

CONSTITUTION of the KEMBHILL PARK FLOOD GROUP

1 Name

The name of the Group shall be:

“Kembhill Park Flood Group” (KPFG)

2 Aims

The aims of the Group shall be to save lives, advance community development and improve environmental protection. This will be done by:

- Increase awareness about flood risk in the Kembhill Park and surrounding area.
- Propose actions to reduce the risk of damage to property which could be caused by a repeat of the flood of 8th January 2016.
- Provide a voice for residents in Kembhill Park and surrounding area who are members of this group concerning all matters in relation to flood risk and prevention.
- Mitigate the risk of environmental pollution caused by raw sewage from the local sewage plant in the event of a flood event.

3 Powers

In order to achieve its aims the Group may:

- Raise money
- Open bank accounts
- Take out insurance
- Organise training courses and events
- Work with other groups and exchange information
- Do anything that is lawful which will help it to fulfil its aims.

4 Membership

- Membership of the Group shall be open to any person over 16 living or located in the Kembhill Park and surrounding area who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.
- Membership shall be available to anyone without regard to gender, race nationality, disability, sexual preference, religion or belief.

- Every member shall have one vote at General Meetings either in person or by proxy or substitute.
- The membership of any member may be terminated for good reason by a two thirds majority vote of the membership at an Annual or Special General Meeting, the member has a right to be heard by the Membership before a final decision is made.

5 Management

The Group shall be administered by a Management Committee of the Officers and not more than 4 other members elected at the Group`s Annual General Meeting (AGM). The Management Committee may co-opt new members as and when necessary due to a member resignation or where there is a need to add additional expertise.

- The Officers of the Management Committee shall be the Chairperson, the Treasurer and the Secretary.
- The Management Committee shall meet at least 4 times a year.
- The Chairperson shall Chair all meetings of the Group or may delegate this function as appropriate.
 - The quorum for Management Committee meetings shall be 4 members.
 - Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a casting vote.
 - The Management Committee, based on a two-thirds majority vote of the membership and for a good and proper reason shall remove any Committee member, provided that person has the right to be heard before a final decision is made.
 - The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

6 Duties of the Officers

(a) The duties of the Chairperson are to:

- chair meetings of the Management Committee and the Group.
- represent the Management Committee/Group at functions/meetings to which the Management Committee/Group has been invited.
- act as spokesperson for the Group when necessary.

(b) The duties of the Secretary are to:

- take and keep minutes of meetings and make them available to members on demand.
- prepare the agenda for meetings of the Management Committee and the Group in consultation with the Chairperson.
- maintain the membership list.
- deal with correspondence.
- collect and circulate any relevant information within the Group.

(c) The duties of the Treasurer are to:

- supervise the financial affairs of the Group.
- keep proper accounts that show all monies collected and paid out by the Group.
- produce a set of accounts which are independently audited and presented to the membership at the AGM.

7 Finance

- Any money obtained by the Group shall be used only for the purposes of the Group.
- Any bank accounts opened for the Group shall be in the name of the Group.
- Any cheques issued shall be signed by the Treasurer and one other nominated official.

8 Annual General Meeting

- The Group shall hold an Annual General Meeting (A.G.M.) in the month of September.
- All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 10 members.
- The business of the A.G.M. shall include:
 - a. receiving a report from the Chairperson on the Group's activities over the year
 - b. receiving a report from the Treasurer on the finances of the Group
 - c. electing a new Management Committee and
 - d. considering any other matter as may be decided.

- e. review and set any membership fees.

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by 10 members, (or by 10% of the membership, whichever is the greater) to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10 Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims to be used exclusively for charitable purposes.

12 Definitions

The expression 'charitable purpose' shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of Taxes Acts.

This constitution was adopted at a general meeting of the Group on

Date:

Signed by:

Chairperson:

Secretary:

Treasurer:

Other Committee members: