

CONSTITUTION OF GYFFIN COMMUNITY CENTRE

1. Name:

The name of the Association (hereinafter called the "GCC") is "Gyffin Community Centre"

2. Objects:

The objects of the GCC shall be

(2.1) To promote the benefit of the residents of Gyffin and surrounding areas, without distinction of sex, sexual orientation, race or of political, religious or other opinions, in a common effort to offer the provision of opportunities designed to encourage social well-being, cultural and recreational activities, either organised voluntarily or as part of formal courses of instruction, with the object, through the medium of such activities, of improving the conditions of life of the residents of the catchment area and helping such residents of all ages to develop emotionally, physically and socially

(2.2) To establish, or secure the establishment of the Gyffin Community Centre (hereinafter called "the facility") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

(2.3) To promote such other charitable purposes as may from time to time be determined.

3. Powers:

For the purpose of carrying out the above objects, the GCC shall have the following powers:-

(3.1) To take such lawful steps as may be deemed expedient for the purpose of procuring contributions to the funds of the GCC in the form of donations and grant funding.

(3.2) To raise money for the purposes of the GCC on such terms and on such security as may be thought fit;

(3.3) To print and publish or procure to be printed any documents that may be deemed necessary or desirable for the promotion of the objects of the GCC or any of them;

(3.4) To employ such persons as may be necessary to carry out the objectives of the GCC, and to provide for the implementation of the training of such persons;

(3.5) To do all such things as are incidental or necessary to the attainment of the above objects or any of them.

4. Definitions:

(4.1) "The GCC" shall mean the Gyffin Community Centre

(4.2) "Rules" shall mean the Rules of this Constitution as amended from time to time;

5. Membership:

Membership of GCC is open to all residents of Gyffin and all centre users. Membership is informal and is not recorded. Members have the right to attend the AGM and make representations to the committee. Members have voting rites at the AGM in accordance with recongised meeting procedure.

6. Officers of the GCC:

(6.1) There shall be the following Officers of the GCC:- A Chairperson, a Treasurer, a Secretary and such other Officers as the Members of the GCC may from time to time elect.

(6.2) The first Officers of the GCC shall be those persons named in the Schedule hereto. No person who is not a member of the GCC shall be eligible to be an Officer.

7. Removal of Officer:

Any Officer of the GCC shall cease to be an Office r:-

(7.1) If he shall fail to attend three consecutive meetings of the Committee except by leave of the Chairperson or Vice-Chairperson, or

(7.2) If by notice in writing addressed to the Secretary he resigns his office, or

(7.3) If the Committee by a majority of two-thirds of such of the Committee members as shall be present at a Meeting duly convened for the purpose shall resolve that an Officer be removed.

(7.4) If he is guilty of misconduct or is incapable by reason of mental or physical disability of performing his duties or becomes "non sui juris" or has appointed an attorney without whom he may not act in matters real or personal or suffers his goods to be declared "en désastre" or commits any act of bankruptcy or indicative of insolvency or makes any arrangement or composition with his creditors or suffers any distress or execution to be levied on his goods.

Removal of an officer must be agreed by the committee by majority and if contested by the officer in question and EGM of members will be held and the decision made by majority vote.

8. Committee:

(8.1) The affairs of the GCC shall be managed by an executive body (herein referred to as the Committee) which shall consist of the Officers of the GCC

8.2) All members of the Committee whether elected, co-opted or holding office by virtue of being an Officer shall be entitled to vote at all proceedings of the Committee.

(8.3) A quorum for Committee meetings shall consist of that number of persons attending in person which includes at least two officers be a minimum of five people in total. Only officers and members can for a quorum.

(8.4) The Committee shall have power to fill casual vacancies among the elected members of the Committee, provided that the person or person co-opted shall hold office until the expiration of the term of office of the person or persons who he or they have replaced.

(8.5) The Committee shall have power to appoint sub-committees for such purposes and on such terms as shall be laid down from time to time by the Members at a General Meeting.

10. Meetings of the Members of the GCC:

(10.1) There shall be an Annual General Meeting of the Members of the GCC held within three calendar months after the end of each financial year.

(10.2) The Annual General Meeting shall be called by notice in writing of 21 days at least. The notice shall name retiring Committee members and shall call for nominations and any amendments to the Rules, duly proposed and seconded.

(10.3) The Committee may at any time convene an Extraordinary General Meeting by giving 14 days notice in writing.

(10.4) At all General Meetings a quorum shall be the same as that for a committee meeting.

The Annual General Meeting, Ordinary Meetings and Extraordinary Meetings are herein referred to as 'General Meetings'.

11. The Chairperson:

The Chairperson or failing him the Vice-Chairperson, shall preside if present at the meetings of the Committee and of the Members of the GCC and failing this, the meeting shall elect its own Chairperson. The Chairperson of the meeting shall have a casting vote in addition to their ordinary vote.

