



**LANARK
LANIMER COMMITTEE
CONSTITUTION
AS AMENDED AT 4 MAY 2016**

1 NAME

The organisation shall be known as "*Lanark Lanimer Committee*" (hereinafter referred to as "The Committee").

2 OBJECTIVE

To promote the advancement of the arts, heritage, culture and community development by organising Lanark Lanimer Week and managing its events. In furtherance of this we shall:

- i Perpetuate the traditions and celebration of Lanimer Week, and within that week, the Perambulation of the Marches, the Riding of the Marches, and Lanimer Day, the latter of which shall take place annually on the Thursday between the 6th and the 12th Day of June inclusive; unless altered by constraints of Clause 6/5;
- ii Co-ordinate, where possible, any local activities in connection with Lanimer Week for the benefit of the inhabitants of the town of Lanark and its environs, without distinction of political, religious or other opinions;
- iii Bring together in association the inhabitants, voluntary organisations and local authorities, through promoting and organising activities, both social and educational, to enhance the quality of life of the above-mentioned persons;
- iv Encourage further friendship and social cohesion in the community by providing a celebration of Lanimer Week and its heritage for the Historic Royal Burgh of Lanark.

3 POWERS

In furtherance of said objectives, the Committee may:

- 3.1** Bring together in conference and work in liaison with representatives of voluntary organisations, Government departments, local and other statutory authorities and individuals;
- 3.2** Cause to be written and printed or otherwise reproduced and circulated, free of charge or for payment, such paper, books, pamphlets or other documents as shall further the objects;
- 3.3** Raise funds and invite and receive from any person, persons, organisation, or businesses whatsoever by way of subscription, donations, legacies and otherwise;
- 3.4** Do all such other lawful things as are necessary for the attainment of the above objectives.

4 MEMBERSHIP

- 4.1** Membership of The Committee shall be open to all but shall include all members of the previous Lanark Lanimer Day Committee previously managed by Lanark Town Council in accordance with the membership roll as at the last Annual General Meeting thereof held on thirtieth October 1974.

4.2 *Application for Membership*

- 4.2.1 Any person who wishes to become a member must complete and sign a written application for Membership; and lodge this with the Lanimer Committee.
- 4.2.2 The Committee may refuse an application for membership if, acting reasonably and properly, it considers it to be in the best interest of the organisation to refuse the application.
- 4.2.3 The Committee must inform the applicant in writing of the reason for refusal within twenty one days of the decision.

4.2.4 The Committee must consider any written representation the applicant may make about the decision. The Committee decision following written representation shall be final, and the applicant notified.

4.3 Members of long or distinguished service to The Committee on the recommendation of the Executive may be nominated to Emeritus membership of The Committee by the members present at an Annual General Meeting.

4.4 Emeritus members of the previous Lanimer Day Committee shall retain that status.

4.5 *Obligations of Membership*

4.5.1 To attend regularly all General Meetings of The Committee.

4.5.2 To carry out all duties as allocated by the Executive and appropriate Conveners in connection with Lanimer Celebrations.

4.5.3 Emeritus members may be excused such duties.

4.6 *Loss of Membership*

The Executive shall have power to suspend, subject to confirmation as aforementioned or remove entirely from Membership any member of The Committee who persistently fails to carry out the obligations of membership under Article 4 hereof or any member whose conduct in the opinion of the Executive brings bad repute to the name of The Committee. Removal from membership of any member by the Executive shall require confirmation by vote of a two thirds majority of the members of the Committee personally present at the Annual or Special General Meeting of The Committee called for that purpose and shall be specified as an item of business in the notice calling such a meeting.

5 EXECUTIVE AND SUB-COMMITTEES

5.1 The Committee shall elect annually an Executive Committee from its own members at the Annual General Meeting by open vote of the members personally present on a show of hands.

5.2 The Executive shall consist of the Chairman, Vice Chairman, Immediate Past chairman, Honorary Secretary, Honorary Treasurer and the Conveners and Joint Conveners of all Sub Committees. The Chairman and Vice-Chairman shall be ex-officio members of each Sub Committee, but with no power to vote thereon. Membership of the Executive or of any Sub Committee shall not confer any special voting rights and shall be eligible for re-election annually but in the event of any member being elected Chairman for three consecutive years then such member shall be ineligible for re-election as Chairman in the immediate following year. He or she may be nominated however for any other office of the Executive and shall again be eligible for election as Chairman in the fifth and succeeding years but subject to the terms of this Article of the Constitution.

5.3 Any casual vacancy on the Executive Committee may be filled by the Executive Committee and any person appointed to fill such a casual vacancy shall hold office until the conclusion of the next Annual General Meeting of The Committee and shall be eligible for election at that meeting.

5.4 The Executive Committee may appoint such special or standing committees or sub-committees as may be considered necessary and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees or sub-committees shall be reported back to the Executive Committee as soon as possible.

6 MEETINGS OF THE COMMITTEE

6.1 The Committee shall meet in the town on at least six occasions during the period of six months preceding Lanimer Day in each year. The Executive shall meet at least once monthly during a like period.

