

Torphins Paths Group

Constitution

1 Name

The organisation shall be known as 'Torphins Paths Group', hereafter referred to as 'the group'.

2 Objectives

The objectives of the group are:

- a) to advance, promote, encourage, co-ordinate and facilitate the creation and management of local path networks within the Torphins area for the use of local people and visitors alike for the purpose of furthering their health, well-being and enjoyment of the countryside;
- b) to keep open and maintain existing routes & networks and to liaise with landowners and tenants in the development of new and existing paths;
- c) to advance community well-being and the education of the public regarding environmental & conservation issues.

3 Powers

To further the above objectives, the group may:

- a) employ and pay third parties to supervise, organise and carry on the work of the group;
- b) engage and pay fees to professional and technical advisors / consultants to assist the work of the group;
- c) liaise and work with representatives of voluntary organisations, local and central government departments, non governmental organisations, charities, statutory authorities and individuals;
- d) borrow money, and to give security in support of any such borrowings by the association;
- e) take such steps as may be deemed appropriate for the purpose of raising funds for the association's activities;

- f) accept grants, donations and legacies of all kinds (and to accept reasonable conditions attaching to them);
- g) effect insurance of all kinds (which may include officers' liability insurance);
- h) work principally in the Torphins area to develop path links to adjoining communities and elsewhere as seen fit by the members;
- i) to publicise and promote the work of the group
- j) do all such lawful things as are incidental or conducive to the attainment of such aims.

4 Membership

- a) As a non-political group that respects the protected characteristics defined in the Equalities Act 2010 (age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, gender and sexual orientation), ordinary membership shall be open to all those who are interested in taking an active role in the work of the group and are willing to abide by the objectives and rules of the group, who are all eligible to vote at the AGM.
- b) A representative access officer of Aberdeenshire Council shall be an ex-officio member of the group and will be eligible to vote.
- c) Torphins Community Council shall be invited to appoint a representative to the group who will not be eligible to vote.
- d) The management committee shall have the right for good and sufficient reason to terminate the membership of any individual, provided that the member concerned shall have the right to be heard by the management committee before a final decision is made.
- e) The Secretary shall maintain a list of members.
- f) Members seeking to cancel their membership shall advise the Secretary in writing.

5 Office Bearers

At its annual general meeting, the group shall elect a management committee of up to seven from amongst its members, which will include chairman, secretary, treasurer, and up to four members.

6 Management Committee

- a) The management committee shall meet on at least four occasions per year to carry out the business and objectives of the group.
- b) The chairman and other office bearers of the group shall hold office until the conclusion of the next AGM after their election, but shall be eligible for re-election. Wherever possible, new office bearers shall be appointed after a position is held for three consecutive years.
- c) The management committee can elect co-opted members if vacancies arise between AGMs or if a particular person with specifically required experience or skill is required.

7 Annual General Meeting

- a) An AGM shall be held in March each year. The secretary shall give at least 21 calendar days notice of the meeting in writing or by email to each member and placing a notice on the group's website.
- b) At each AGM the business shall include the consideration of the work of the group, the approval of the verified accounts, the election of members to serve on the management committee and other such competent business by the membership.
- c) The chairman and / or a quorum of the management committee may at any time at their discretion call an emergency general meeting of the group. The secretary may also call an extraordinary general meeting within 21 days of receiving a written request to do so, signed by not less than 66% of the membership and giving reasons for the request.
- d) Nominations for office bearers and management committee members must be made by members of the group in writing and must be in the hands of the secretary at least 14 days before the AGM. A member may not nominate himself.
- e) No AGM will proceed without a quorum.

8 Rules of procedure at meetings

- a) The quorum at all meetings shall be no less than 4 eligible members, at least 2 being office bearers or such other number as the group may determine from time to time at an AGM.
- b) All questions arising at any meeting shall be decided by a simple majority of the votes cast by eligible voters. In the case of an equality

of votes the person taking the Chair at the meeting shall have a second or casting vote.

- c) The management committee shall ensure that minutes are kept of all meetings containing in each case a note of those present, a record of all proceedings, resolutions and decisions.

9 Finance

- a) All funds raised by or on behalf of the group shall be applied to further the objective of the group and for no other purpose; this shall not prevent the payment in good faith of reasonable and proper remuneration to members of the committee for out of pocket expenses.
- b) The treasurer shall keep proper accounting records and shall prepare proper accounts annually.
- c) The accounts shall be verified at least once a year.
- d) The treasurer to the AGM shall submit a verified statement of the accounts for the last financial year.
- e) A bank account shall be opened and operated in the name of the group. The management committee shall authorise in writing three of their unrelated members (one of whom shall be the treasurer) to sign cheques on behalf of the group. All cheques must be signed by at least 2 of the 3 authorised signatories.
- f) Sufficient and adequate insurance will be purchased to cover the group in the event of any valid claim being made against the group.

10 Amendments to the constitution

- a) The constitution of the Torphins Paths Group shall not be amended without the agreement of members of the group.
- b) Amendments may only be dealt with at an AGM or EGM.
- c) A resolution to alter this constitution shall not be valid unless notice has been given to all members not less than 21 days before an AGM or EGM at which the alteration is proposed and, at least 60% of the votes cast by those eligible and present are in favour of the alteration(s).

11 Dissolution

The group may be dissolved by agreement of the members of the group at a meeting called for the purpose of dissolution under the terms of clause 7 (c), which will state the terms of the resolution to be proposed at the meeting. If the decision to dissolve the group is confirmed by at least 60% of the votes cast, 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 recognised charitable organisation(s) having objectives similar to those of the group.

We, the undersigned declare this to be a true copy of the Torphins Paths Group constitution.

First Signatory

Signature:  Print Full Name: WILLIAM DAVID MACLEAN

Address: 13 CRAIGS AVENUE, TORPHINS, AB31 4SH.

Designation: Chairperson Date: 11/1/2018

Second Signatory

Signature:  Print Full Name: ERIC W. JAY

Address: 28, GRAMRAE TERRACE TORPHINS AB31 4JS.

Designation: MEMBER Date: 11th JANUARY 2018