engaging in talks with the local landowners and bodies to help develop the resource at Carron Valley and discuss on-going maintenance and upkeep of the project.

## **Comprehensive Powers Clause**

In pursuance of these objects (but not otherwise) the Association shall have the following powers:

- Engage and pay fees to professional and technical advisers/consultants to assist in the work of the Association.
- Bring together in conference and work in liaison with representatives of voluntary organisations, government departments, local and other statutory authorities and individuals.
- Take out membership of such organisations as are considered to be in the interests of and compatible with the objects of the Association.
- Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
- Collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects whether in this country or overseas.
- Cause to be prepared and printed or otherwise reproduced and circulated, free of charge or for payment, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes (whether audio or visual or both) as shall further the objects.
- Make regulations for the management of any property which may be so acquired.
- Borrow or raise money for the objects and accept gifts on such terms and on such security as shall be deemed to be appropriate.
- Raise funds and invite and receive contributions from any person or persons by way of subscriptions or otherwise.

## **General**

The Group is responsible for aiding the creation and development of recreational resources and as such, is not meant to produce a profit. The Group is intended to act as a Charity and offers any developments it works on for all members of the public to use. Monies are required to purchase materials and tools; however, these belong to the Group for use on the project.

## **Membership:**

Membership is open to anyone wishing to be involved in furthering the Objects of the association. It is not exclusive. Any member of the public may join the Group and represent any recreational pastime they wish that may benefit from this resource.

The Group does not discriminate against any ethnic, religious, or sporting background. Nor does it discriminate against disabilities. The Group is open to anyone and everyone who has an interest in developing and encouraging recreational use within the area.

## **Committee:**

- The Committee will be made up of members from all user groups that are represented. These groups will have at least 1 member on the Committee but may have more depending on the position the member fills.
- The remaining members of the Committee must be elected annually at the Annual General Meeting.
- The members attending the Annual General Meeting shall elect the Committee.
- At the first Committee meeting after the Annual General Meeting, the Committee shall appoint office bearers.
- The Committee may co-opt a maximum of four other persons to sit as advisors to the Committee. These persons will not have voting rights on business transacted in Committee.
- The Committee will have the power to fill any casual vacancy in its number. Any person appointed to such a vacancy shall hold office until the next Annual General Meeting and shall then be eligible for election.
- The Committee shall have the power to appoint sub-committees.
- A quorum for a Committee meeting shall be five committee members.
- The Committee members must retire at the Annual General Meeting but can be eligible for re-election.
- Office bearers will be eligible for re-election for a maximum of three consecutive terms of office in a specific role.
- The Committee shall meet at least three times per annum.
- Each member of the Committee shall be entitled to one vote. In the event of an equal vote, the Chairperson of the meeting shall, in addition to his/her own vote, hold a casting vote.
- The Secretary shall keep an up-to-date register of the membership.

## **Meetings:**

### **General Meetings:**

- All members shall be invited to attend and vote at general meetings.
- At least fourteen (14) days notice shall be given to members of any general meeting.
- Motions and business to be discussed may be submitted to the Chairperson in writing.
- The chairperson at his/her discretion may also accept motions or business from the floor under 'Any Other Competent Business'.
- The quorum of any General Meeting shall be fifteen members or one third of the membership whichever is the lesser.
- All members shall be entitled to one vote.
- A proxy appointed in the handwriting of a member may exercise the vote of that member.
- In the event of an equal vote, the Chairperson shall, in addition to his/her own vote have a casting vote.
- If the Chairperson is not present ten minutes after the start of a meeting, a person willing to act as Chairperson of the meeting may be elected from among those members attending.
- Any resolution put to the vote of a meeting shall be decided on a show of hands.
- The Chairperson, or at least two members present at a meeting, can request a secret ballot.
- Minutes must be taken, recording all proposals, their proposers, seconders and results in addition to any relevant information and discussion.
- Minutes of the previous meeting must be sent to all members not less than five days before the meeting.

### **Annual General Meetings**

- The quorum for the Annual General Meeting shall be fifteen or one third of the membership whichever is the lesser.
- The Annual General Meeting shall be held each year. It shall be specified as such in the notice calling it.
- Not more than fifteen months shall elapse between the date of one Annual General Meeting and the next.
- The Annual General Meeting shall be held at such time and place, as the Committee shall decide.
- The business at the meeting shall include:
  - An Annual Report of the activities of Carron Valley Development Group.
  - Approval of the financial records.
  - The retirement of the Committee and the election of a new Committee.
  - The appointment of auditors.

## **Extraordinary General Meetings**

- The quorum for an Extraordinary General Meeting shall be fifteen or one third of the membership whichever is the lesser.
- Extraordinary meetings can at any time be called by the Committee or on written demand by one third of the membership to the Chairperson.
- Notice of the Extraordinary General Meeting must be in writing with the resolution to be tabled at the meeting. This must reach all members at least fourteen (14) days before the meeting.
- No other business may be transacted at an Extraordinary General Meeting.
- Proxy and postal votes may be accepted.

## **Restriction of Membership:**

The Committee of Carron Valley Development Group shall reserve the right to refuse membership to any applicant for good and proper reason.

## **Cessation of Membership:**

A member of the Committee must receive the resignation of a member in writing.

## **Finances and Staff**

- 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 provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association and fees to professional and technical advisors or any subsequent legislation governing charities.
- The Committee shall ensure that proper accounts are maintained and available for public inspection.
- The Committee shall ensure that proper records are kept and are made available in the prescribed form for the purposes of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990.
- The Treasurer and any two nominated members of the Committee shall operate a bank account or accounts opened on behalf of Carron Valley Development Group with two of these three persons' signatures being required to sign cheques etc.
- The financial year shall run from 1<sup>st</sup> April to 31 March or such other date as shall be determined by the Committee.
- The accounts shall be either audited or examined and certified by a capable independent person of standing in the community at least once a year.
- Carron Valley Development Group shall have the power to obtain, collect and receive money, funds and all forms of moveable and heritable, real and personal property by means of contributions, donations and subscriptions by covenant, legacies and by all other lawful means.
- Vesting of Property: The property of Carron Valley Development Group shall be vested in the Chairman, Secretary and Treasurer for the time being as trustees "ex officio" of the organisation. The trustees shall have power to borrow on the security of the Association but such power shall be exercised only with the consent of a majority of members present at a General Meeting.
- No member of the Committee shall receive payment other than out of pocket expenses. Receipts must be supplied before any expenses will be paid.
- The Committee shall have the right to appoint and remove staff employed in a remunerative capacity by Carron Valley Development Group and to set the terms and conditions of employment of the staff so appointed under this provision.
- The Committee shall ensure that written contractual terms of employment are issued to said staff within statutory time periods.

## **Alteration or Amendments**

- Alterations to the constitution shall only be carried out at an AGM or EGM called for that purpose.
- Notification and structure of this shall be done in accordance with the conditions stated above for AGMs and EGMs.

## **Dissolution**

- Carron Valley Development Group may be dissolved at any time by resolution of two thirds of the membership.
- All members must receive notice of the proposed dissolution at least twenty-one (21) days prior to such a meeting where dissolution is to be proposed.
- On dissolution all assets and funds of whatever nature held by Carron Valley Development Group (after all legally due liabilities are met) shall be transferred to a recognised organisation pursuing similar objects as Carron Valley development Group.

This constitution was adopted as the Constitution of the Carron Valley Development Group.

At.....

On.....

Signed.....

Address.....

Office.....

.....  
.....  
.....

Signed.....

Address.....

Office.....

.....  
.....  
.....