

CRUCK COTTAGE HERITAGE ASSOCIATION

CONSTITUTION (JUNE 2003)

1) NAME :

The Group shall be known as **Cruck Cottage Heritage Association** (hereinafter referred to as the **Association**)

2) AIMS AND OBJECTIVES :

The objects of the Association, through the management of the Committee, are to promote the use of the Cruck Cottage for the benefit of the local community and wider Communities of interest, under the auspices of Solway Heritage (Owners of the Cottage).

The objects of the elected Committee will be:

- To support the restoration and maintenance of the Cruck Cottage.
- To attract and promote the use of the Cruck Cottage by Community members and other appropriate groups.
- To collect and exhibit, in an interpretation centre, articles, objects and information relating to the history and social conditions of the Cruck Cottage and Torthorwald Parish.
- To promote fund raising required to support the restoration and maintenance of the Cruck Cottage and equipment required.
- To oversee the use and running of the Cruck Cottage.
- To report any structural damage to Solway Heritage.
- To ensure the Cruck Cottage is kept clean and tidy at all times.
- To organise and/or support events and special functions relating to the Cruck Cottage for the benefit of the Community(s).

3) MEMBERSHIP:

- Membership shall be open to **all** members of the local community and wider communities of interest upon payment of a fee to be determined by the Committee annually.

4) STRUCTURE:

- The Committee shall comprise of not less than **eight** members, elected by the members of the Association at the Annual General Meeting, and will include at least **one** member of Solway Heritage.
- From members elected there shall be appointed a **Chairman, Secretary, and Treasurer**.
- Members will serve an initial term of **two** years, but will be eligible for re-election for a further term of two years. Members can resign after one year if so desired.

- The Committee will meet as appropriate but at least **three** times per annum including the Annual General Meeting after mentioned.
- The secretary shall notify committee members not less than **14** days prior to each meeting taking place.
- At **all** meetings **not less** than a **third** of elected members will form a quorum.
- **Minute** books shall be kept by the Association and the Secretary shall enter therein a record of all proceedings and resolutions.
- **Special meetings** may be called by the secretary upon receiving such a request, in writing, signed by at least a third of the committee members explaining why such a meeting is being called.

5) **POWERS OF THE COMMITTEE**

- To solicit donations and sponsorship by outside parties
- To promote activities to raise funds for the Association
- To publicise the work of the Association in order to attract visitors to and potential exhibitors in the centre.
- To collect and catalogue exhibits for the centre and to make all necessary arrangements for the security and staffing of the centre.
- Generally to secure adequate resources to enable the objects of the Association to be carried out.

6) **ACCOUNTS**

- The **funds** of the Association will be lodged with a bank in the name of the Association.
- Money may be drawn from the account with the **signatures** of two signatories appointed by the Committee.
- It shall be competent for the treasurer to retain in hand a sum not exceeding £10 for current **expenses**.
- Any **funds** of the association will be distributed by the office bearers for the benefit of the community, or other object charitable in law, as the committee may decide. At least **three** office bearers will be consulted when funds are to be drawn.
- An **auditor** shall be appointed annually at the AGM. The auditor will not be a member of the Association.

7) **ANNUAL GENERAL MEETING**

- The **Annual General Meeting** of the Association shall be held at such a time (not being more than fifteen months after the preceding AGM) and at such a public place as the Committee shall determine.
- At such Annual General Meeting the business shall include:
 - ❑ Chairman's remarks

- The work done by the Committee
- Minutes of previous meeting
- Treasurers report
- Election of auditor
- Election of office bearers
- Any other competent business

8) DISSOLUTION OF THE ASSOCIATION:

- If the Committee by a majority decides at any time that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association giving such notice as is specified in clause four hereof. If such a decision is confirmed by a majority of those present and voting at such the Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards purposes which the law regards as charitable for the benefit of the local community and its environs

9) ALTERATIONS TO THE CONSTITUTION

- The Association may alter this Constitution by resolution of a General Meeting approved by a simple majority of members present and voting of which such notice is specified in Clause Four hereof had been given including notice of the business to be discussed.

Constitution adopted – 1st June 2003

Chairman

Secretary