

Collieston Amenities Committee Constitution

1. Title

The title of the Committee is “**Collieston Amenities Committee**” (hereinafter called “**the Committee**”).

2. Objects

The objects of the Committee are:

- To maintain, protect and preserve the character and amenities of the village of Collieston, by Ellon, Aberdeenshire.
- To provide such additional amenities for Collieston as shall be considered necessary or desirable.
- To raise funds and accept donations for any of the above mentioned purposes.
- To act as a means of representation to Aberdeenshire Council and other such bodies for residents of the surrounding area of Slains who are not represented by any other means.*
- To do anything further in pursuance of these objects as the Committee shall consider necessary or desirable.

3. Annual General Meeting

An Annual General Meeting shall be held in Collieston during the last two weeks of September in each year upon a date and a time to be fixed by the Committee to which all owners and occupiers of property in Collieston shall be entitled to be present for the following purposes:

- To receive the annual report of the Committee
- To approve and adopt the audited Statement of Accounts of the Committee for the previous calendar year.
- To elect the requisite number of members to the Committee for the ensuing year.
- To transact any other competent business
- Twenty one clear days notice of the Annual General Meeting shall be given by poster to be exhibited at the Collieston Post Office or by such means as the Committee may from time to time consider appropriate.
- Fifteen persons present in person shall constitute a quorum at the Annual General Meeting.
- The Chairman for the time being of the Committee shall be the Chairman of the Annual General Meeting.

4. Number of Committee Members

- The Committee shall consist of not more than fifteen elected members
- The Committee shall have the power to co-opt up to five additional members for general or specific purposes.
- The Committee shall have the power to appoint a person to fill a casual vacancy.

5. Election of Committee Members

- Nomination of any person to the Committee shall be in a form to be prescribed by the Committee and signed by two persons being owners and/or occupiers of property in Collieston other than the nominees.
- Nomination forms shall be lodged with the Secretary not later than seven days before the date of the Annual General Meeting.
- A notice giving the names and addresses of those nominated to the Committee shall be displayed at the Collieston Post Office as soon as practicable after the period for lodging nominations shall have expired.
- In the events that the number of persons nominated for election to the Committee shall not exceed the number of vacancies the person so nominated shall be declared at the Annual General Meeting to be duly elected members of the Committee.
- In the event that the number of persons nominated as aforesaid shall exceed the number of vacancies, the members of the Committee shall be elected by ballot at the Annual General Meeting.

6. Rotation of Members

- One third of elected members of the Committee shall retire by rotation at each Annual General Meeting being those who have been longest in office since their last election, but as between persons who become members on the same day those to retire shall (unless they agree otherwise amongst themselves) be determined by lot.
- Co-opted members or members appointed to the Committee to fill any casual vacancy shall retire at the next Annual General Meeting.
- Retiring members of the Committee shall remain in office until their successors are elected and shall be eligible for re-election.

7. Office Bearers

The Committee shall at its first meeting after such Annual General Meeting appoint a Chairperson, Secretary and Treasurer for the ensuing year.

8. Committee Meetings

- The Committee shall meet not less than three times in each calendar year.
- The Secretary shall give not less than fourteen days written notice of the date, time and place of each meeting of the Committee and this will be sent to all members at their private address.
- A quorum of the Committee shall be six members present
- Minutes shall be taken of all the proceedings of the Committee and shall be open for inspection of any member of the Committee applying to the Secretary therefore.

9. Voting

- At every Committee Meeting each member present including co-opted members shall have one vote, but in the case of an equality of votes, the Chairperson shall have a second or casting vote.
- The Committee shall be empowered, if they think fit, to make regulations for enabling members unable to be present to vote by proxy or in writing.

10. Finance

- The Treasurer shall keep account of all monies received and expended on account of the Committee and shall present such accounts for each calendar year duly audited at the Annual General Meeting following.
- All cheques drawn upon the Committee's bank account shall require the signature of two members of the Committee.

11. Sub Committee

The Committee may from time to time appoint sub-committees and may determine their power and terms of reference.

12. Extraordinary General Meeting

- An Extraordinary General Meeting may be convened at any time by resolution of the Committee or on the requisition of at least ten owners and/or occupiers of property in Collieston.
- Twenty days notice shall be given by the Secretary of such meeting in the manner referred to above.
- The procedure to be adopted at such extraordinary General Meeting shall be the same as those for an Annual General Meeting.

* Accepted resolution at AGM September 2001