



COWDENBEATH CIVIC WEEK COMMITTEE

CONSTITUTION

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Cowdenbeath Civic Week Committee (herein referred to as the committee) is a non-profit making, non-political, group set up to organise and present a programme of entertainment events throughout the year in and for the Cowdenbeath Community.

The Committee is affiliated to Cowdenbeath Community Council

1. Objectives

The objectives of the Committee are to:

- 1.1 Provide a fun and entertaining programme of events and activities for all ages that ultimately brings community participation within Cowdenbeath for the benefit of its residents, traders and visitors.
- 1.2 Provide a safe environment for events and activities organised by the committee.

2. Powers

In order to achieve the stated objectives, the committee has the power to:

- 2.1 Hold a bank account in the name of the committee.
- 2.2 Hire premises and hire/buy necessary equipment and provide/lend such where appropriate;
- 2.3 Receive contributions by way of donations and grants, and raise funds to further the objectives of the committee;
- 2.4 Make donations to affiliated members to further the committee's objectives;
- 2.5 Engage the services of professionals and volunteers to assist in the work of the committee;
- 2.6 Reimburse approved out-of-pocket expenses;
- 2.7 Promote the committee to the general public by leaflets and posters; via social media; via local libraries and newspaper advertisement whether for payment or not
- 2.8 Do all such other lawful things as appear to the committee to be necessary or desirable in pursuance of these objectives;
- 2.9 Purchase adequate insurance and ensure appropriate licenses in place for events and activities in order to minimise risks.

3. Membership of the committee

- 3.1 Membership of the committee shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race, sex, or sexual orientation who is interested in helping the committee to achieve its objectives and willing to abide by the constitution of the committee
- 3.2 Membership of the committee is voluntary with no annual subscription.
- 3.3 The committee shall consist of a minimum of five members and a maximum of fifteen members
- 3.4 The committee shall be elected by a show of hands at the Annual General Meeting.
- 3.5 New members may be appointed to the committee throughout the year as long as two thirds of the existing committee are in agreement and provided that the maximum number is not exceeded
- 3.6 The committee may establish sub-groups or forums to further their objectives. Such sub groups will not become members of the committee
- 3.7 Each member of the committee will have one vote
- 3.8 The quorum for a meeting shall be four (4) including a minimum of one (1) Office Bearer
- 3.9 The committee will meet as and when agreed/needed to allow an event to be organised
- 3.10 Voting at the committee meetings will be by a show of hands. If a tied vote then the Chairperson (or if absent- whoever is chairing the meeting) shall have a second vote
- 3.11 All committee meetings must be minuted and these made available to any member, the Community Council and other interested parties where it is deemed in the interests or pursuance of the committee's objectives
- 3.12 The committee shall be administered by office bearers of not less than three and not more than five elected at the committee's Annual General Meeting. Election of office bearers shall be by means of a proposer and a seconder and a subsequent vote by committee members.

The officer bearers shall be

- The Chairperson
 - Vice-Chairperson
 - The Treasurer
 - The Secretary
 - Other such role as deemed necessary or appropriate by the committee
- 3.13 The Office Bearers of the committee may by a two thirds majority vote and for good and proper reason remove any committee member, provided that person has the right to be heard before a final decision is made
 - 3.14 New committee members will be given an induction to ensure that they adhere to both the constitution of the committee and the standards of conduct required when representing the interests of the committee.
 - 3.15 Members may withdraw their membership at any time by giving due notice of a minimum of 7 days.

4. Equal Opportunities

- 4.1 The Committee will not discriminate on the grounds of age, disability, gender, race, colour, ethnic or national origin, sexual orientation, religious or political belief, marriage or civil partnership status, pregnancy or maternity

5. Finance

- 5.1 Any money obtained by the committee shall be used to further the objectives of the Committee.
- 5.2 A bank account will be operated in the name of Cowdenbeath Civic Week.
- 5.3 The chairperson and the treasurer will be the nominated signatories to sign cheques
- 5.4 The Treasurer will keep a proper record of all financial transactions including providing appropriate receipts and invoices.
- 5.5 The committee's financial year will be for the twelve months ending 31st March
- 5.6 The accounts shall be examined at least once a year by an independent financial examiner agreed at the Annual General Meeting.

6. Annual General Meeting (AGM)

- 6.1 The committee shall hold an Annual General Meeting (AGM) every May
- 6.2 Notice of the AGM will be made public by advertising through local media and giving at least 14 days notice. Where possible members shall be notified personally
- 6.3 The business of the AGM shall include:
- a) Receiving a report from the Chairperson of the group's activities over the year
 - b) Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the committee
 - c) Electing Office Bearers and considering any other matter as may be appropriate at such a meeting.
 - d) Any other competent business.
- 6.4 At least one-half of the Committee, which must include two Office bearers, must be present to hold an Annual General Meeting.
- 6.5 No meeting shall be opened if there is not a quorum present after 20 minutes from the advertised start time and shall be rearranged for another time.
- 6.6 Voting shall be by a simple majority except with regard to amending the Constitution which will require a two-thirds (2/3) majority.

7 Extraordinary General Meetings (EGM)

- 7.1 An EGM can be called as required and is open to all Members.
- 7.2 At least two-thirds (2/3) of the Committee, which must include two Office Bearers, must be present to hold an Extraordinary General Meeting.
- 7.3 At least fourteen (14) days-notice must be given of the date, time, place and purpose of the meeting and should be publicised.
- 7.4 In the event that a meeting is called to consider Dissolution of the Committee; at least twenty-one (21) days-notice will be required and must be posted in a conspicuous place or places within Cowdenbeath.

8. General Meetings

- 8.1 General meetings are for all members and will meet as and when agreed/needed to allow and event to be organised
- 8.2 The quorum for a meeting shall be four (4) including a minimum of one (1) Office Bearer
- 8.3 The committee will meet as and when agreed/needed to allow an event to be organised
- 8.4 Voting at the committee meetings will be by a show of hands. If a tied vote then the Chairperson (or if absent - whoever is chairing the meeting) shall have a second vote
- 8.5 All committee meetings must be minuted and made available to any member, the Community Council and other interested parties where it is deemed in the interests or pursuance of the committee's objectives

9. Alteration of the Constitution

- 9.1 Proposals for amendments to this constitution or dissolution must be delivered to the Secretary in writing. The Secretary in conjunction with all other Officer Bearers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- 9.2 A resolution for the alteration of the Constitution shall be lodged in writing with the Secretary of the group at least thirty (30) clear days before the meeting at which the resolution is to be considered.
- 9.3 Any changes to this constitution must be agreed by at least two thirds of those Members present (and eligible to vote) and voting at any General meeting.

10. Dissolution

- 10.1 If two thirds (2/3) of the Committee decide that it is advisable or necessary to terminate the group, it shall call an EGM. If the decision to terminate the group is confirmed by the majority of those present and voting at such a meeting, the Committee will have the power to wind up its affairs and dispose of any remaining assets held by or in the name of the group subject to the approval of Cowdenbeath Community Council
- 10.2 Such resolution may give instructions for the disposal of any assets held by or in the name of the group, 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 group but shall be given or transferred to such other institutions within Fife having objects similar to some or all of the objects of the group as the Committee may determine.