

CONSTITUTION OF: BROUGHTON SHOP DEVELOPMENT GROUP

ADOPTED: 16th April 2018. UPDATED: 14th August 2018 – Issue 2

1 Name

The name of the Group shall be: Broughton Shop Development Group

2 Aims

The aims of the Group shall be: To pursue the re-establishment of a shop in Broughton village for the benefit of the Upper Tweed and wider communities. To develop the necessary infrastructure and activity required to deliver a sustainable community led business for the future.

3 Powers

In order to achieve its aims the Group may:

- a) Raise money
- b) Open bank accounts
- c) Take out insurance
- d) Employ staff
- e) Acquire and manage buildings
- f) Organise courses and events
- g) Work with other groups and exchange information
- h) Do anything that is lawful which will help it to fulfil its aims

4 Membership

- a) Membership of the Group shall be open to any person aged over 18 or any organisation or located in the general Broughton, Scottish Borders 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 as agreed by the Management Committee
- b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief
- c) Every individual member and each organisation shall have one vote at General Meetings
- d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made
- e) Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's Secretary of that person's name

- f) A Membership Register shall be kept by the Membership Secretary and made available to other members when requested
- g) Details of how to apply, membership duration, process, rights and our compliance with the General Data Protection Regulations are detailed on the 'Membership Application, Privacy Policy and Members Declaration Form'.

5 Management

- a) The Group shall be administered by a Management Committee which consists of the Officers and not more than **THREE** other members who are elected at the Group's Annual General Meeting (AGM)
- b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer, the Membership Secretary and the Secretary
- c) Officers are elected by the Management Committee at an Annual General Meeting or a Special General Meeting. Ordinary members volunteering / wishing to be appointed to the role of Officer should notify the Secretary who will discuss with the Management Committee at their next scheduled meeting. Should an Officer wish to resign notice must be given, in writing, to the Management Committee which will be discussed at the next scheduled Management Committee meeting.
- d) A further position on the Management Committee shall be made available to co-opt any person who is not a member for their expertise, skills and knowledge should the Committee so wish. (e.g. a retail expert living elsewhere – not in Broughton)
- e) The Management Committee shall meet at least **FOUR** times a year.
- f) The Chairperson shall Chair all meetings of the Group
- g) The quorum for Management Committee meetings shall be **THREE** Management Committee members
- h) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote
- i) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made
- j) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number of seven is not exceeded

6 Duties of the Officers

- a) The duties of the Chairperson are to:
 - Chair meetings of the Committee and the Group
 - Represent the Group at functions/meetings that the Group has been invited to
 - Act as spokesperson for the Group when necessary
- b) The duties of the Secretary are to:
 - Take and keep minutes of meetings
 - Prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
 - 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 annual accounts for sign-off by the Management Committee after the end of the financial calendar year. The signed-off accounts shall then be presented for information to the membership at the AGM
- d) The duties of the Membership Secretary are to:
 - Maintain the membership register
 - Maintain regular contact with members
 - Send out communications to members at the request of other Office bearers
 - Maintain an email account for membership
 - Comply with current Data Protection legislation

7 Finance

- a) Any money obtained by the Group shall be used only for the Group
- b) Any bank accounts opened for the Group shall be in the name of the Group
- c) Any cheques issued shall be signed by the Treasurer and one other nominated Officer

8 Annual General Meeting

- a) The Group shall hold an Annual General Meeting (AGM) in the month of **MAY**.
- b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be **FOUR** Management Committee members.

c) The business of the AGM shall include:

- i. receiving a report from the Chairperson on the Group's activities over the year
- ii. receiving a report and accounts from the Treasurer on the finances of the Group
- iii. elect new Officers, if required
- iv. electing a new Management Committee and
- v. considering any other matter as may be decided.

9 Special General Meeting

A Special General Meeting may be called the Management Committee or any **THREE** members of the Management Committee 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 Management Committee members present and voting at any Special General Meeting.

11 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those Management Committee members present and voting at any Special General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another community Group in the Broughton area as agreed by the membership at the Special General Meeting.