

Independent Resource Centre

Scottish Registered Charity No: SCO37670

CONSTITUTION

1. NAME:

The organisation shall be known as the Independent Resource Centre. Hereinafter referred to as the Centre.

2. OBJECTIVES:

- a) To assist all those affected by social exclusion by providing information, advice and support to the community of Clydebank and its environs on matters of welfare and employment.
- b) To advance education by providing resource facilities for educational, recreational and self-help activities.

In the furtherance of the above purposes, the group shall:

- 1) secure the establishment, maintenance and management of the Centre for activities promoted by the Management Committee,
- 2) raise awareness of the issues affecting the people by campaigning for changes in government policy decisions on matters of Social justice,
- 3) encourage the fullest possible involvement of the community in the management, operation and activities of the Centre,
- 4) establish and promote links between the Centre and the Trades Union movement,
- 5) To liaise with all relevant agencies and external bodies to ensure a complementing of service, to avoid duplication and to achieve a high degree of awareness of relevant issues.

3. MEMBERSHIP:

All members of the community of Clydebank and its environs who support the objectives of the Centre, in accordance with criteria/codes of conduct set out in Centre Standing Orders.

4. THE MANAGEMENT COMMITTEE:

The Centre's Management Committee, hereinafter, referred to as the Management Committee, shall consist of:

- a) **Six user/members of the Centre**, elected at their Annual General Meeting.
- b) **Four elected members** appointed by West Dunbartonshire Council.
- c) **Two representatives** elected by Clydebank Trade Union Council.

The Centre Co-ordinator will be a member of the Management Committee without voting rights, and will act as Secretary to the Committee.

- d) No user/member of the Committee shall take part in any deliberation or decision of the Committee in which they have a pecuniary interest.
- e) The Management Committee shall have the power to co-opt any person or agency to assist the Centre, but any person so co-opted shall not be entitled to vote.
- f) The duty of the Management Committee shall be to carry out the general policy of the Centre, and to provide for the administration, management and control of the Centre and its assets.
- g) All meetings of the Management Committee shall be minuted and a complete set of the minutes will be maintained by the minute secretary for inspection by any user/member who wishes to see them.
- h) The Management Committee may invite any persons to attend its meetings as an observer, but without the power to vote.
- i) The Management Committee shall meet no less than six times a year.
- j) Any casual vacancy on the Management Committee shall be filled by election at the next General Meeting.
- k) The proceedings of the Management Committee shall not be invalidated by any failure to appoint, or in any defect in appointment, election or qualification of any user/member.
- l) A quorum for the Management Committee meetings shall be at least one third of its members.
- m) At the first meeting of the Committee following the Annual General Meeting, the Committee shall appoint the following office bearers from its membership: Chair, Vice Chair, and Treasurer.
Further Office Bearers may be appointed by the Committee as it sees fit.
- n) The Management Committee may appoint such sub-committees as may from time to time be required and deemed necessary. The Management Committee shall determine the terms of reference, powers, duration and composition of any sub-committees.

5. ANNUAL GENERAL MEETING:

- a) Once a year no longer than fifteen months apart there shall be an Annual general Meeting of the Centre The following business will be transacted:
- b) Notification of Management Committee representatives in accordance with clause (4) a, b and c.
- c) Approval of the Audited accounts of the Centre
- d) Appointment of Auditors
- e) Approval of the Annual Report.
- f) The Annual General Meeting will be open to all user/members of the Centre who shall be notified in writing of the meeting at least fourteen days before the date of the Annual General Meeting.

6. GENERAL MEETINGS:

In addition to the Annual general meeting, there shall be no fewer than five General Meetings of the Centre to which all user/members shall be invited by written notice. This notice shall include details of the business to be transacted, and shall be circulated at least ten days before the meeting date.

7. SPECIAL GENERAL MEETINGS:

A Special General Meeting can be called at the request of fifteen members. This request shall be submitted in writing to the Secretary explaining the purpose of the meeting and thereafter must be convened within twenty-one days. The Secretary shall write to all Centre user/members giving them fourteen days notice of the Special general Meeting, and shall give details of the business to be transacted.

8. FINANCE:

The income and property of the Centre, from whatever source derived, shall be applied solely towards the promotion of the objects of the Centre as set fourth in this constitution; and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any user/member of the Centre. Provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Centre or repayment of out-of-pocket expenses.

The financial year shall run from the 1st April to the 31st March. Once in every year, immediately prior to the Annual General Meeting, the accounts of the Centre shall be audited by at least two qualified auditors and will thereafter be submitted for approval to the Management Committee and presented to the Annual General Meeting.

Any bank accounts in the Centre's name will be operated by any two of the following three Office Bearers: the Chair Person, the Secretary, and the Treasurer.

The Centre shall have the power to raise money by means of application to the participating local authorities and other organisations, subscriptions from individual donations or legacies and grant aid from private trusts.

All submissions for grant aid shall be made by the Centre and all assets and funds raised shall be controlled by the Centre.

Any equipment purchased from fund raising will remain the property of the Centre and will be regarded as an asset of the Centre.