12. Finance:

(12.1) The GCC's financial year shall end on the last day of March in each year.

(12.2) The Treasurer shall cause proper books of account to be kept with respect to:-

- i. all sums of money received and expended by the GCC and the matters in respect of which such receipts and expenditure take place;
- ii. all sales and purchases of goods by the GCC; and
- iii. the assets, credits and liabilities of the GCC.

(12.3). Proper books shall be kept to give a true and fair view of the affairs of the GCC and to explain the transactions.

(12.4) All funds of the GCC shall as soon as possible after receipt be paid into the Bank Accounts to be opened and maintained in its name. Such Accounts shall be under the control of the Committee, which shall from time to time provide for their method of operation but so that the signature of at least two Officers one of whom shall be either the Treasurer or the Chairperson or Vice-Chairperson shall at all times be required.

(12.5). All payments of money to be made on behalf of the GCC shall be applied towards the object of the GCC as set out in its Constitution and shall be approved by the Committee except that when it is not practicable to obtain the Committees prior approval payment may be made on the written authority of two of the Officers and the payment so made shall be submitted for approval at the next meeting of the Committee.

(12.6) The Committee shall make adequate arrangements for the security and safe custody of all monies and books belonging to the GCC.

13. Audit:

(13.1) The accounts relating to the GCC's affairs shall be inspected by such persons as are appointed by the Members of the GCC at the Annual General Meeting. Appointing an audited if deemed necessary.

(13.2). The Auditor or Inspector appointed under sub-clause (13.1) hereof shall make a report to the Members of the accounts examined by the auditor or Inspector, and on every balance sheet and profit and loss account laid before the Members of the GCC in General Meeting during their tenure of office. An Annual Financial Inspection Report will be produced for the period of 1st September to 31st August.

(13.3) The report shall state whether in the Auditor's or Inspector's opinion the GCC's balance sheet and profit and loss account have been properly prepared and whether in their opinion a true and fair view is given:-

- i. In the case of the balance sheet, of the state of the GCC's affairs as at the end of its financial year.
- ii. In the case of the profit and loss account, of the GCC's profit and loss for its financial year.

(13.4) It shall be the duty of the Auditor or Inspector, in preparing their report, to carry out such investigations as will enable them to form an opinion as to the following matters:-

- i. Whether proper books of account have been kept by the GCC.
- ii. Whether the GCC's balance sheet and profit and loss account are in agreement with the books of account and returns.

(13.5) If the Auditor or Inspector is of the opinion that proper books of account have not been kept by the GCC or if the balance sheet and profit and loss account are not in agreement with the books of account and returns, the Auditor or Inspector shall state that fact in their report.

(13.6) The Auditor or Inspector shall have a right of access at all times to the books and accounts and vouchers of the GCC, and shall be entitled to require from the Committee such information and explanations as they thinks necessary for the performance of the duties of the Auditor or inspector.

(13.7) If the Auditor or Inspector fails to obtain all the information and explanations which, to the best of their knowledge and belief, are necessary for the purposes of their audit or inspection, they shall state that fact in their report.

(13.8). The Auditor or Inspector shall be entitled to attend any General Meeting of the GCC and to receive all notices of, and other communications relating to, any General Meeting which any member of the GCC is entitled to receive, and to be heard at any General Meeting which they attends on any part of the business of the Meeting which concerns themselves as Auditor or inspector.

14. Members Right of Inspection:

The Members of the GCC shall have the right at all times to examine all books, documents and accounts of the GCC provided that this right is exercised by at least two Members.

15. Indemnity:

The Officers and Committee members of the GCC shall be indemnified by the GCC for any liabilities incurred by them in good faith as a result of acting as the representatives of the GCC.

16. Dissolution:

If the GCC resolves by a simple majority of those present and voting that the GCC shall be dissolved any assets remaining after the satisfaction of all proper debts and liabilities shall be given to such other charity or charities preferably having objects similar to those of the GCC provided that no resolution to dissolve the GCC shall be considered unless notice in writing setting out the terms of the resolution shall have been sent to every Member of the GCC not less than eight weeks before the date of the meeting at which it is to be considered.

17. Alteration to this Constitution:

These Rules may be altered by a resolution passed by a simple majority of those present and voting at a meeting of the Members of the GCC provided that no such resolution shall be considered unless notice in writing setting out the terms of the resolution shall have been sent to every Member of the GCC not less than four weeks before the date of the meeting at which it is to be considered..

Officer's name and Signature:

Chairperson's Name:

Vice-chairperson's Name:

Treasurer's Name:

Secretary's Name:

Chairperson: _____ Date: _____

Vice-Chairperson: _____ Date: _____

Treasurer: _____ Date: _____

Secretary: _____ Date: _____