Constitution

**NAME**

The name of the organisation is Stornoway Writers' Circle.

**AIMS**

The aims of the organisation are to provide meetings and other activities that will promote creative writing and related topics for the benefit of local writers.

**MEMBERSHIP**

Membership of the group is open to anyone over the age of 16.

There is a membership fee of one pound per year, payable upon joining and subsequently at the date of each AGM.

Members who have paid their membership fee are entitled to vote at meetings.

Members can resign their membership at any time by notifying a member of the management committee.

**MANAGEMENT**

A committee manages the group, and is responsible for ensuring that the group fulfils its stated aims, that decisions taken by the group are carried out, and that the group meets its legal obligations.

The committee consists of a chair, secretary, treasurer and up to four ordinary members.

The chair is responsible for chairing annual and special general meetings, acting as representative of the group, and for running of the committee.

The treasurer is responsible for the day-to-day financial affairs of the group, and for keeping the appropriate financial records for the group

The secretary is responsible for corresponding on behalf of the group, and for keeping a proper record of all decisions taken at committee meetings, annual and special general meetings.

The ordinary members have no specific responsibilities.

The committee will reach decisions by majority vote. All committee members, including the chair, have one vote. In the event of a committee vote being tied the decision will be referred back to the group at a special general meeting.

Committee members and officers serve until the next AGM.

Committee members and officers can stand for re-election for the next year.

In the event of any ordinary member or officer resigning from the committee during the year, the committee may co-opt a replacement member to serve until the next AGM.

The committee is elected each year at the AGM. If only one person stands for a committee position, they can be elected by a majority vote of those members attending and eligible to vote. If a position is contested between two or more people, the position will be decided by a ballot of the members attending and eligible to vote.

The committee will meet as required, but at least once per quarter. One week’s written notice must be given of a committee meeting being held.

At least 50% of the committee, which must include two officers, must be present for a committee meeting to take place.

The committee has power to:

* Make decisions on behalf of the group
* Authorise expenditure of group funds in pursuit of the group’s aims
* Sign documents on behalf of the group in pursuit of the group’s aims
* Represent the group in pursuit of the group’s aims
* Affiliate with other groups and organisations in pursuit of the group’s aims
* Terminate the membership of any member in the event of a breach of the code of conduct. A member whose membership has been terminated has the right of appeal at a special general meeting called by the committee for that purpose.

**ANNUAL AND SPECIAL GENERAL MEETINGS**

An annual general meeting (AGM) will be held annually, within 13 calendar months of the preceding AGM.

The committee will take reasonable steps to ensure all voting members are notified of the AGM at least two weeks before the meeting date. Notice of the AGM will also be publicised at the group’s meeting venue and online.

Only items for which notice has been given can be voted on at the AGM.

Items requiring a vote must be submitted to the committee at least one week before the agenda is finalised.

A special general meeting may be called at any time at the request of the committee, or not less than one quarter of the voting membership. The committee will take reasonable steps to ensure all voting members are provided with a notice explaining the place, date, time and reason at least two weeks beforehand.

One third of voting membership or four voting members being present, whichever is the greater, is required for an annual or special general meeting to take place. If a meeting is unable to take place due to lack of attendance, the committee will be responsible for deciding whether to reschedule it.

Decisions may be made at annual and special general meetings by simple majority vote of those voting members attending, unless specified otherwise in this constitution.

A record of annual and special general meetings will be kept by the secretary and may be examined by any member.

**CHANGES TO THE CONSTITUTION**

The constitution can only be changed at an annual or special general meeting.

Proposals to change the constitution must be given in writing to the secretary at least one week before the finalisation of the agenda, and approved by a two thirds majority of those voting members attending.

**FUNDS**

The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two named signatories from the management committee (subject to confirmation of bank’s requirements).

The funds belonging to the group shall be applied only to further the aims of the group.

A current record of all income, funding and expenditure will be kept by the treasurer and this presented at each committee meeting and the annual general meeting.

**DISSOLUTION**

The group may be dissolved by a resolution passed by a simple two-thirds majority of voting members attending at an annual or special general meeting called for that purpose.

If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable groups or organisations having aims similar to the group or some other charitable purposes as the meeting may decide.

Signed by Chair: Date:

Signed by Secretary: Date:

Signed by Treasurer: Date: