

CONSTITUTION OF THE *(name of award group)* DUKE OF EDINBURGH'S AWARD ASSOCIATION

1. Name

The name of the association will be *(name of award group)* DUKE OF EDINBURGH'S AWARD ASSOCIATION (herein referred to as "the Association").

2. Objects

The objects of the Association shall be:

- a) The promotion of social welfare and education.
- b) Promotion and of the Duke of Edinburgh's Award programme for young people.

3. Area of Benefit

The area of benefit for the Association will be the *(e.g. Muirhouse & Pilton)* areas of the City of Edinburgh.

4. Membership

Membership of the Association will be open to the following:

- a) Young people who are participating in the Duke of Edinburgh's Award through the efforts of the Association and its partners.
- b) Volunteer adult leaders who are involved in the delivery of the Duke of Edinburgh's Award in the area.
- c) Parents and others who wish to support the Association and its objects.

5. Powers

To further the objects and interests of its members, the Association will:

- a) Work principally in the *(e.g. Muirhouse & Pilton)* areas of the City of Edinburgh.
- b) Raise funds and other resources to be applied solely for those aims, as the members see fit.
- c) Work in liaison with representatives of voluntary organisations, government departments, local and other statutory agencies, and individuals.
- d) Arrange and provide the holding of exhibitions, meetings, lectures, classes, seminars and training courses.
- e) Collect and disseminate information on all matters affecting the objects, and exchange such information with other bodies having similar objects.
- f) Cause to be prepared and printed or otherwise reproduced and circulated, free of charge or for payment such papers, pamphlets or other documents as shall further the objectives.
- g) Maintain such electronic and photographic records as may be necessary to further the objectives.
- h) Purchase, take on lease or exchange, hire or otherwise acquire any property and any rights and privileges considered appropriate for the promotion of the objectives.
- i) Subscribe to and affiliate with such other organisations as may have similar objects.
- j) Do all such other lawful things as are incidental or conducive to the attainment of the objectives.

6. Office Bearers

- a) At the Annual General Meeting the members shall elect a chairmen, secretary and treasurer, and such other honorary officers as the Association shall from time to time decide. Only members of the association shall be eligible to serve as honorary officers or members of the management

6. Office Bearers contd.

committee. The committee should include at least two young people who are participating in the Duke of Edinburgh's Award.

- b) The chairman and other honorary officers shall be members of the management and any other committee.
- c) In the event of a vacancy arising, through resignation, illness or death, the management committee shall elect a person to fill the office left vacant until the following AGM.
- d) The management committee may remove from office any office bearer if a motion of no confidence has been moved and passed by a simple majority of the committee.

7. Management Committee

- a) The policy and management of the affairs of the association shall be directed by the management committee, which shall meet 3 times a year, and shall consist of not less than 4 and no more than 12 members.
- b) The chairman and the other honorary officers of the association shall hold office until the conclusion of the next AGM, and after their election but shall be eligible for re-election.

8. Annual general Meeting (AGM)

- a) An AGM shall be held in February each year and at such a place and time as the management committee shall determine. The secretary shall give at least 14 days clear notice of the meeting.
- b) At each AGM the business shall include: the consideration of the Annual report on the work of the Association, the approval of the accounts, the election of members to serve the management committee, annual membership fees or arrangements, the appointment of an auditor, motions submitted by the membership, and the transaction of such other matters as may arise from time to time to be appropriate.
- c) The chairman of the management committee may at any time at their discretion call an emergency general meeting (EGM) of the association. The secretary may also call an EGM of the Association within 21 days of receiving a written request to do so signed by not less than 2 full members and giving their reasons for their request.
- d) Nominations for honorary officers or members of the management committee must be made by full members of the Association in writing and must be in the hands of the secretary at least 7 days before the AGM. Members may not nominate themselves. Should nominations exceed vacancies, elections shall be by ballot.

9. Rules of procedure at all meetings

- a) A quorum of all meetings shall be one third of all those eligible to be present, or such other member as the Association may from time to time determine at an AGM.
- b) All questions arising at any meeting shall be decided by a simple majority of votes cast. Arrangements for proxy voting may from time to time be made by the management committee provided that no such arrangements shall be made with regard to any matter of the kind described in clauses 11 and 12. In the case of an equality of votes, the person taking the chair at the meeting shall have a second, or casting vote.
- c) The management committee shall ensure that minutes are kept of all meetings containing in each case a note of those present and a record of all proceedings, resolutions and decisions.

10. Finance

- a) All funds raised on behalf of the Association shall be applied to further the objects of the Association and for no other purpose. This shall not prevent the payment in good faith of reasonable and proper remuneration to members of any committee or out of pocket expenses.
- b) The treasurer shall keep proper accounting records and shall prepare accounts annually and at such intervals as the management committee may direct.

10. Finance contd.

- c) The accounts shall be audited at least once per year by the auditor.
- d) The audited statement of accounts for the last financial year shall be submitted by the management committee at the AGM.
- e) A bank account shall be opened in the name of the (*name of award group*) Duke of Edinburgh's Award Association for the benefit of the Association.
- f) Cheques must be signed by any two of the three honorary office bearers as authorised signatories.

11. Amendments to the Constitution.

A resolution to alter the Constitution shall not be valid unless:

- a) Notice has been given to all members not less than 21 clear days before the meeting at which the alteration is to be proposed and considered.
- b) Two thirds of the votes cast by those present is in favour.

12. Dissolution

If the management committee by simple majority decide at any time that it shall be necessary or advisable to dissolve the Association, it shall call a special general meeting of the Association, of which not less than 21 days notice (stating the terms of the resolution to be proposed at the meeting) shall be given. If the decision to dissolve is confirmed by two-thirds majority of the votes cast, the management committee shall sell the assets of the Association and settle any debts and liabilities. Any assets remaining shall be transferred to such other charitable organisations with similar objects as the members decide.

This constitution was adopted by the following committee on _____ and the following office bears were elected:

Name	Position
Address	
Signed	

Name	Position
Address	
Signed	

Name	Position
Address	
Signed	