

**CONSTITUTION
OF
FIFE WRITES
issue 2
15 December 2019**

1. NAME

The name of the Group shall be Fife Writes (herein after called “the Group”)

2. PURPOSE

The main purpose of the Group will be the advancement of arts, heritage and culture by encouraging involvement and providing the opportunity to write and perform and in furtherance will:

- 2.1 offer the provision of recreational facilities or the organisation of recreational activities in order to participate in recreation and other leisure time pursuits to reduce isolation and improve conditions of life;
- 2.2 be a peer support group for writers of all genres and to encourage each other to write and share our work;
- 2.3 hold events such as storytelling, short stories, novels, poetry, performance and music, across Fife. Readers, performers and musicians ranging from the inexperienced to full professionals shall be invited to perform at the events;
- 2.4 hold creative writing workshops that help writers;
- 2.6 hold other events that further the aims of Fife Writes.

3. POWERS

For the furtherance of the stated purposes, the Group may:

- 3.1 raise funds to meet the purposes;
- 3.2 meet as required to discuss activities;
- 3.2 hire local premises as and when necessary;
- 3.4 engage the services of volunteers when necessary to assist in the work of the Group and reimburse approved out-of-pocket expenses;
- 3.5 engage the professional services of, for example, Workshop Tutors and Stage Managers, and to pay appropriate fees if necessary
- 3.6 promote the Group and activities within Fife;
- 3.7 hold a bank account in the name of the Group;
- 3.8 receive contributions by way of donations and to raise funds, to further the purposes of the Group and expend money received from any source;
- 3.9 make donations to other community groups subject to funds available;
- 3.10 do all such other lawful things as appear to the office bearers and members to be necessary or desirable in pursuance of these purposes.

4. EQUAL OPPORTUNITIES

- 4.1 In achieving the stated aims and objectives, the Group will incorporate the principles of the Equality Act 2010 and is committed to the positive promotion of equality, diversity and inclusion in all its functions.
- 4.2 The Group will strive to eliminate intentional and unintentional unlawful discrimination against individuals or groups of any of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation). In doing so, the Group acknowledges the need to review periodically and adapt to ensure the above.

5. MEMBERSHIP and MEMBER INFORMATION SECURITY

5.1 Membership

Membership shall be open to anyone with an interest in the purposes of the Group and will have full voting rights. Requests for membership shall be considered by the office bearers following receipt of a membership application form. The office bearers will have the right to refuse membership without explanation and create a waiting list should one be required.

The office bearers shall have the power to terminate the membership of any member, with the proviso that the member shall have the right to be heard by the committee before a final decision is made.

Attendance at events is open to children under 16, provided they are accompanied by a responsible adult.

5.2 Member Information Security

The Group will adhere to the Data Protection Act (2018) and any successor acts thereafter.

6. FEES

The Committee of office bearers shall determine from time to time any membership social activity and fees as necessary.

No person will be excluded from participating in social activities providing all the appropriate fee contributions are met.

7. THE COMMITTEE

- 7.1 The affairs of the Group shall be administered by a Committee of not less than three (3) members and will: -
- (i) organise any meetings as deemed necessary
 - (ii) Arrange activities and events for members and the public.
 - (iii) Arrange any fundraising events with proceeds counting towards costs associated with the purposes and submit appropriate applications to funders to cover costs of activities.

- 7.2 At an Annual General Meeting the membership shall elect from the membership the office-bearers, namely a Chair, Secretary and Treasurer. No main office bearer or authorised signatory of the group will be connected, and for the avoidance of doubt be a family member or in a relationship.
- 7.3 The main office-bearers can co-opt from the membership additional office-bearers as they deem necessary from time-to-time for their expertise, knowledge and skills, for example an Events Co-Ordinator, who will have full voting rights.
- 7.4 The Committee shall appoint a capable independent financial examiner who must not be a member of the Committee to examine the Group accounts on an annual basis prior to the AGM.
- 7.5 The committee shall have the power to appoint non-executive Honorary positions, for agreed periods of time or in perpetuity as deemed appropriate by them, in recognition of an individual's significant on-going support for Fife Writes.

8. RULES OF PROCEDURE AT ALL MEETINGS

8.1 Quorum

(i) General Meetings

A Quorum for General Meetings (AGM) shall comprise of not less than one-fifth of the members. This may be achieved using a proxy voting system that allows those not present to vote at AGMs and be counted as part of the quorum.

(ii) Committee Meetings

Normally one-third of the membership of the Committee shall form a quorum providing also that at least one of the three main office bearers of the Committee is present.

8.2 Voting

Subject to the provisions of Clause 10 (Alterations to the Constitution) all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No person shall exercise more than one vote, even though he / she may have been appointed to represent two or more interests. In the case of an equality of votes the Chair shall have a second or casting vote.

8.3 Minutes

Minutes shall be kept by the Group of all meetings and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

9. FINANCE

- 9.1 The Group's financial year shall be from 1st April to 31st March.
- 9.2 The Treasurer shall keep proper accounts of the finances of the Group.
- 9.3 All income shall be put into a Bank Account administered by the Committee and shall be used to further the purposes of the Group with the exception of Petty Cash that will **hold no more than £100** at any one time and will be secured in locked storage agreed by all office-bearers.

- 9.4 Two of three officer bearers, one of who shall, in normal circumstances, be the Treasurer, sign cheques or authorise cash withdrawals relating to the Group's Bank Account and in accordance with clause 7.2.
- 9.5 At least once every financial year the Group's accounts shall be submitted to a capable independent examiner and a report thereon obtained. The committee, prior to the Annual General Meeting, shall submit independently examined accounts.

10. ALTERATIONS TO THE CONSTITUTION

The Constitution may be altered at the AGM or at a Special General Meeting called for that purpose and will require to be passed by not less than **two-thirds** of the members present.

11. DISSOLUTION

- 11.1 The Group may at any time be dissolved by those eligible to vote. At least twenty-one clear days' notice shall have been sent to all members of the Group regarding this dissolution.
- 11.2 In the event of the dissolution of the Group, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Group but shall be given or transferred to a charitable/community group(s) within Fife having purposes similar to those of the Group or such designated charity/community group as all members see fit, so long as assets are only used for charitable purposes.

12. ASSETS LOCK

For the avoidance of doubt the income and property of the group shall be applied solely towards promoting the groups' charitable purposes.

13. DEFINITIONS CLAUSE

- 13.1 'Charitable body', 'charitable institution', 'charitable organisation' [as applicable in the context of the constitution] and 'charity' shall mean a body on the Scottish Charity Register which is also regarded as a charity in relation to the application of the Taxes Acts.
- 13.2 'Charitable purpose' means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

THIS CONSTITUTION

was adopted at an Inaugural Meeting of the Group held on8 January 2020.....