

MODEL CONSTITUTION FOR LOCAL GROUPS - SCOTLAND

[Approved by the SCEC and the Board of Trustees. Introduced August 2011]

Clause 6.1 of the Articles of Association of the Ramblers' Association states that:

"Each local Group shall adopt a constitution which is substantially in accordance with the Model Constitution for Groups prepared by the Association and which is approved by the governing body of the Area."

THE RAMBLERS' ASSOCIATION SCOTLAND (..... GROUP)

1. NAME AND DEFINITION

The organisation is part of the Ramblers' Association (a registered charity, England & Wales number 1093577 and Scotland number SC03799, and a company limited by guarantee registered in England & Wales number 4458492), being a Local Group as defined in Clause 6.1 of the Association's Articles of Association. The name of the organisation shall be "The Ramblers' Association Scotland, Group", and it shall be within the Association's Area. The above bodies are hereafter referred to as "the Association", "the Group", and "the Area". The Area is within the Constituent Part of the Association - Ramblers' Association Scotland, which is organised by the Association's Scottish Council.

2. OBJECTS

The objects of the Group are to further within its territory (see succeeding clause) the objects of the Association in such ways as the Area governing body may from time to time decide and subject to the overriding control of the Board of Trustees.

3. TERRITORY

The Group shall function inor such other territory as may be agreed with the governing body of the Area from time to time.

4. MEMBERSHIP

Membership of the Group shall consist of all such individual members of the Area as are allocated to the group by the Board of Trustees in accordance with the RA's Memorandum and Articles of Association and standing orders.

5. RELATIONS WITH THE AREA, SCOTTISH COUNCIL AND THE ASSOCIATION

The Group shall act in agreement with the Area Council, Scottish Council and the Board of Trustees of the Association, as laid down in Clause 6 of the RA's Articles of Association.

6. MANAGEMENT

- (i) Subject to the directions of any Group Annual or Special General Meeting as to the exercise of its powers, the management and control of the Group shall be vested in a Committee which shall consist of the Honorary Officers and as many members of the Group as the Annual Meeting shall from time to time decide, subject to a minimum overall membership of three. All members shall retire annually, but shall be eligible for re-election.
- (ii) The Committee shall decide when and where it shall meet.
- (iii) members shall form a quorum.
- (iv) The Committee shall have power to co-opt up to additional members.
- (v) The Committee shall have power to fill casual vacancies.
- (vi) The Committee shall receive regular reports from any sub-committee established under Clause 8.
- (vii) The Committee shall report regularly to the Area Council.
- (viii) A special meeting of the Committee shall be called by the Secretary as soon as may be possible on the request of the Chairman or of not less than members of the Committee.

7. HONORARY OFFICERS

- (i) The Honorary Officers of the Group shall be a Chairman, a Treasurer, a Secretary and such other officers as the Group in General Meeting may determine, to be elected at the Annual Meeting.
- (ii) They shall retire at the Annual Meeting following their election, but shall be eligible for re-election.
- (iii) The Committee shall have power to fill vacancies.

8. SUB-COMMITTEES

The Committee shall have power to appoint sub-committees and to determine their powers and terms of reference.

9. **PROCEDURE AT ALL MEETINGS**

Voting:

All questions arising at any meeting, excepting those affecting alterations to the Constitution, shall be decided by a majority of those present and voting at such meeting. No member shall exercise more than one vote, except that in the case of an equality of votes the Convener shall have a second or casting vote.

Minutes:

The appropriate Secretary shall keep Minutes comprising a record of the proceedings of all General Meetings, Committee and Sub-committee meetings.

10. **RESIGNATION OR RETIREMENT**

Any member of a Committee shall vacate his/her office if:

- (i) he/she gives notice of his intention to resign and his/her resignation is accepted.
- (ii) he/she fails to attend three consecutive meetings of the Committee as may be convened unless the failure to attend was due to some reason approved by the Committee.

