



# Constitution of Queens Hall Community Village Hall

## **1. NAME**

The name of the Organisation shall be The Queens Hall Community Village Hall (herein after called 'The Queens Hall') and will be based in Charlestown, Fife

## **2. OBJECTS**

The main objects of the Queens Hall shall be to promote the benefit of the inhabitants of Dunfermline Parish without distinction of sex, gender, sexual orientation, race or ethnic origin, marital status, politics, age disability, 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 interests of social welfare for recreation and other activities so that the condition of their lives shall be improved.

In addition, the Queens Hall objects will include the maintenance of its building/land/grounds as a public amenity with due respect for the natural environment and its protection.

## **3. POWERS**

In furtherance of the stated objects, the Queens Hall shall seek to:

- 3.1 Promote the Queens Hall to the general public
- 3.2 Develop services and facilities appropriate to the needs of its users
- 3.3 Purchase, lease or exchange, hire or otherwise acquire any equipment and any rights and privileges necessary for the promotion of said objects
- 3.4 Receive contributions by way of donations and raise funds to further the objects of the Queens Hall and expend money received from any source to further the said objects
- 3.5 Maintain and alter as necessary any part of the fabric of the Queens Hall
- 3.6 Engage the services of volunteers to assist in the work of the Queens Hall
- 3.7 Provide payment or honorarium where appropriate, and reimburse approved out-of-pocket expenses to assist with the work of the Queens Hall
- 3.8 Employ, pay and dismiss staff as appropriate
- 3.9 Hold a bank account in the name of the Queens Hall
- 3.10 Do all such other lawful things as appear to the Management Committee to be necessary or desirable in pursuance of these objectives

## **4. EQUAL OPORUNITIES**

- 4.1 In relation to the noted objectives, the Queens Hall will strive to ensure that its services are accessible to all and to actively promote and encourage support for groups and individuals who may be disadvantaged, vulnerable or faced with prejudice and discrimination (conscious or unconscious) by virtue of sex, gender, sexual orientation, race or ethnic origin, marital status, politics age, disability, religious or other opinions
- 4.2 In doing this, the Queens Hall acknowledges that services may need to be changed in order to ensure the above and that it will challenge discrimination (conscious or unconscious) when necessary

## **5. MEMBERSHIP & OPERATION OF GROUP ACTIVITY**

- 5.1 Membership of the Queens Hall shall be open to any/all the residents within Dunfermline Parish area aged 18 years or over who supports the objectives and activities of the Queens Hall
- 5.2 The Committee reserves the right to withdraw any individual membership for activities contrary to the aims of the group

## **6. FEES**

- 6.1 The Management Committee shall determine any fees or charges for the hire and use of the Queens Hall and its equipment, which shall be kept under review

## **7. THE MANAGEMENT COMMITTEE**

- 7.1 The Management Committee shall consist of not less than 6 members not more than 12 members.
- 7.2 All the members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- 7.3 The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- 7.4 The Management Committee will administer the policies and affairs of the Queens Hall
- 7.5 The Management Committee shall annually at their first meeting after the Annual General Meeting appointment, appoint from their own members a Chairperson, Secretary and a Treasurer for the coming year. The last two offices may be held by the same person.
- 7.6 The Management Committee shall meet on a stated day each month and at such other times as the business requires. They shall have the power to appoint sub-committees from their own number or from the members, for any special purpose or to take care of any special department. In all cases of equality, the Chairperson shall have a second or casting vote.
- 7.7 The Management Committee shall frame Bye Laws for the proper regulation of the Queens Hall and shall have the power to enforce the same and for that purpose to suspend or expel any group or individual who may wilfully or persistently disobey them. Provided that any party so excluded for a longer period than one week, may by letter, addressed to the Secretary, appeal to a general meeting of the Queens Hall and the Management Committee shall thereupon convene a Special General Meeting to consider and dispose of the appeal.
- 7.8 The Management Committee shall fill up any casual vacancies until the conclusion of the next AGM.

## **8. PROCEDURES AT MEETINGS**

8.1 The Committee shall meet in person or online each year on such dates and times as may be agreed by the members of the Management Committee

### **8.2 Quorum**

**Ordinary meetings:** the quorum necessary for the transaction of the business of the Management Committee shall be no fewer than three of the members of the Management Committee as then constituted. The Management Committee shall be the ultimate arbiter in the dealings of the Queens Hall and shall be ultimately responsible for its conduct.

**AGM:** the quorum necessary for a General Meeting shall be no fewer than 7 eligible residents of the community.

### **8.3 Special Meetings**

An Emergency General Meeting (EGM) may be called by the Management Committee or by written request by a minimum of 5 members of the community addressed to the Secretary and clearly stating the purpose of the meeting.

### **8.4 Annual General Meeting**

The Annual General Meeting will be held each year and not more than 15 months after the previous AGM, at a date and venue agreed by the Management Committee during which additional non-nominated Committee members may be elected by a majority of those voting.

All members including Management Committee members shall receive at least 7 clear days' notice of an Annual General Meeting and public notice shall be given via local noticeboards and social media.

### **8.5 Voting**

With the exception of Clause 10 (Alterations to the Constitution) all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No person shall exercise more than one vote, even though they may have been appointed to represent two or more interests. In case of an equality of votes, the Chairperson shall have a second or casting vote.

### **8.6 Minutes**

Minutes shall be kept by the Management Committee for all meetings, including sub-committee meetings and the Secretary shall keep a record of all proceedings and resolutions.

## **9. FINANCE**

9.1 The Queens Hall financial year shall end on March 31<sup>st</sup> each year.

9.2 All monies raised by or on behalf of the Queens Hall shall be paid into a bank account, administered by the Treasurer. The money therein is applied to further the objects of the Queens Hall and for no other purpose.

9.3 The Treasurer shall be responsible for proper books of account in respect of all funds received and expended by the Queens Hall and in the manner in which receipts and expenditure take place, all sales and purchases of goods and services and all assets and liabilities.

- 9.4 Two office bearers of the Committee, one of whom shall in normal circumstances be the Treasurer, shall sign all cheques, transactions, bills of exchange etc relating to the Queens Hall bank accounts.
- 9.5 An independent Examiner, who is not a member of the Management Committee will be appointed by the Management Committee to examine and verify the Queens Hall's accounts each year and obtain a report thereon. Prior to the AGM each year, the Management Committee shall submit these accounts for consideration.

## **10. ALTERATIONS TO THE CONSTITUTION**

- 10.1 Any proposal to alter this Constitution can be made at an Annual or at an Extraordinary General Meeting called for this purpose with a two-thirds majority being required to implement any proposed change.
- 10.2 Proposals for changes in the Constitution or for changes of the legal identity can be made by any member of the Queens Hall or of its Management Committee and any proposed change must be submitted to the Secretary in writing naming the proposer and seconder at least 14 days in advance of the meeting at which the proposal is to be considered.
- 10.3 All Management Committee members and members of the Queens Hall will be informed of such a meeting at least 7 days in advance and notification shall include the proposed alteration.

## **11. DISSOLUTION**

The Queens Hall may at any time be dissolved by a two-thirds majority of members casting their votes at a General or Special Meeting and any assets remaining, after payment of expenses and debts properly incurred, shall not be distributed among members of the Queens Hall, but will be transferred to other recognised charitable groups having objects similar to those of the Queens Hall and situated in the Dunfermline Parish. The Queens Hall building and Bowling Green will though remain the responsibility of the Trust.