



# Scottish Seniors Computer Clubs

## Musselburgh Constitution

### **Name**

The name of the organisation is Scottish Seniors Computer Clubs Musselburgh, hereinafter referred to as “The Musselburgh Computer Club”.

### **Aim**

The aim of the Musselburgh Computer Club shall be:

- To advance the education of the public and in particular the education of older people by extending their knowledge of computing, either at home or in a group, and encouraging them to have fun using computers [1].
- To promote the welfare and relieve the needs of older people in East Lothian by providing and facilitating access to computer technology and equipment, and in furtherance of this to encourage others to pass on computer equipment to allow an older person to access online technology and services, thereby reducing social isolation.

### **Powers**

In order to achieve its aim the Musselburgh Computer Club may:

- a) Recruit members.
- b) Raise money.
- c) Open bank accounts.
- d) Hire premises.
- e) Purchase insurance.
- f) Employ staff.
- g) Publish information and articles.
- h) Organise courses and events.
- i) Work with other Scottish Senior Computer Clubs around Scotland and exchange information and advice with them.
- j) Do anything that is lawful which will help to fulfil its aim.

[1] “Computers” in this context shall include: PCs, laptop and notebook computers, tablet devices; smartphones.

## **Membership**

The principle aim of the Musselburgh Computer Club is towards supporting older people (over 50s); membership shall be open to individuals without regards to disability, political or religious affiliation, race, sex or sexual orientation who are:

- Interested in helping the Musselburgh Computer Club to achieve its aim;
- Willing to abide by the rules of the Musselburgh Computer Club;
- Willing to pay any subscription agreed by the Musselburgh Computer Club;

Individuals working in the Musselburgh Computer Club as Volunteer Tutors, Individuals attending by subscription to the Musselburgh Computer Club and members of the

Management Committee holding the positions of Chairperson, Treasurer and Secretary shall be deemed to be Members, with full voting rights.

The membership of any member may be terminated for good reason adjudged by the Management Committee following due consideration: provided that, the member concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

## **General Structure**

The Musselburgh Computer Club shall operate independently within a federation of Scottish Seniors Computer Clubs held around Scotland, responsible for their own management, financial arrangements, recruitment and administration.

Consultancy services are provided to the federation of Scottish Seniors Computer Clubs through an Advisory Committee comprising each Scottish Seniors Computer Clubs Chairperson and is responsible for overall guidance as a focal point for all Scottish Seniors Computer Clubs in Scotland.

## **Management Committee**

The Management Committee shall be comprised of not less than three and not more than six individuals elected at the Annual General Meeting (AGM). The Officers of the Management Committee shall be the Chairperson, the Treasurer and the Secretary.

The Management Committee may co-opt onto the Committee; up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aims of the Musselburgh Computer Club.

The Management Committee shall meet at least two times a year. Formal records of each meeting and decisions taken shall be prepared.

At least three Management Committee members must be present for a Management Committee meeting to take place.

Voting on motions will take place at the Management Committee meetings. If there is a tied vote then the Chairperson shall have a second vote.

The Management Committee shall have the power to remove any member of the Committee for good and proper reason.

The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

The duties of the Chairperson shall be to:

- Chair Committee meetings and attend General Meetings of the Advisory Committee;
- Represent the Musselburgh Computer Club;
- Act as spokesperson of the Musselburgh Computer Club when necessary.
- Collect and communicate any relevant information from the Advisory Committee.

The duties of the Secretary shall be to:

- Prepare in consultation with the Chairperson the agenda for Committee meetings;
- Take and keep minutes of all meetings;

The duties of the Treasurer shall be to:

- Supervise the financial affairs of the Group;
- Check and submit periodic accounting returns to the Club Leader;
- Keep proper accounts that show all monies received and paid out.

### **Club Leaders**

One member shall be appointed as Club Leader. The duties of the Club Leader shall be to:

- Recruit members and tutors;
- Maintain their club membership lists, including details of Tutors;
- In consultation with members, set and collect membership subscriptions;
- Manage the relationship for their club venue, agreeing and paying any fees or rental;
- Keep a record of club accounts and submit accounting returns to the appointed auditor.

### **Finance**

All monies received by or on behalf of the Musselburgh Computer Club shall be applied to further the aims of the Musselburgh Computer Club and for no other purpose.

Any bank accounts opened for the Musselburgh Computer Club shall be in the name of the Musselburgh Computer Club. The account name shall include the collective name of the Advisory Committee (i.e. Scottish Seniors Computer Clubs ... ).

Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee.

The Musselburgh Computer Club shall ensure that its accounts are audited or independently examined every year.

The Musselburgh Computer Club may pay reasonable out of pocket expenses for travel, to tutors, Management Committee members and members travelling on Advisory Committee business.

### **General Meetings**

The Musselburgh Computer Club shall hold a General Meeting annually at a date set by the Management Committee.

All members shall be given at least fourteen days notice of any General Meeting and shall be entitled to attend and vote. The agenda shall be distributed to members in advance including motions to be voted on at the General Meeting.

Members may vote on motions at the AGM or in advance of the AGM, in person, by proxy, by Email or letter.

The business of the AGM shall include:

- Receiving a report from the Chairperson on activities over the year;
- Receiving a report from the Treasurer on the finances overall;
- Retaining the existing or electing a new Management Committee;
- Retaining the services of the Scottish Seniors Computer Clubs Advisory Committee;
- Considering any other matter as may be decided.

At least one third of members must be represented either by being present or by proxy for the Annual General Meeting and any other General Meeting to agree any decisions regarding the Group's business.

A Special General Meeting may be called by the Management Committee or at least 51 % of members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

### **Alterations to the Constitution**

Any changes to this Constitution must be agreed by a majority of those members voting at any General Meeting.

## **Dissolution**

The Musselburgh Computer Club may be wound up at any time if agreed by the majority of those members voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to other groups with a similar aim.

## **Adoption of the Constitution**

Until the first AGM takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was adopted by [Management Committee to complete this section] :

Office .....

Name .....

Address .....

Signed ..... Date .....

Office .....

Name .....

Address .....

Signed ..... Date .....

Office .....

Name .....

Address .....

Signed ..... Date .....

*Committee member details are available on request.*