

# Constitution Of Dunshalt Village Hall

## 1. NAME

The name of the Organisation shall be the Dunshalt Village Hall (herein after called "the Hall") and is under the governance of Dunshalt Community Association. Dunshalt is commonly known as Dunshalt, Dunshelt or Dunshilt all names will be accepted by the community as being one and the same place.

The Village of Dunshalt is the area defined by the Cupar and Howe of Fife plan for 2005 and also includes the following properties: -

Plains farm house and Cottages (1-4)  
Nethermyres Farm House  
Oleander Cottage  
Brickwood Cottage  
Ardchoille Farm House and 2 cottages

## TRUSTEES

DEED of TRUST made the twenty sixth of August, nineteen hundred and fifty seven refers:-  
The Trustees shall comprise of the following elected members of Dunshalt Community Association, The Chairperson, the Secretary and Treasurer, and the Local Elected Councilor for the area including Dunshalt.

The Trustees are heritably vest in the subjects described which Comprise a Hall for the use of the inhabitants of Dunshalt in the County of Fife.

## 2. OBJECTS

The objects of the Hall shall be to promote the benefit of the inhabitants of Dunshalt (as previously described) without distinction of sex, sexuality, political, religious or other opinions by associating the local statutory authorities, voluntary organizations 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 leisure-time occupation so that the conditions of their lives may be improved.

## 3. POWERS

For the furtherance of the stated objects, the Hall may:

- 3.1 Promote the Hall to the general public;
- 3.2 Develop services and facilities relevant 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 the said objects;
- 3.4 Maintain and alter as necessary any part of the fabric of the Hall;
- 3.5 Engage the services of volunteers and pay any out of pocket expenses to assist with the work of the Hall;
- 3.6 Employ, pay and dismiss staff as appropriate;
- 3.7 Hold a bank account in the name of the Hall; or its governance association
- 3.8 Receive contributions by way of donations and to raise funds, to further the aims of the Hall and expend money received from any source to further the said objects;
- 3.9 Do all such other lawful things as appear to the Management Committee to be necessary or desirable in pursuance of these objects.



**4. EQUAL OPPORTUNITIES**

- 4.1 In relation to these aims and objectives the Hall will strive to avoid intentional and unintentional discrimination against any group or individual on any grounds.
- 4.2 The Hall will work to ensure that its services are accessible to people who are disadvantaged or discriminated against in society by virtue of their sex, race, ethnic origin, disability, marital status, age, sexual orientation, religious belief or by reason of their geography.
- 4.3 In doing this, the Hall acknowledges that services may need to be changed in order to ensure the above.

**5. MEMBERSHIP**

Membership for election to the Committee shall be open to all residents of Dunshalt (as previously described) aged 18 and over.

**6. ADMISSION FEES**

The Management Committee shall determine any fees or charges for the hire and use of the Hall, which shall be kept under review.

**7. THE MANAGEMENT COMMITTEE**

- 7.1 At the Annual General Meeting the membership, *being all eligible residents of the community*, shall be convened by the Management Committee each year and not later than fifteen months from the previous Annual General Meeting, and shall elect a Management Committee consisting of not less than five and not more than eleven members from whom the membership will appoint Office Bearers, a Chair, Vice-Chair, Treasurer, and Secretary.

Any failure to elect a full committee the membership will decide in what way any vacancies should be filled.

- 7.2 The Management Committee will administer the policies and affairs of the Hall.
- 7.3 The Management Committee is allowed to amend or change powers (As defined in section 3) as it sees fit.
- 7.4 The Management Committee shall appoint and discharge a capable independent financial examiner who must not be a member of the Management Committee to examine the Hall accounts on an annual basis.
- 7.5 All members of the Management Committee will retire annually at the Annual General Meeting but may be eligible for re-election to the Management Committee.
- 7.6 The Management Committee shall hold a minimum of 6 meetings per year.
- 7.7 The Management Committee may fill any vacancies by co-option and any such appointments will remain valid until the next Annual General Meeting.

**8. SUB-COMMITTEE**

The Committee may appoint Sub-Committees, all to be convened by the elected Chair, for

any special purposes or events. The Chair shall be an *ex officio* member of all sub-committees with final approval of any issues remaining with the full Committee.

## 9. RULES OF PROCEDURE AT ALL MEETINGS

### 9.1 Quorum

(i) General Meetings

A Quorum for General Meetings shall comprise of not less than five of eligible residents of the community.

(ii) Committee Meetings

Subject to Guidelines, normally *four members* of the Management Committee and Sub-Committees shall form a quorum providing also that at least one Office Bearer of the Committee (in the case of the Chair) is present.

### 9.2 Special Meetings

The Chair of the Management Committee may request the Secretary at any time to call a Special General Meeting of the Hall. A Special General Meeting of the Hall will also be called on the written demand, to the Secretary, of ten eligible members of the community, or one-third whichever is less. The Secretary shall require to be given ten days notice of this request.

### 9.3 Voting

With the exception of Clause 12 (*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 he may have been appointed to represent two or more interests. In case of an equality of votes the Chair shall have a second or casting vote.

