

SAVE SANDYHILLS GROUP

CONSTITUTION (“Constitution”) of the association

1. Name of association

The name of the association is the “Save Sandyhills Group” (“SSG” or “Group”).

2. Purpose

The associations’s sole purpose is to:

Preserve and protect Sandyhills Bay as a public amenity and special part of Scotland’s coastal geography and natural heritage by:-

- Campaigning for undiminished, uninhibited public access,
- Supporting the maintenance of a rich environmental and ecological status,
- Encouraging and promoting sensitive and sympathetic visions of its future development whilst maintaining the public amenity of Sandyhills Bay,
- Protecting and defending it against any potentially damaging actions, activities and commercial exploitation that would materially and irreversibly damage and degrade Sandyhills Bay, its beach, its foreshore and environs either directly or by inappropriate developments of adjacent properties,
- Promoting its National Scenic Area status, its status within Dumfries and Galloway’s Local Development Plan 2 and any further amendments thereto and the Scottish Government’s National Planning Framework 4 and any amendments thereto,

3. Powers

In pursuance of the purposes set out in clause 2 the Group shall have the following powers:-

- (a) Raise funds and receive contributions and donations but not undertake any permanent trading activity;
- (b) Bring together representatives of voluntary and statutory organisations, government departments and individuals;
- (c) Produce leaflets/posters/information to publicise activities;
- (d) Hold meetings;
- (e) Pay the necessary expenses involved in running the Group;
- (f) Use third party services, when necessary, to carry out work;
- (g) Undertake any other lawful activity to further the Group’s purpose

4. Membership

Membership of the Group shall be open to all persons in sympathy with the Group's purposes that have submitted written interest in joining the Group and are willing to abide by the Group's Constitution ("Member").

Each Member will have one vote and will be eligible to stand for election on to the Management Committee.

The Group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

5. Honorary Membership

The Committee on behalf of the Group may from time to time confer "Honorary Membership" on persons considered to be of sufficient merit to be so honoured. Honorary Members shall have no voting rights and will not be eligible to be elected as an Office Bearer or Committee Member of the Group unless they have previously been ordinary Members.

6. Management Committee

The Members shall elect five Members to form a management committee (the 'Committee'). The election can be held in person or by way of a message sent electronically. Once elected the management committee members shall elect a chair / president, secretary and treasurer as Office Bearers from amongst themselves.

Committee members will direct the policy and management of the Group. They shall be elected to serve for one year after which time they may stand for re-election.

All decisions of the Committee shall be made by majority vote. The Chair / President will have a casting vote in the event of a tie.

The Committee will have the power to co-opt Members if it wishes to use this power.

The Committee will meet as required from time to time but not less than three times a year. Meetings may be held electronically. The quorum level will be set at 3.

7. Office Bearers

The Office Bearers of the Group shall be:-

- a) President / Chair (elected for 1 year)
- b) Secretary (elected for 1 year)
- c) Treasurer (elected for 1 year)

8. Meetings

General meetings will be held as often as necessary.

An annual general meeting (AGM) of the Group shall be held every year in the month of October. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the AGM will include electing the Committee; reporting on the activities during the year, amendments to the Constitution and approval of the Group's accounts.

An extraordinary general meeting (EGM) can be held at the Chair's discretion or by written request to the Chair of not less than ten Members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all Members. An extraordinary general meeting should only consider the business specified in the request.

9. Duties of the Committee and Office Bearers

- a) The Secretary shall furnish reports of the Group's activities to the AGM. The Secretary shall have a duty to keep a true record of the proceedings of meetings, to inform Members of the dates, times and agendas of meetings, to deal with the correspondence of the Group and to undertake such other duties as may arise from time to time
- b) The Secretary shall keep an up to date record of Group Membership.
- c) The Treasurer shall furnish reports to the AGM and to scheduled meetings of the Committee as to the state of the Group's finances. The Treasurer shall have a duty to keep an accurate accounting of the financial affairs of the Group and to present annual accounts timeously for independent examination. The Treasurer shall pay accounts and draw cheques as authorised by the Committee under the guidance of Clause 10 below.

10. Accounts

1. Any monies donated and raised shall be used to further the purposes of the Group and for no other reason;
2. A bank account (Account) will be opened in the name of the Group;
3. Use of the Account's funds will require the signatures of two Office Bearers on any cheque or other bank document for sums in excess of £1,000. There will be three signatories available to the Treasurer for signing cheques;
4. Payments and expenditures in excess of £1,000 by BACS or other electronic means shall require the written / electronic approval of at least two Office Bearers. Treasurer may personally effect transfers of sums up to £1,000 but informing other Office Bearers of these on each occasion;

5. A simple written note of the Group's financial position, will be produced and available at Committee meetings;
6. A statement of accounts verified by a competent person who is independent of the Group shall be tabled at the Annual General Meeting;
7. No Member or Officer shall derive any financial benefit from the Group, except for payment / reimbursement of reasonable out of pocket expenses incurred in the direct support and provision of services to the Group and its activities;
8. No money will be paid out in the name of the Group without a supporting receipt being presented.

11. Personal Liability

The Committee shall at the earliest date undertake to implement and deliver an appropriate legal structure for the Group and its performance under this constitution to protect Committee Members from any and all personal liability in their engagement in and pursuit of Group activities.

12. Amendments to the Constitution

If amendment(s) to the Constitution are necessary, Members will be informed in writing and given the opportunity to consider and vote on the amendments. The amendment(s) will be made if there is a two-thirds majority vote of Members.

13. Dissolution

If the Committee, by a simple majority, deem it advisable to dissolve the Group it shall call a meeting of all the Members giving 21 days notice. If the proposal to dissolve is confirmed by a two thirds majority of those present and voting the Committee shall after discharging any liabilities of the Group pass any remaining assets to a like-minded body for the preservation of Dumfries and Galloway's coastal geography and natural heritage.