

## **Management Committee**

# **Constitution**

1. The Committee shall be known as "The Victoria Hall Trust Management Committee" (hereinafter referred to as "MC").
2. The objects of the MC shall be:
  - a. To provide for the inhabitants of Ellon and surrounding districts a venue to provide the opportunity for recreation, and leisure time occupation with the object of improving social wellbeing and fitness.
  - b. To manage and administrate, on behalf of The Trustees, the premises known as The Victoria Hall and to co-operate with relevant local authorities in the maintenance and management of, or any activities promoted by, The MC in furtherance of the above objects.
  - c. Pursuant to item 2 b., to have in place and maintained current, all relevant licences, insurances and safety risk assessments as required by the local authorities and as deemed necessary by the MC.
3. MC members shall be deemed as honorary and shall be over the age of 16. Where possible, the MC consist of the following:
  - a. One member nominated by The Victoria Hall Trust Trustees from among their number.
  - b. A minimum of two persons representing groups using the Hall.
  - c. A minimum of two members of the Public, to be appointed at the AGM or such other number as determined by the said AGM.
4. Office bearers: The MC shall elect from their own number a Chairman, Vice-Chairman, Secretary and Treasurer, together with such other office bearers as the MC shall from time to time determine. The Chairman shall preside at meetings of the MC and may delegate duties to other MC members as deemed necessary.
5. A Quorum of the MC shall be a simple majority.
6. Management of funds: The Committee shall operate such bank accounts as they shall from time to time determine. All income raised by, or on behalf of, the MC shall be used for operating the facility, and for building sufficient financial reserves to ensure that the Trust remains viable and resilient and to fund maintenance, improvements and any emergency expenditures that may be required.

7. Employees: The MC shall employ Hall Keeper(s) to administer the day to day business of the Hall including diary management, invoicing, banking of fees, liaison with the Treasurer and to undertake cleaning and upkeep of consumables stocks associated with the running of the Hall.

Employees may become MC members and be assigned the role of an Office Bearer. In such cases, they shall not be partied to any decision relating to their own employment. Such decisions shall be made by the remaining Office Bearers.

8. Bank Accounts: The MC shall operate 2 on-line bank accounts: a) a Management (un-restricted reserves) account for the day to day business of the Hall and b) a Capital account (restricted reserves) for the accumulation of funds set aside for special projects and for emergency reserve. There shall be at least two signatories for each account; the Treasurer and one designated Office Bearer(s) assigned/re-affirmed at the AGM.
9. Credit Cards: The MC shall arrange for credit card(s) with the individual purchasing limit of up to £500 (or the minimum limit set by the provider) to be made available to the Lead Hall Keeper and one Office Bearer. To permit auditing of such expenditures, credit card users shall keep receipt or invoice records of all purchases.
10. Accounts: The accounts shall be maintained current on a monthly basis showing the whole transactions of the two bank accounts. The Treasurer shall compile and report the annual accounts in accordance with the requirements of the Office of Scottish Charity Regulator (OSCR). Copies of Annual Accounts shall retained for at least 7 years and be made available to the general public and relevant funding organisations upon their request. The financial year shall be the period preceding the 31st March.
11. Expenditures; The MC shall have in place, procedures for reimbursement of expenditures by Committee members and Hall Keepers and for the approval of capital expenditures above an agreed range of thresholds.
12. An AGM of the MC shall take place not later than 30 June in each year. At the AGM, the MC members shall be re-affirmed as MC members for the following year unless they give notice of retirement.
13. The accounts of the MC, having been duly audited by a suitably qualified person and submitted to OSCR (or in the process thereof) shall be presented to the MC for scrutiny and comment.
14. A Special General Meeting (SGM) may be convened at any time when it is deemed necessary upon the instruction of the MC.
15. When an AGM or SGM of the MC is to be convened, it shall be publicised using posters and by using any appropriate internet based communication facility or social media system giving at least 5 days' notice.
16. The quorum for an AGM shall be a minimum of three Office Bearers and shall total ten including members of the Public.
17. No alteration of or addition to this Constitution shall be made unless by decision adopted at an AGM or SGM or by a ballot conducted via e mail where the support of two thirds of the MC members are in favour.