### 9.4 Declaration of Interest

No individual may take part in the decision-making process at Committee meetings, or vote, on matters in which they have a financial or other personal interest. Individuals will be expected to declare any such financial or other personal interests prior to the discussions taking place. Failure to declare an interest may result in the individual's membership being suspended or terminated, and the decision being declared invalid. (Sub-committees may be convened to allow such individuals to take part in the discussions - see *Section 8*)

### 9.5 Minutes

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

## 10 STAFF

10.1 No member of staff who is a member of the Committee shall not vote on its deliberations.

10.2 Members of the Management Committee may only receive reimbursement of such expenses deemed as necessary while carrying out their duties as agreed by the

Committee.

- 10.3 The Committee shall ensure that each member of staff is issued with a Terms and Conditions of Employment and that established support and grievance and disciplinary procedures are in place.

## 11. FINANCE

- 11.1 The Hall's financial year shall end on March 31<sup>st</sup>.
- 11.2 The Treasurer shall keep proper accounts of the finances of the Hall.
- 11.3 All income shall be put into a Bank Account administered by the Management Committee who will authorise a minimum of two and a maximum of four signatories.
- 11.4 All cheques, bills of exchange, etc.. Two officers of the Committee, one of who shall, in normal circumstances, be the Treasurer, shall sign relating to the Hall's Bank Account.
- 11.5 At least once every financial year the Hall's accounts shall be submitted to a capable independent examiner and a report thereon obtained. The Management Committee prior to the Annual General Meeting shall submit independently examined accounts. Any alteration to this Clause shall be endorsed upon the Deeds, together with a copy of the resolution relating there to.
- 11.6 All monies raised by or on behalf of the Group shall be applied to further the objects of the organisation and for no other purpose, provided that nothing herein contained shall prevent the payment in good faith or reasonable and proper remuneration to any employee of the organisation and fees to professional and technical advisors.

## 12. ALTERATIONS TO THE CONSTITUTION

The Constitution may be altered at the AGM or at a Special General Meeting called for that purpose, and will require to be passed by not less than **two-thirds** of the members of the Hall present at that meeting and eligible to vote.

A resolution for the alteration of the Constitution shall be lodged in writing with the Secretary of the Hall at least thirty clear days before the meeting at which the resolution is to be considered. At least twenty-one clear days' notice in writing of such meeting shall be given by the Secretary to the members and shall include notice of the alteration proposed.

## 13. DISSOLUTION

- 13.1 The Hall Committee may at any time be dissolved by those eligible to vote. At least twenty-one clear days' notice shall have been sent to all members of the Hall regarding this dissolution.
- 13.2 In the event of the dissolution of the Hall Committee, any assets remaining after all debts and liabilities are paid shall not be distributed among the members of the Hall, but shall be given or transferred to a new trust which must be set up for the benefit of the village. This trust must be elected annually by the village with a minimum of three elected members plus the local elected councilor. The Hall building will remain the responsibility of the Trustees.

## THIS CONSTITUTION

was adopted at an Annual General Meeting of the Hall held on .....

**Signed:**

Position - .....

Name - .....

Address - .....

Position - .....

Name - .....

Address - .....

Position - .....

Name - .....

Address - .....

Position - .....

Name - .....

Address - .....

Health and safety document was distributed to all members. It was agreed to set up a sub committee to sort this. Members Violet, Jenni, Gordon and John.

The following conditions need to be met for our licence Gas and electric certificates to be available.

Flat roof replacement/cover we need to get a special grant for this we therefore need 3 quotes by the end of 2005. Drawings required for quotes to be obtained. Dave Ritchie has been asked for quotes.

Sustained lighting and certificate Electrician to go ahead with works as per quotation. A more suitable switch for the disabled toilet to be considered. To be contacted again.

The well green and bleaching field check with solicitor. (GS) Consider alternative solicitor.

Stories and photographs from the village to be collected and collated. (JG) ongoing

Tiles on the hall roof, at Main Street end south side, appear to have lifted. Builder contacted.

Millennium Clock etc, all ideas to be put back to melting pot.

The constitution, a special meeting was held with Helen Rowlinson of Vonef and a first draft agreed this was presented to this meeting with amendments to be made and the revised draft to be sent to Helen for perusal then the inland revenue.

A Kick Board at the fridge in the hall is required. Gordon to source.

Balloon net was again an issue at Christmas; issue needs to be resolved before Christmas.

Repositioning of the lady Dave Millar to assist.

Central heating, an accessible balance valve and room stat to be fitted by gas force.

### New Matters

Senior Citizens list to be updated due to recent departures.

Hire of hall conditions should show that a cancellation fee will be charged PTA have been guilty of cancelling at last minute.

Curtains need reinstating

Cooker needs testing / replacing *low at moment*

Tubs to be considered for build out at Mushroom Factory.

Constitution needs amendment before being sent to Tax office for approval.

### Functions

Burns supper 4<sup>th</sup> February 2006

*Big Tea.*

Meeting Closed	9.05 pm
Next Meeting	7.30 pm 10 <sup>th</sup> October
Emergency Lights Tested	All working

( *new* *860128* *John Simpson* )