



Soutar Writers Group Constitution

- 1. Title:** The group shall be known as the Soutar Writers Group.
- 2. Address:** The group shall be based in Perth, Scotland and can be contacted via its titled committee members or the A K Bell Library, York Place, Perth PH2 8EP, tel: 01738 477062.
- 3. Objects:** The group seeks to:
 - i) develop the skills of local writers by providing constructive criticism of their work.
 - ii) operate as a writing support network.
 - iii) organise writing development activities and competitions.
 - iv) promote and publish its writers' work.
- 4. Powers:** The group will have the powers to:
 - i) operate a bank account in the group's name.
 - ii) take appropriate steps to raise funds for the group's activities.
 - iii) accept donations and grants of all kinds, and any reasonable conditions attaching thereto.
 - iv) operate a website and other publishing media to promote its work.
 - v) liaise with and support other voluntary and community groups with similar interests.
- 5. Membership:** Membership of the group shall be by invitation following an assessment of the applicant's written work. The assessment will be conducted by:
 - i) a qualified Writer in Residence operating through Perth Library Services, or
 - ii) one or more established writers nominated by the management committee in lieu.

Individuals cease to be members by resignation or by being removed through the mechanism of a special general meeting.
- 6. Membership and Other Fees:** The management committee may at an annual or special general meeting agree to introduce a subscription for membership and to vary or revoke any such charge. The management committee may from time to time collect fees from members to cover incidental costs, such as meeting venue hire and other group expenses.
- 7. Register of Members:** The management committee shall keep a register of members, which shall include the full name and contact details of each member of the group, the date to which he/she was admitted to membership and the assessor(s) involved.
- 8. Office Bearers:** The affairs of the group shall be administered by an elected management committee comprising:
 - i) titled members - chairperson, secretary and treasurer.
 - ii) up to five additional ordinary committee members.

All committee members shall retire from office on the occasion of an AGM, but shall be eligible for re-election for a further term if they so wish. There shall be no limit on the number of terms an individual may serve. The notice of an AGM shall be accompanied by an invitation to all members of the group to nominate themselves or other members for appointment as an office bearer. Any member who is proposed and seconded may stand for election.

9. Meetings: The principal types of meeting are:

- i) **Ordinary Meeting.** The management committee will endeavour to organise at least one writers group meeting per month throughout the calendar year.
- ii) **Committee Meeting.** The management committee will endeavour to meet once per quarter throughout the calendar year.
- iii) **Annual General Meeting.** (AGM) The management committee shall organise one annual general meeting per calendar year, no later than fifteen months following the preceding AGM. At least twenty-one days' notice shall be given to members and the business shall include: reports by titled office bearers; election of office bearers; setting of membership fees; presentation of accounts; and appointment of an independent examiner of accounts.
- iv) **Special General Meeting.** (SGM) The management committee may, or upon the request of not fewer than 50% of the membership, convene a special general meeting for the purpose of conducting any business relevant to the group's affairs. At least twenty-one days' notice shall be given to members.

10. Procedure at Committee and General Meetings:

- i) **Attendance.** All members of the group shall have the right to receive notice of, to attend, speak and vote at annual and special general meetings. No member of the group may vote at these meetings unless all monies owed by him/her to the group have been paid in full.
- ii) **Quorum.** The quorum for committee meetings shall be 50% of committee members, and for annual and special general meetings shall be 33% of group members.
- iii) **Voting.** All proposals and issues requiring resolution at committee, annual and special general meetings shall be decided by a simple majority of votes cast. In the event of a tie, the chair has the casting vote. Arrangements for proxy voting may be made from time to time by the management committee.
- iv) **Minutes.** A record shall be made of all committee, annual and special general meetings, including attendance, proceedings, resolutions and decisions.
- v) **Committee.** At annual general meetings, the retiring committee shall remain in office until the meeting is closed, whereupon the newly-elected committee will replace them.

11. Finance: The financial year shall run from April-March. The management committee shall operate a bank account in the name of the group. Three members of the management committee, one of whom shall be the treasurer, shall be authorised to sign cheques and operate any online account. Two signatures shall be necessary on all cheques. It is the responsibility of the management committee to oversee strict and accurate keeping of accounting records.

12. Amendments to the Constitution: This constitution may be amended by a resolution passed by at least 67% of the members present and voting at a properly convened general meeting of the group. The notice calling the meeting shall include notice of the resolution setting out the terms of the proposed amendment.

13. Dissolution and Disposal of Assets: This group may be dissolved by a resolution passed by at least 67% of the members present and voting at a properly convened general meeting of the group. The notice of the meeting shall include notice of the proposed resolution. In the event that a resolution to dissolve the group is passed, any assets remaining after the settlement of debts shall be given to such organisations or groups as may be deemed to have similar purposes as those of this group.

Certified as a true copy by:

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(Date)

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(Chairperson)

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(Secretary)