11. **ANNUAL GENERAL MEETING**

In the first quarter of each financial year the Committee shall convene an Annual General Meeting of the Group. In the event that the date of the Annual General Meeting is later, in any year, than the notified last date for the submission of ordinary motions to Scottish Council, the power to submit such motions shall, for that year, be vested in the Committee.

Not less than fourteen days' notice shall be given in writing to each member of the Group. All members of the Group shall be entitled to attend and vote. The meeting shall:

- (i) Consider the Annual Report of the Committee.
- (ii) Consider the Group income and expenditure accounts for the preceding Association financial year, a balance sheet showing the assets and liabilities at the end of that year and the independent examiner's statement.
- (iii) Appoint the Honorary Officers.
- (iv) Elect the Committee.
- (v) Appoint representatives to the governing body of the Area and to Scottish Council.
- (vi) Appoint an independent examiner or examiners.
- (vii) Discuss and consider motions, notice of which shall have been given in writing to the Secretary.

- (viii) Subject to the proviso contained in the preamble to this Rule, to consider motions for submission to the next Annual Meeting of the Scottish Council (if so desired);
- (ix) Vote on any proposals to amend this constitution in accordance with clause 14 hereof.

12. **SPECIAL GENERAL MEETING OF THE GROUP**

The Chairman or the Secretary may at any time, and shall within 21 days of receiving a request to do so, signed by not less than one twentieth of the members of the Group with a minimum of ten members, and giving reasons for the request, call a Special General Meeting, of which fourteen days' notice shall be given. The notice of the meeting shall contain notice of the matters to be discussed and the terms of any motions which it is intended to move.

13. **FINANCE**

- (i) All monies raised by and on behalf of the Group including any funding received from the Area shall be applied in furtherance of the objects of the Association.
- (ii) The Honorary Treasurer shall keep proper financial records and shall report regularly to the Committee. If required by the Area, he/she shall be responsible for the preparation of the annual budget for the Group and its submission to the Area Treasurer for approval. He/she shall also be responsible for the preparation annually of Group income and expenditure accounts for the preceding Association financial year, a balance sheet showing the assets and liabilities at the end of that year, and for their submission to the Group's independent examiner.
- (iii) All accounts in the name of the Group shall be opened at such Bank as the Board of Trustees may approve. All monies received shall be paid into the Bank and all payments, other than petty cash payments, shall be made by cheque or appropriate form of electronic transmission subject to appropriate controls. Cheques shall be signed by the Honorary Treasurer and/or other officers as decided by the Group Committee. To enable petty cash expenses to be paid, an advance shall be made to the Honorary Treasurer when necessary.
- (iv) The independent examiner(s) report shall be addressed to the members of the Group and to the Area Treasurer.

14. **DISSOLUTION**

If the Group Committee at any time resolves that it is impossible or undesirable to continue as an Group, it shall notify the Area and convene a Special General Meeting of the Group. If this meeting resolves that the Group be dissolved, the Area shall be informed forthwith and be asked to take such steps as may be necessary to continue the activities of the Association in the territory previously covered by the Group.

If, in the event of the dissolution of the Group, there remains after the satisfaction of

its debts and liabilities any property whatsoever, the same shall be transferred to the Area.

15. ALTERATIONS TO THE CONSTITUTION

- (i) Insofar as any alteration or amendment is not inconsistent with the RA's Memorandum and Articles of Association and standing orders, this Constitution may be amended at any General Meeting, in accordance with the approval of a two-thirds majority of members present and voting. No amendments to this constitution shall take effect until they have been agreed by the Area Council.
- (ii) Any proposal for such alteration must be delivered in writing to the Secretary of the Group not less than twenty-eight days before the meeting of the Group at which it is to be discussed and not less than fourteen days' notice of this meeting, giving the terms of the proposed alteration, shall be given to the members of the Group.

16. NOTICE

The accidental omission to give notice of a meeting or the non-receipt of a notice of meeting by any member shall not invalidate any proceedings or resolutions at any meeting of the Group or any committee.