

# **Prestwick Community Association**

Revised Constitution **R1** as adopted at the Annual General Meeting held on

**22<sup>nd</sup> May 2023**

The address of the association shall be 25 Carelaverock Road, Prestwick, KA9 1HP

## **1. NAME**

The name of the association shall be '**Prestwick Community Association**' hereinafter referred to as the **PCA**.

## **2. OBJECTIVES**

The broad objective of the PCA is to promote the welfare of the people living in Prestwick and those of the surrounding areas, by the management and operation of the Prestwick Community Centre (PCC).

To further this objective the PCA has the following aims:

- 2.1 To maintain or improve the internal facilities within the Prestwick Community Centre, the leased property at 25 Caerlaverock Road, Prestwick, KA9 1HP.
- 2.2 To promote the awareness and use of the facilities of the Community Centre.
- 2.3 To assist and support the creation and development of activity groups who use the Community Centre.
- 2.4 Where possible to support other community or charity organisations within Prestwick and the surrounding areas.

## **3. MEMBERSHIP**

- 3.1 Membership shall be open to all persons over the age of 16, who live in Prestwick and the surrounding areas. For the purpose of this constitution the age of a member will be taken at the 31<sup>st</sup> of January each year.
- 3.2 The Management Committee shall have the power to (a) reject an application for membership and (b) to expel a member where their behaviour, conduct, or criminal record, is prejudicial to the running of the association.
- 3.3 Where (a) an application for membership has been rejected, or where (b) a member has been expelled, then the Management Committee shall write to the applicant or member providing reasons for the decision. The individual concerned will have the right to appeal at the next meeting of the Management Committee, and to be accompanied by an individual or their choice.

- 3.4** All members of the PCA shall pay on admission to the association, and thereafter annually, a subscription which will be fixed by the Management Committee. **The fee shall be due each year when the member first attends an activity within the community centre.**
- 3.5** Membership will not be discriminated against, on the grounds of sex, race, (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, or marital status.
- 3.6** A register of members, and a register of Management Committee members, shall be maintained by the membership secretary.
- 3.7** A member may resign at any time by writing to the Secretary.
- 3.8** Members may agree to form Groups and to be represented by a Group Leader. In such cases, the Group Leader shall be responsible to the Management Committee for the collection of their individual members subscriptions, any let fees, and for providing the contact details of the individual members of their group.

#### **4. MANAGEMENT COMMITTEE and OFFICERS**

- 4.1** The PCA shall appoint a Management Committee which shall be responsible for managing the affairs and functions of the PCA.
- 4.2** The PCA shall elect from their membership a minimum of three office bearers, a Chair, a Secretary, and a Treasurer. Additional **committee members** can be elected as necessary, (such as a membership secretary, a letting secretary, and a fabric convener). **The membership of the management committee shall be limited to a maximum of 12 members.**
- 4.3** The Chair of the Management Committee, shall be the Chair of the PCA, and they shall have a casting vote.
- 4.4** The members of the Management Committee shall be elected at an Annual General Meeting of the association (AGM), and shall hold office until the end of the subsequent AGM, where they shall be eligible for re-election.
- 4.5** Any vacancy occurring in the Management Committee during the course of the year shall be filled by the committee co-opting a member to the committee.
- 4.6** The Management Committee shall have the power to co-opt persons to the committee, who are not members of the PCA, but are deemed to have relevant expert knowledge or experience These members shall be temporary and shall not have voting rights.

#### **5. MANAGEMENT COMMITTEE MEETINGS**

- 5.1** The meetings shall be called by the Chair, or in their absence, by another member of the Management Committee, and there shall be at least six meetings per year.

- 5.2 The notice calling the meeting shall be issued at least 7 days before the meeting, and shall contain the date, time, venue, and the agenda.
- 5.3 In addition to the meeting notice being placed on the notice board of the PCC, the meeting notice shall also be issued to each member of the Management Committee by an email sent to their last known address.
- 5.4 The quorum for the Management Committee shall be a minimum of three, or one third of the committee members, whichever is the greater.
- 5.5 Voting shall be decided by a simple majority.
- 5.6 The Management Committee may allow any person that they consider appropriate to attend and speak, (but not vote), at any committee meeting.
- 5.7 Any member of the Management Committee not attending three successive meetings without apologies, shall be contacted by the committee and asked if they wish to resign.
- 5.8 The Management Committee shall ensure that meeting minutes and all related documents are made available as necessary.

## **6. SUB-COMMITTEES**

- 6.1 The Management Committee may at any time appoint sub-committees to assist in the functions of the association, and shall determine their terms of reference, powers, and duration.
- 6.2 The Chair, the Secretary, and the Treasurer of the Management Committee, shall all be ex-officio members of all sub-committees.

## **7. GENERAL MEETINGS**

### **7.1 All General Meetings**

- 7.1.1 Only paid-up members of the PCA shall be eligible to vote at any general meeting. All eligible members shall be invited to vote at any general meeting.
- 7.1.2 Voting shall be decided by a simple majority, except for any constitutional changes as provided for in **Clause 9**.
- 7.1.3 Voting at General Meetings shall be decided by a show of hands, unless the Chair (or in their absence another member of the Management Committee), recommends that a secret ballot take place. Should a secret ballot be required then the result shall also be declared at the meeting.

- 7.1.4 The quorum for business at General Meetings shall be 12 members including office bearers.
- 7.1.5 All members shall be notified at least 21 days before a general meeting.
- 7.1.6 The meeting notice shall be issued to each member, or the Group Leader where members have chosen to form a Group. In addition to the meeting notice being placed on the notice board of the PCC, the notice shall be issued by at least one of the following:
- (a) an email sent to their last known email address.
  - (b) a notice placed on the web-site of the PCA.
  - (c) a notice placed in local media.
- 7.1.7 The Management Committee shall ensure that meeting minutes and all related documents are made available as necessary.

