

CONSTITUTION FOR  
MURIESTON ENVIRONMENTAL GROUP (MEG)

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- 1. Name**                      1.1.The name of the organisation shall be Murieston Environmental Group commonly known as MEG.
- 2. Area of Operation**                      2.1.The area of operation, for the purposes of this Constitution, shall be the Cambridge Pond, Murieston Trail and surrounding woodlands in Murieston, West Lothian
- 3. Objects**                      3.1.The objects of MEG are: –
- 3.1.1. To improve the conditions of life, social welfare and leisure time enjoyment of residents and surrounding communities of the outdoor recreational amenities by:
- 3.1.1.1. engaging the community, advancing education and citizenship and nurturing a sense of responsibility for the local environment;
- 3.1.1.2. providing opportunities to participate in outdoor environmental projects in the area of benefit;
- 3.1.1.3. promoting and maximising community participation in the activities of the project;

- 3.1.1.4. restoring, maintaining and improving the outdoor amenities for the enjoyment of those living in Murieston and surrounding communities;
- 3.1.2. to encourage and improve biodiversity with sensitive environmental projects within Murieston;
- 3.1.3. to promote the use of the Murieston outdoor spaces by members of the Murieston and surrounding communities
- 3.1.4. and to create links with groups and communities whose life conditions could be improved by accessing the Murieston outdoor amenities

#### **4. Membership**

4.1. Membership of MEG shall be open to:

- 4.1.1. Any person or group who lives in Murieston or who use(s) the outdoor amenities for recreational purposes; and who has an interest in MEG's activities regardless of age, race, religion, sexual orientation, gender, disability or nationality
- 4.1.2. Any person who has specific skills or knowledge that would be of assistance to MEG and may not otherwise be eligible for membership may be co-opted on to the

committee. The number of co-opted members should be not more than three and shall not be entitled to vote.

**5. Termination  
of  
Membership**

5.1. The Management Committee shall have the right to terminate any membership for any good and sufficient reason, but provided an individual member or one representative of an associated organisation shall have the right to be heard by the Committee before such a decision is made.

**6. Management  
Committee**

6.1. MEG shall have a Management Committee consisting of residents from the area of benefit and appropriate co-opted members

6.2. To maintain a strong link with the Murieston Community Council an invitation for members to join the MEG Management Committee will be sent in writing to the Murieston Community Council at least four (4) weeks prior to the AGM

6.3. The Management Committee shall be responsible for the management and administration of MEG.

6.4. The Management Committee shall be assisted in the administration of MEG by appropriate officers from relevant Council services

6.5. The Management Committee shall have power to delegate any of their responsibilities and duties to a sub-committee appointed by, and responsible to,

the Management Committee.

6.6. The Office Bearers shall meet as an Executive Committee when and where required to aid in effective management of committee business

6.7. The Management Committee shall keep adequate written and photographic records of all meeting, projects and events.

## **7. Composition**

7.1. The Management Committee shall comprise of residents from the area of benefit and shall be limited to (10) and shall consist of a minimum of three (3) people. A quorum for Management Committee meetings shall be three (3) people Two (2) of which shall be Office Bearers.

7.2. The office bearers are the Chair, Vice-Chair, Treasurer and Secretary.

7.3. The office of Vice-Chair may also be held by the Treasurer and Secretary if there are insufficient members to provide a separate Vice-Chair.

## **8. Office Bearers**

8.1. Office bearers are elected at the Annual General Meeting. If a vacancy occurs before the AGM, the Management Committee shall appoint someone until the next AGM.

8.2. Other vacancies on the Management Committee shall be filled by a proposal and a second

nomination from the existing Committee.

8.3. Consideration will be given to the full diversity of the population in considering committee members and therefore requests for new members will be made at the time of the AGM notification when vacancies arise.

## **9. Minutes**

9.1. The Secretary shall, amongst other things, be responsible for the writing of minutes in general meetings, the Management Committee meetings, and any sub-committee meetings thereof. The Secretary may be assisted by the appointment of an assistant or minute secretary. All minutes shall be open to inspection by all members but they should be approved at the following meeting before being displayed.

