

CONSTITUTION

South East and Central CLD Workforce Development Consortium

1.0 Name

The name of the organisation shall be South East and Central CLD Workforce Development Consortium (SE & C CLD Consortium).

2.0 Area of Benefit

The area of benefit will be the geographies covered by the following 8 local authorities; City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Midlothian, Scottish Borders, Stirling and West Lothian.

3.0 Aim

The consortium aims to promote and improve good Community Learning and Development practice through the provision of Continuous Professional Development, training opportunities for members and sharing of good practice.

4.0 Membership

Membership implies support for the aim of the consortium. Membership of the consortium will be open to all staff and volunteers delivering Community Learning and Development activities within the area of benefit.

5.0 Management

Management of the organisation shall be vested in a Management Committee comprising of representatives from each of the participating Local Authorities including Third sector organisations. The officers of the management committee shall be: the Chairperson, Treasurer and the Secretary.

5.1 The Management Committee shall be responsible for:

- i) Co-ordinating and managing the day to day affairs of the consortium.
- ii) Managing the financial affairs of the consortium in line with constitutional and legal requirements.
- iii) Carrying out its constitutional aims.

5.2 The consortium shall be managed by a committee of not less than five persons.

5.3 Members of the Management Committee shall be appointed by the employing authority.

5.4 The Management committee shall meet at least four times a year.

5.5 The Management Committee shall have the power to co-opt any person whose expertise would be of benefit to the carrying out of its constitutional aims. Co-opted members would have no voting rights.

6.0 Minutes

Minutes of Management Committee shall be taken and circulated to members prior to the next meeting. Minutes will be available to members on the CLD Standards Council i-develop website.

6.1 The Quorum for the Management committee shall be not less than four Committee members.

7.0 General Meetings

There shall be an Annual General Meeting of the organisation at which an Annual Report, Financial Accounts shall be presented for approval.

7.1 General meetings may be convened at any time by the Management Committee or by request of at least twenty members.

8.0 Accounts

The management Committee shall keep a record of the financial transactions of the organisation.

8.1 The annual accounts shall be inspected by an independent person who has financial expertise who shall verify that they provide a satisfactory explanation of all financial transactions concerned.

8.2 The financial year for the Consortium shall be from April to March.

8.3 Annual accounts as verified by an independent inspection shall be presented to the AGM for approval.

8.4 All monies raised by the consortium shall be applied to further the objects of organisation and for no other purpose.

8.5 All funds shall be held in account(s) in the consortiums name.

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

9.0 Constitution

The constitution shall only be altered by resolution passed by a two-thirds majority of members present at a general meeting.

9.1 Notice of proposed amendments to the constitution must be given in writing not less than 21 days before the General Meeting.

10.0 Dissolution

In the event of the Management Committee seeking dissolution of the consortium it shall call a General Meeting whereby a two thirds majority of those present must support the said resolution.

10.1 Thereafter the satisfaction of all debts and liabilities any remaining assets shall be given to such organisations with objects similar to those of this organisation.

10.2 The organisation shall then be declared dissolved.

Certified as a true copy

1. Signed: Diann Govenlock

Position: Chair

Date: 27th April 2017

DIANN GOVENLOCK

2. Signed: K.E. McGowan

Position: TREASURER

Date: 27/4/17