## **7.2 Annual General Meetings**

- 7.2.1 An AGM shall normally be held in the month of March of each year. In exceptional circumstances it may be delayed, but shall be within 15 months of the previous AGM. The AGM will be called by the Management Committee.
- 7.2.2 The notice calling the AGM shall contain the date, time, venue, agenda, and financial statement.
- 7.2.3 The actions required at the AGM are:
- 7.2.3 (a) To receive the reports and recommendations from the office bearers, and from other relevant groups or persons as requested by the Chairman.
  - 7.2.3 (b) To receive the financial report.
  - 7.2.3 (c) To elect the officers of the Management Committee. Nominations for the committee may be made to the Secretary before the meeting or at the meeting.
  - 7.2.3 (d) To consider any other competent business. Any proposals given to the Secretary at least seven days prior to the meeting shall be discussed.
  - 7.2.3 (e) To vote on any constitutional changes as provided for in **Clause 9.**

## 7.3 Extraordinary General Meetings

- 7.3.1 An Extraordinary General Meeting (EGM), may be called either by the Management Committee, or if a request is made in writing to the Secretary by at least 12 members.
- 7.3.2 The notice calling the EGM, shall make clear the purpose of the meeting, and shall contain the date, time, and venue.
- 7.3.3 No other business shall be discussed at the meeting.
- 7.3.4 Where the notice calling the EGM relates to constitution changes, then then **Clause 9** shall apply.

## 8. FINANCE

- 8.1 The PCA shall maintain proper accounts for all funds.
- 8.2 The end of the financial year for the purposes of the PCA shall be the 31<sup>st</sup> of January. At least once in every financial year the accounts of the PCA shall be examined by an independent auditor.
- 8.3 The PCA shall hold at least one account with a recognised Bank or Building Society, in the name of 'Prestwick Community Association'.
- 8.4 The Treasurer will maintain records of income and expenditure, and a financial statement shall be given at each Management Committee Meeting.
- 8.5 All payments will normally require two of the authorised signatories. The authorising members shall not be related, nor be members of the same household. In exceptional circumstances payments may be authorised by one of the authorised signatories, but the other officers of the committee must be notified in advance and they must give their approval.
- 8.6 All funds held by or on behalf of the PCA shall only be used to further the aims and objectives of the PCA, and shall be used for no other purpose.
- 8.7 The PCA have the right to meet the extraordinary expenses of individuals, both officer bearers and members, incurred in the fulfilment of their duties, provided prior approval has been obtained from the Management Committee.
- 8.8 No member of the PCA shall receive income from the PCA at any time during its operation, nor at the time of its dissolution.
- 8.9 The Management Committee shall determine the letting costs for each of the facilities of the Community Centre, and such costs shall be displayed clearly within the Community Centre, and where relevant, in either a web-site or in an on-line booking platform.
- 8.10 There shall be two categories of letting cost:

- 8.10.1 A cost structure for charitable or non-profit making individuals or groups.
- 8.10.2 A cost structure for commercial or profit-making individuals or groups.
- 8.10.3 The Management Committee will determine the applicable cost structure in consultation with each individual or group.
- 8.11 The Management Committee shall determine the annual membership fee.
- 8.12 The PCA have the power to seek grants and funding to further its aims and objectives.
- 8.13 Any member of the PCA, including any member of the Management Committee, or any member of a Sub-Committee, shall be: -
  - 8.13.1 accountable only for so much money or property as they actually receive from or for the PCA and
  - 8.13.2 answerable only for their own acts or defaults and not for those of any other person or body nor for any loss or damage of any kind which may happen in the execution of their duties.
- 8.14 The members of the PCA shall be consulted on any proposals by the Management Committee for any expenditures greater than £10,000. Comments and objections will be received and reviewed at the relevant Management Committee Meeting. Amounts owed to South Ayrshire Council (SAC) for utilities or services, shall be exempt from this requirement.

## **9. AMENDMENTS to the CONSTITUTION**

- 9.1 No amendments shall be made to the constitution except at either the AGM, or at an EGM that has been called specifically for that purpose.
- 9.2 Amendments to the constitution shall require a resolution passed by not less than a two-thirds majority of those members present and entitled to vote at such a meeting.

## **10. DISSOLUTION**

- 10.1 Dissolution of the PCA shall take place by a simple majority of those members present and entitled to vote, voting in favour, at either the AGM or at an EGM, where notice has been given that a motion for dissolution has been proposed.
- 10.2 Any assets of the PCA that remain after settlement of all liabilities and debts, shall be transferred to charitable organisations within the local community. The beneficiaries shall be determined by the PCA members at the time of the dissolution.

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**22<sup>nd</sup> May 2023**

Date	Name	Signature	Position
5/05/23	M. Rollo	Maia G. Rollo	CHAIR
5/6/23	Arnie Green	Arnie Green	TREASURER

14.11.22 section 3.4

- 3.4** All members of the PCA shall pay on admission to the association, and thereafter annually, a subscription which will be fixed by the Management Committee. The subscription shall be due on the first day of February each year and shall be paid by the 1<sup>st</sup> of March of that year. In the event of the subscription being in arrears by the 31<sup>st</sup> of March of that year, then membership shall be deemed to have lapsed.

R1 22.05.23 section 3.4

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14.11.22 section 3.4

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