

# CONSTITUTION OF THE SCOTTISH PILGRIM ROUTES FORUM

## 1. Name

The name of the association is The Scottish Pilgrim Routes Forum ('the Forum').

## 2. Objects

The Forum is a non-profit distributing voluntary association which aims to promote the exchange of information, expertise and knowledge among groups and agencies involved in the physical establishment of a network of pilgrim routes across Scotland.

## 3. Powers

- (a) To provide meetings and other events for members of the Forum and to enable members to organise similar meetings and events locally in the name of the Forum.
- (b) To develop digital and other forms of communication for the use of members of the Forum and for public information.
- (c) To effect insurance of all kinds.
- (d) To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the Forum's activities.
- (e) To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the Forum.
- (f) To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the Forum.
- (g) To borrow money, and to give security in support of such borrowings by the Forum.
- (h) To raise funds in pursuit of the Forum's objects and to accept grants, donations and legacies of all kinds and any reasonable conditions attached to them.
- (i) To pay bona fide expenses and running costs incurred in the pursuance of the Forum's objects.
- (j) To employ such consultants or staff as may be required by the Forum from time to time.
- (k) To do anything which may be incidental or conducive to the furtherance of the Forum's objects.

## 4. Membership

- (a) Membership of the Forum is open to any organisation or individual involved in the furtherance of the Forum's objects.
- (b) The Management Committee of the Forum may, at its discretion, refuse to admit any organisation or individual to membership.
- (c) The Secretary shall maintain a register of members, providing appropriate contact details of each member and including the dates of their admittance and cessation of membership of the Forum, to be managed in compliance with the Data Protection Act.
- (d) Annual membership fees of the Forum shall be set at the AGM.

## 5. General Meetings

- (a) An Annual General Meeting (AGM) shall be held to receive an annual report by the Chairperson, to consider the annual accounts and appoint an Independent Examiner, and to elect the Management Committee for the coming year.
- (b) A Special General Meeting may be called at any time by the Management Committee, or at the written request of ten members of the Forum.
- (c) The quorum for General Meetings shall be one quarter of the current membership.
- (d) At least 14 days notice of General Meetings must be given to members.
- (e) In the event of an equal number of votes for or against any resolution, the Chairperson of the meeting shall be entitled to a casting vote in addition to a personal vote.

**6. Management Committee and Office Bearers**

- (a) The Management Committee shall consist of a maximum of nine members who will direct the business of the Forum.
- (b) The quorum for meetings of the Management Committee shall be three persons in addition to the Secretary, with any alternates being notified in advance to the Chairperson.
- (c) One third of the Management Committee members shall retire from office at the AGM by rotation after a term of three years but will be eligible for re-election for one more term.
- (d) At the first meeting after the AGM the Management Committee shall elect from among themselves a Chairperson and a Treasurer for the coming year.
- (e) The Management Committee shall appoint a Secretary for such term, remuneration (if any) and on such conditions as it may think fit, and may remove the Secretary at any time subject to any prevailing contract.
- (f) In the event of any casual vacancies, the Management Committee may co-opt up to one third of the maximum number of members to serve until the next AGM.
- (g) The Management Committee shall meet at least three times a year, subject to a minimum of seven days notice.
- (h) Minutes of proceedings at all meetings will be taken by the Secretary, and will be signed as a correct record by the Chairperson.
- (i) A member of the Management Committee who has a personal or business interest in any transaction, or other arrangement that the Forum is proposing to enter into, must declare that interest at a meeting of the Committee and may not vote in that respect.
- (j) In the event of an equal number of votes for or against any resolution, the Chairperson of that Committee meeting shall be entitled to a casting vote in addition to a personal vote.

**7. Finances**

- (a) A bank account shall be kept in the name of the Forum. The signatures of two persons appointed by the Management Committee shall be required for its operation.
- (b) A statement of accounts shall be made up to 31<sup>st</sup> March in each year and shall be examined by an Independent Examiner.

**8. Dissolution**

- (a) If the membership determines that, for any reason, it is appropriate for the Forum to be dissolved, the Management Committee shall call a Special General Meeting giving at least 21 days notice and stating the terms of the proposed resolution.
- (b) If the proposal to dissolve the Forum is confirmed by a two thirds majority of those members present and voting, the Forum shall have the power to dispose of any assets remaining, after satisfaction of debts, to another voluntary association or registered Scottish charity having similar aims and objectives within Scotland, as identified by those present and voting.

**9. Amendments to Constitution**

This constitution may be amended by a resolution passed by not less than two thirds of those members present and voting at a General Meeting, providing that due notice has been given including the terms of the resolution.

This constitution was adopted at a meeting of the Steering Group of the Scottish Pilgrim Routes Forum held on 25<sup>th</sup> May 2012.

Signed: .....

Steering Group member

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Steering Group member