

Constitution of the Carse Association for Continuing Education

1 Name

The name of the Association shall be Carse Association for Continuing Education, hereinafter called CACE.

2 Objectives

The objectives of CACE shall be to improve the social environment for the inhabitants of the Carse of Gowrie by facilitating educational and recreational activities. In promoting its objectives CACE will liaise with local authorities, voluntary organisations and the inhabitants of the Carse and will operate without religious, political or sex discrimination.

3 Membership

Membership shall be open to all persons aged sixteen and over living in the Carse of Gowrie and its environs. A member is defined as a person eligible to vote at the Annual General Meeting, having subscribed to a class in the previous financial year.

4 Payment for classes

All payments for classes shall be determined by CACE from time to time through the committee.

5 Contracts

The committee shall offer to tutors contracts that may be terminated without notice by either side.

No member of the committee shall hold any salaried office or receive payment for tutoring.

6 Meetings

(a) Annual General Meeting

After the end of each financial year the committee shall convene an Annual General Meeting of CACE for the purpose of receiving the Annual Report, the Accounts of CACE, electing members of the Committee, appointing an external independent examiner of the accounts and considering any resolutions proposed by either the Committee or members of CACE. Resolutions must be submitted in writing to the Secretary at least twenty-one days prior to the meeting and CACE members will be informed of resolutions to be considered at least fourteen days prior to the meeting.

(b) Special General Meeting

CACE members or the Committee have the right to call a Special General Meeting at any time provided that sufficient notice (not less than twenty-one days) and the terms of the resolution(s) to be proposed thereat are given. If CACE members request the meeting, ten per cent of the membership must submit the request in writing to the Secretary. Notice of the meeting and proposed resolutions shall be posted in conspicuous places and advertised in a newspaper circulating in the area at least 21 days prior to the meeting.

7 Management

(a) The committee shall consist of a maximum of twelve persons elected by the members of CACE at the Annual General Meeting. At Annual General Meetings all the committee members shall retire from office but will be eligible for re-election. The post of Chairperson

shall be held for a maximum of two years; the posts of Secretary and Treasurer for a maximum of three years. The posts of Secretary and Treasurer shall be elected in rotation.

(b) The committee shall have the power to co-opt additional persons as necessary; the total number of co-opted committee members should not exceed one-third of the total membership of the committee. All co-opted members of the committee shall hold office until the Annual General Meeting following their co-option.

(c) Any member of the committee not attending three consecutive meetings without due cause notified in writing to the Secretary may be deemed to have resigned at the discretion of the remaining members of the committee.

(d) The committee shall have the discretion to elect a long-serving committee member as Honorary President for as long as the person and the CACE Committee wishes them to serve in this capacity.

8 Chairperson and Vice-Chairperson

The committee at its first meeting in each year after the Annual General Meeting shall elect one of its members to be Chairperson of its meetings and shall elect one of its members to be a Vice-Chairperson. The Chairperson and Vice-Chairperson shall continue in office until their respective successors are elected though not exceeding the maximum term of service in clause 7 above. If the Chairperson is absent from any meeting the Vice-Chairperson shall preside; otherwise the members present shall, before any business is transacted, choose one of their members to preside at the meeting. The Chairperson is empowered to take decisions on matters that are too urgent to leave to the next committee meeting but must report to the committee as soon as possible.

9 Secretary

The Secretary shall be responsible for the keeping of proper minutes along with duties set out in the current job description agreed by the committee. Given reasonable notice, minute books shall be open to inspection by any member of CACE.

10 Treasurer

The Treasurer shall be responsible for the keeping of proper accounts along with duties set out in the current job description agreed by the committee. Given reasonable notice, the accounts shall be open to inspection by any member of CACE.

11 Rules and Procedures at all Meetings

(a) Voting

Subject to the provisions of Clause Fourteen, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat, namely members of CACE. In the case of votes being equal, the Chairperson shall have a casting vote.

(b) Quorum

More than half of the committee shall be present in order to form a quorum at Committee Meetings. A quorum of twenty CACE members must be present for an Annual or a Special General Meeting to conduct its business.

12 Finance

All monies raised by or on behalf of CACE shall be applied to further the objectives of CACE and for no other purpose. The Treasurer shall arrange for monies not immediately required to be paid into an account in the name of CACE at the Bank of Scotland, King Edward Street, Perth, or such other Bank as shall be determined by the committee. The accounts shall be checked at least once a year by a suitably qualified person (independent of the committee) who shall be appointed at the Annual General Meeting.

13 Dissolution

If the committee by a majority decides at any time on the grounds of expense or otherwise that it is necessary to dissolve CACE, it shall call a Special General Meeting as defined in Clause Six (b). If a decision to dissolve CACE shall be confirmed by a simple majority of those present and voting at such a meeting, the committee shall have power to dispose of any assets held by or in the name of CACE. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards the purpose that the law regards as charitable for the benefit of the inhabitants of the Carse of Gowrie as the committee may decide.

14 Alterations to the Constitution

Any proposal to alter this Constitution must be approved by a majority of the committee or be supported in writing by not less than twenty per cent of the membership and in the latter case delivered in writing to the Secretary or the committee not less than twenty-eight days before the date at which it is first considered.

This Constitution shall not be effective unless it be approved at either an Annual or Special General Meeting arranged with the normal period of notice as in Clause Six (b) and shall have been passed by a simple majority of those present and entitled to vote at such meetings.

Adopted at the CACE AGM on 10th May 2007