- 6.2** All Sub Committees shall meet regularly and the Conveners thereof or their nominees on their behalf shall report on the work of each Sub Committee at every general meeting of the Committee, for its consideration.
- 6.3** An Annual General Meeting of The Committee shall be held in the month of October following the Lanimer Celebrations of that year and twenty-one days written notice thereof shall be given by the Honorary Secretary to every member of the Committee, which notice shall include the terms of all Notices of Special Motions.
- 6.4** At such an Annual General Meeting the business shall include consideration of the annual report of the work done by the Committee, the approval of the accounts, the election of honorary officers, the election of members to serve on the Executive Committee, the appointment of an independent financial examiner, motions submitted by the Executive Committee or by members, and the transactions of such matters as may from time to time be necessary.
- 6.5** At such an Annual General Meeting or Special General Meeting called for that purpose the Committee shall have the power to alter the traditional date of Lanimer Day for any year but only in circumstances which are declared to be exceptional by a two thirds majority of the members of the Committee personally present and voting.

7 RULES OF PROCEDURE AT ALL MEETINGS

- 7.1** The elected Chairman of The Committee shall chair all meetings of the Executive and all General Meetings of The Committee whom failing, the Vice-Chairman, or in the absence of both of them any member of the Executive present may be appointed by vote of the meeting. Each Convener shall be Chairman of his own Sub Committee.
- 7.2** All motions and amendments duly proposed and seconded by a Member shall be made orally in open meetings and shall be carried or rejected on a show of hands by a majority of members personally present: declaring that no Motion or Amendment which is contradictory of a previous decision of the Committee shall be competent within six months from the date of such decisions unless two thirds of the Members personally at a meeting of the Committee shall agree that such Motion or Amendment shall be considered and voted upon at that meeting.
- 7.3** The quorum at a meeting of the Committee shall be twenty members, and at a meeting of the Executive Committee or any Sub-committee appointed under paragraph 6(4) hereof shall be one-third of the membership for the time being, or such other number as the Committee may be in general meeting from time to time determine.
- 7.4** Unless it is otherwise specified in this Constitution, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. In the case of an equality of votes the person taking the chair at the meeting shall have a second or casting vote.
- 7.5** The minutes of the meetings of The Committee, the Management Committee, and any Sub committees shall contain a record of all proceedings, resolutions and decisions.

8 FINANCE

- 8.1** All monies and property raised by or on behalf of The Committee shall be applied to further the objects of the Committee and for no other purpose.
- 8.2** The Honorary Treasurer shall keep proper accounts of the finances of The Committee, shall open all necessary Bank Accounts in the name of The Committee, make all authorised investments of Committee funds and shall report thereon to the General Committee at its Annual General meeting for its approval.

- 8.3** All Sub committees which held Funds throughout the financial year shall account thereof to the Honorary Treasurer at the end of each financial years and shall produce to him and the Independent Accountants properly vouched accounts by the 15 August prior to the Annual General Meeting of that year.
- 8.4** The Financial Year of The Committee shall be from 1st July to 30th June the following year.
- 8.5** The accounts shall be independently examined, at least once a year, by a suitably qualified and competent person, or persons, appointed at the Annual General Meeting.
- 8.6** The independently reviewed accounts for the financial year will each year be sent out with the notice calling the Annual General Meeting.
- 8.7** All cheques will required the signature of two of four persons viz. Chairman, Vice Chairman, Treasurer and Secretary, of whom one shall be the Treasurer.
- 8.8** No monies may be paid to a member of The Committee other than legitimate expenses incurred in the running of the Committee.

9 PROPERTY

The property of The Committee shall belong equally to all members on the current membership roll but shall be administered and managed on their behalf by the Executive and for the purpose of executing all transfers, assignments and sales thereof shall be vested in the Chairman, Vice-chairman, Honorary Treasurer and Honorary Secretary all for the time being and by virtue of their office only as Trustees on behalf of the whole membership.

10 ALTERATIONS TO THE CONSTITUTION

Any alteration of this Constitution shall receive the assent of not less than two-thirds of the members of the Committee present and voting at a general meeting whether annual or special provided that notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is to be proposed. Notice in writing of such a meeting, setting forth the terms of the alteration shall be sent by the Secretary to each member of The Committee provided that no alteration shall be made which would have the effect of causing The Committee to cease to be recognised by the Inland Revenue as a charity.

11 DISSOLUTION

- 11.1** Any proposal to dissolve The Committee, shall be put to a special meeting of the Committee, of which meeting not less than 14 days' notice shall be given. If such decision shall be confirmed by a two thirds majority of those present and entitled to vote and voting at such meeting, the assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other group serving the community, and having similar charitable aims as the Committee.
- 11.2** All members on the membership roll of The Committee shall bear equally all liabilities of The Committee as at the date of dissolution.

This Constitution was adopted as The Constitution of Lanark Lanimer Committee at a meeting in Lanark on 25 October 2000, amended at Paras 4.1, 4.2 at the Annual General Meeting on 29 October 2014, and at paras 2 and 8.1 at a Special General Meeting on 4 May 2016.

(Signed): Loraine Swan, Chairperson Mary M Cumming, Honorary Secretary