

**CONSTITUTION
WEST LoTHIAN 50+ NETWORK
Scottish Charity Number: 024257**

1. NAME

The name of the Organisation will be West Lothian 50+ Network hereinafter referred to as the "Organisation".

2. OBJECTS

The objects of the Organisation are to promote the welfare of the inhabitants of West Lothian. In order to do this we will:

- a) Advance education through the development of 50+ groups.
- b) Develop a range of activities which are social, educational and recreational.
- c) Assist with the co-ordination of 50+ activities across the area.
- d) Co-operate with all relevant bodies, agencies and organisations for the advancement of social welfare of the 50+ age group.
- e) Encourage the development of links between organisations across the area.

3. MEMBERSHIP

Membership to the Organisation shall be open to: -

- a) Members
All persons who have attained the age of 50 and resident in West Lothian.
- b) Co-opted Members
In special circumstances the Committee has the discretion to Co-Opt a member to the Organisation.

4. TERMINATION OF MEMBERSHIP

The Organisation will have the right to terminate Membership for any good and sufficient reason but only provided the Member has the right to be heard by the Committee of the Organisation. Membership will be deemed to be terminated on non-payment of membership fee.

5. OFFICE BEARERS

The Office Bearers shall consist of: -

- 1) Convener
- 2) Vice Convener
- 3) Treasurer
- 4) Secretary

6. MEMBER'S MEETINGS

The Organisation will hold a minimum of five Members' Meetings per annum, one of which will be the Annual General Meeting.

The Convener whom failing the Vice-Convener shall preside at all Members' Meetings. In the absence of both Convener and Vice-Convener, those present shall appoint one of the Members to take the chair.

Minutes – The Secretary will record the Members' Meetings and a typed copy will be circulated in advance of future Members' Meetings.

7. QUOROM MEMBER'S MEETINGS

A quorum for Members' Meetings shall be ten per cent of total Members, one of whom shall be an Office Bearer.

8. COMMITTEE

The business of the Organisation shall be conducted by its Committee, meeting a minimum of five times per year. The Committee shall consist of the Office Bearers and a maximum of eight and a minimum of four Committee Members. Members of the organisation may be proposed and agree to join the Committee after one year's membership of the Organisation. The length of service of Committee Members will be 4 years. Two Members per year will leave the Committee, according to their length of service. Should there be insufficient members of the Organisation wishing to join the Committee, the two Committee Members due to leave, will be eligible for re-election for one year. A Quorum for Committee Meetings shall be five, including one Office Bearer.

9. ANNUAL GENERAL MEETING

The AGM shall be held at such a place and time, as the Committee shall appoint. All Members shall be informed in writing, by the Secretary, one month in advance of the Meeting.

The agenda at the AGM shall be in the following form or as near thereto as the circumstances permit: -

- a) Minutes of last AGM
- b) Annual Report by Office Bearers
- c) Election of Office Bearers and Committee
- d) Report by External Examiner as required under current OSCR regulations
- e) Election of External Examiner as required under current OSCR regulations
- f) Any other competent business
- g) Date of next AGM

10. VOTING RIGHTS

At all Meetings of the Organisation only Members and Co-opted Members shall be entitled to vote. Method of voting shall be at the discretion of the Convener.

11. SUBSCRIPTIONS

All Members and Co-opted Members shall pay such subscriptions, annual or otherwise, as the Committee shall from time to time determine.

12. FINANCE

All monies raised by or on behalf of the Organisation shall be applied to further the objects of the West Lothian 50+ Network and for no other purpose. Without prejudice to the foregoing generality, reimbursement of outlays actually incurred by Members for the benefit of the Organisation will be permitted. Other than the above payments, payments to Members or Office Bearers for work done by the hour and/or ex gratia payments will not (under the terms of this clause) be seen as outlays incurred for the benefit of the Organisation. Honoraria may be paid to Office Bearers at the discretion of the Committee. The Committee reserve the right to raise/donate funds to other charities in accordance with OSCR regulations.

13. ACCOUNTS

The Treasurer will be responsible for the day-to-day finance and will prepare financial reports and accounts to be given to each meeting of the Committee. The financial year will be from 1 April to 31 March.

14. BANK ACCOUNTS

All bank accounts shall be operated on any two signatures of four nominated Office Bearers of the Organisation.

15. EXTERNAL EXAMINERS

The accounts of the Organisation shall be examined externally, as required under current OSCR regulations.

16. ALTERATIONS TO CONSTITUTION

Any resolution to alter this Constitution shall be submitted to the Organisation at a Members' Meeting. Twenty eight days notice of the Meeting should be given to Members. Any such resolution must be passed by a two-thirds majority of those present and entitled to vote.

17. DISSOLUTION OF GROUP

If the Committee decide that dissolution of the Organisation is necessary or advisable, the Committee shall call a Meeting of all Members. Twenty-eight days notice of such Meeting shall be given to all Members.

If such a decision to dissolve be confirmed by at least two thirds majority of those present and voting at the Meeting, then after the satisfaction of all debts and liabilities, the assets shall not be paid or distributed to the Members but shall be given to such other charitable organisations with objects similar to those of the Organisation as the Organisation may decide. The Organisation shall then be declared dissolved.

CERTIFIED AS A TRUE COPY

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Office Held <i>Chairman</i>	Office Held <i>Secretary</i>

Date of meeting adopted *20th May 2017*