## **10. General Meetings**

10.1. The Management Committee shall meet as required, but not less than four times per year, the timing of which will be decided by the Management Committee.

## **11. Annual General Meeting**

11.1. The Organisation shall in each year hold a general meeting as its Annual General Meeting (AGM) in addition to any other meeting in that year, and shall specify the meeting as such in the notices calling it.

11.15. An AGM shall be held each year in June and

will be held at such place and time as the Committee shall decide.

11.16. Members of the Management Committee shall be elected at the AGM

11.17. At the AGM all members of the current Management Committee shall retire, but shall be eligible for re-election.

11.18. Nomination for election to the Management Committee shall be made in writing to the Secretary at least seven (7) days before the AGM

11.19. If fewer nominations are received by the deadline than there are vacancies, nomination may be taken from the floor up to the number of vacancies available

11.20. Five (5) members shall be a quorum for the AGM

11.21. Decisions shall be made by a simple majority of those present and eligible to vote. The Chair shall have an additional vote in the event of a tied vote.

11.22. Notice of the AGM will be advertised on posters and by advertisement in relevant publications two weeks prior to the meeting

## **12. Chairperson**

12.1. The chairperson of the Management

Committee shall chair General Meetings, including the Annual General Meeting. If the Chairperson is absent the Vice-Chairperson or a member of the Management Committee elected at the start of the General Meeting shall chair the meeting.

### **13. Agenda**

13.1. At the Annual General Meeting, the Agenda shall be in the following form, or as near to as circumstances permit:-

- a) Apologies for absence;
- b) Minutes of previous meeting;
- c) Presentation and adoption of Annual Reports;
- d) Presentation and adoption of Annual Audited Accounts;
- e) Election of members of the Management Committee;
- f) Election of office bearers;
- g) Any other competent business of which prior notice has been given;
- h) Appointment of the auditors;
- i) Motions.

### **14. Declaration**

14.1. It shall be the duty of every member who is

## of Interest

in any way, directly or indirectly, interested financially in any item discussed at any meeting of MEG at which he or she is present to declare such interest and he or she shall not take part in discussion of such items or vote on such items.

## 15. Finance

15.1. All monies raised by MEG shall be applied to further the aims of the organisation and for no other purpose. No Office Bearer or other member shall be paid or given any sum of money except in so far as the payment is for reimbursement for receipted outlays incurred for the benefit of MEG

15.2. The Management Committee shall authorise, in writing, three office bearers of the committee, normally one of whom should be the Treasurer, to sign cheques on behalf of the organisation. All cheques must be signed by not less than two of the three signatories, one of which should be the chairperson or treasurer.

15.3. Full financial records shall be kept and financial statements produced annually and on request by the Management Committee

15.4. The accounts shall be examined by an independent financial adviser (not a Management Committee member) authorised by the Management Committee and a financial statement presented at the AGM



15.5. The financial year will run from 1<sup>st</sup> April to 31<sup>st</sup> March

#### **16.Powers**

16.1. The Management Committee will have the power to acquire grant income from third party organisations towards the cost of the project.

#### **17.Amendments**

17.1. Any resolution to alter this Constitution will be submitted to MEG in writing twenty- one days before the general meeting takes place. Any such resolution must be passed by a two-thirds majority of those present and entitled to vote. Proposed alterations to Articles 3, 4, 15, 16 or 17 of this Constitution shall be notified to OSCR to ascertain whether or not such proposed alterations would affect the charitable status of the organisation and in the event that such alterations do affect the said status, they shall not be entertained.

#### **18.Dissolution**

18.1. If the Management Committee decides that dissolution of the Organisation is necessary or advisable, the Management Committee shall call a meeting of all members and also residents of the area of benefit.

Twenty one days' notice of such meeting shall:-

(a) be given to all members;

(b) be posted in a conspicuous place or

places in the area of benefit;

(c) be published in publications circulating in the area of benefit;

18.2. If such a decision to dissolve be confirmed by at least a 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 MEG as may be decided. MEG shall then be declared dissolved.

### 19. Adopted by

Name: Committee Role:

Signature Date:

Name: Committee Role:

Signature: Date: