

Friends of Dovecot CONSTITUTION

April 2014

1. Name of Group

- a. The name of the group shall be **Friends of Dovecot**

2. Aims of the Group

- a. To safeguard and promote the interests of tenants **at Dovecot Court** on matters concerning housing and the environment of the area, and the social and community life of the area.
- b. To uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct, which discriminates or harasses on the grounds of race, religion, disability, political belief, sex or sexual orientation.

3. Objectives

- a. To arrange and organise social activities and events **to be held in the communal, social areas of Dovecot Court**, for the benefit of tenants at Dovecot Court
- b. To carry out fundraising activities to further the aims of the group
- c. To regularly meet to discuss issues and plan activities at Dovecot Court
- d. To open and hold a bank account for any fundraising proceeds, donations and funding monies
- e. To develop and maintain a good working relationship with care services and landlord staff
- f. To provide a forum to discuss any relevant housing and care issues

4. Membership

- a. Membership shall be open to all tenants, residents and family members and friends of **Dovecot Court, Peebles** who are interested in helping the group to achieve its aims and willing to abide by the rules of the

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group.

- b. Membership shall be free of charge.
- c. All voting members must be at least 16 years of age.
- d. Members shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with the group.

5. Committee

- a. A committee shall be elected to carry out the business of **Friends of Dovecot**
- b. The committee shall be made up of chairperson, vice-chairperson, secretary and treasurer and up to three general members. The committee may appoint one of their number as minute secretary.
- c. The committee shall be elected at the Annual General Meeting of the Group. The committee shall elect Office Bearers from their own number at the first meeting after the AGM.
- d. Should a committee member be unable to attend a committee meeting, apologies must be given to the Chairperson prior to the meeting.
- e. Vacancies on the committee may be filled at a general meeting or at the discretion of the committee.
- f. The committee and office bearers shall carry out the duties given to them by a general meeting of the Group.
- g. **Staff members and other guests** may attend committee meetings as and when invited by the committee.
- h. The committee shall meet not less than 6 times per year, in addition to the Annual General Meeting.
- i. The quorum at any meetings of the committee shall be 3, including at least 2 Office Bearers.

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6. Annual General Meeting

a. There shall be an Annual General Meeting within fourteen months of the Group's Inaugural Meeting, or last Annual General Meeting

b. The Annual General Meeting shall:

Receive a report from the committee of its activities, including a statement of accounts, fully audited;

Accept the resignation of all committee members and elect a new committee;

Vote on any recommendations/motions and any amendments to the constitution and;

Appoint an independent, competent individual, not having served on the committee during the preceding 12 months, or elected to serve on the new committee, to audit its accounts;

c. The secretary will notify all members of the date of the meeting, not less than 21 days in advance of that meeting

d. Notice of the AGM shall be publicly displayed at Dovecot Court, not less than 21 days in advance of that meeting.

e. The quorum of annual general meetings shall be 6 members.

f. **Following the AGM, committee members are required to sign a code of conduct. This requirement extends to each time a member is elected to the committee.**

7. Other General Meetings

a. A request for a general meeting may be requested by any member, in writing to the secretary. A request for a general meeting should state the reasons for calling it. The committee may also call a general meeting.

b. The secretary will notify all members in writing of the date of the meeting, not less than 21 days in advance of that meeting, and state its

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purpose in the notice.

- c. Notice of the general meeting shall be publicly displayed at Dovecot Court, not less than 21 days in advance of that meeting.

8. Changes to the Constitution

- a. The constitution may be altered at the Annual General Meeting or at a special meeting called for that purpose.
- b. The proposed changes must be submitted to the secretary in writing not less than 28 days before the AGM. The secretary must notify members of any proposed changes within 21 days of the meeting.
- c. Changes must be agreed by at least a two-thirds majority of voting members present at the meeting.

9. Finance

- a. All money raised by or on behalf of the group will shall be applied to further the aims and objectives of Friends of Dovecot.
- b. The treasurer shall keep proper accounts of the finances of the Group and make a report available at every committee meeting.
- c. The funds of the group shall be managed through a bank account. Cheques written on behalf of the group must bear the signatures of two office bearers.
- d. A minimum of four signatories will be approved on the treasurer's account. **Members of the same household or family must not be signatories on the same transactions of bank account administrations.**

10. Dissolution of the Group

- a. Friends of Dovecot may only be dissolved by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing, signed by a simple majority of those remaining in membership being submitted to the secretary.

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- b. All members shall be informed of such a meeting at least 21 days before the date of the meeting.
- c. Dissolution of the Group shall only take effect if agreed by two thirds of the members present and voting at that meeting.
- d. Any assets remaining after meeting liabilities must be distributed among local charities nominated by that meeting.
- e. Any money received via funding bodies should be returned to the funders in relation to the funding criteria.
- f. On dissolution, any documents belonging to the Group shall be disposed of in a manner agreed by that meeting.

11. Adoption

This constitution was adopted at the Inaugural Meeting of **(DATE)**

Signed:

Chairperson

Secretary

Date