

OPPORTUNITIES IN RETIREMENT (AYR)

REVISED CONSTITUTION AS PROPOSED AND PASSED AT AN EGM HELD ON 17th May 2022

1 NAME

The name of the association will be “Opportunities in Retirement” Ayr.

2 OBJECT

The object of Opportunities in Retirement shall be to promote the welfare of the older people in any manner which now is or hereafter may be deemed by law to be charitable within Ayrshire and environs, hereinafter called “the area of benefit”.

3 MEMBERSHIP

- (a) Membership shall be open to all persons of fifty years of age and over.
- (b) The Committee shall have power (a) to reject membership and (b) to expel a member because his or her behaviour, conduct or criminal record is prejudicial to the running of the association. OIR Ayr is an inclusive organisation and has an equalities and diversities policy.
- (c) Members may be proposed by the after mentioned Committee for life membership for approval at the Annual General Meeting.

4 SUBSCRIPTION

Members shall pay on admission to the association, and thereafter annually, a subscription, the amount of which shall be fixed by the Committee. The subscription shall be due on the first day of January each year, and should be paid by the 31st of January of that year. In the event of the subscription being in arrears by the 28th of February of that year, membership shall be deemed to have lapsed.

5 EXECUTIVE COMMITTEE

- (a) The association will appoint an Executive Committee of not more than 15 members including office bearers.
- (b) The office bearers will be the Chair, Vice Chair, Treasurer and Minute Secretary. These office bearers will hold office for 2 years but be eligible for re-election.
- (c) Other members of the Executive Committee will be elected for 2 years; but will be eligible for re-election.
- (d) The Chair of the Executive Committee will be the Chair of the Association and have a casting vote.
- (e) Meetings of the Executive Committee will be called by the Chair and meet at least six times a year.
- (f) The quorum for the Executive Committee shall be six.

- (g) Any vacancy occurring in the Committee during the course of the year shall be filled with the Committee co-opting a member to the Committee, and any member so co-opted shall, if approved by the association at the next Annual General Meeting, complete the unexpired term of service arising from the vacancy for which he or she was co-opted.
- (h) The trustee executive committee will appoint an Office manager (employee) to manage the day to day office affairs of the organisation. The office manager will manage the office cash flow process along with maintaining the Ayr OiR book keeping requirements. The office manager (non-elected) will participate on committee meetings but will have no voting rights.

6 SUB-COMMITTEES

- (a) The Executive Committee will have the power to set up Sub-Committees in the pursuit of the aims and objectives of the association. The remit and authority of a Sub-Committee will be determined by the Executive Committee
- (b) Sub-Committees will appoint their own office bearers
- (c) The Chair and Vice Chair of the Executive Committee will be ex-officio members of all Sub-Committees. The said office bearers will, in the matter of an emergency or urgency, form themselves into a Sub Committee with powers to deal with such matters of emergency or urgency.
- (d) Voting in all matters within the Sub-Committee will be decided by a simple majority of those present and entitled to vote. The quorum of a sub-committee shall be two.

7 GENERAL MEETINGS OF ASSOCIATION

- (a) All members of the association will be entitled to vote at all General Meetings.
- (b) The quorum for business at the General Meetings will be twenty members, including office bearers.

8 ANNUAL GENERAL MEETING

The Annual General Meeting of the Association will be held within five months from the end of every financial year to:-

- (a) Elect office bearers and the Executive Committee
- (b) Receive reports and recommendations from the office bearers, group leaders and other persons as called upon by the Chairman on the activities of the Association.
- (c) Receive financial report for the year ending 31st December.
- (d) Consider any competent business.
- (e) Voting will be decided by a simple majority except for any constitutional change as provided for in Clause 14 hereof.
- (f) Notices of the Annual General Meeting will be sent to members at least Twenty-one days before the date of the meeting.

9 EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called either by the Committee or if a request is made in writing to the Secretary by at least twenty members. The purpose of the meeting will be made known to the membership in the notice calling this meeting. No other business will be on the agenda.

10 FINANCE

- (a) The Association will maintain proper accounts for all funds.
- (b) The end of the financial year for the purposes of this association will be 31st December.
- (c) The Association shall hold one or more Bank or Building Society Accounts in the Associations name with recognised Bank or Building Society concerns, and may make such recognised Charity investments from funds surplus to immediate expenditure requirements as the Committee shall approve. The Office Manager shall collect all sums due to the Association and make such payments as the Committee may direct. The Bank or Building Society accounts shall be operated on the signature of any two of the approved signatories who are the four office bearers and the office manager.
- (d) All funds held by or on behalf of the association will be applied to the furtherment of the aims and objectives of the association and for no other purpose.
- (e) All of the office bearers of the Association will act in an honorary capacity.
- (f) The Association will have the right to meet extraordinary expenses of individuals, both office bearers and members, incurred in the fulfilment of duties, provided prior approval by the Executive Committee has been obtained.
- (g) The Association will have the power to seek grants and funding from International and National Government, Local Government, Trusts and other funding bodies.

11 AUDIT OF ACCOUNTS

The Treasurer shall ensure OSCR (Scottish charity regulator) compliant financial controls and reporting is in place. The Treasurer will ensure that monthly financial reports are issued to the trustee executive committee for review. The Treasurer will ensure that annual fiscal accounts are approved by the trustees and duly authorised by the Chair.

The accounts will be subject to independent examination as required by the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006, and any subsequent amendments to these.

12 PROPERTY

The Association may acquire or lease heritable property and the title to such property shall be taken on behalf of the association in the name of three Trustees who shall be the Chairman, the Vice Chairman and the Secretary of the Association.

13 MEMBERS LIABILITY

No member shall be under any liability whatsoever beyond his or her current annual subscription or be responsible for any expenses incurred by the Association.

14 CONSITUTIONAL ALTERATIONS

- (a) No alteration(s) shall be made to the Constitution except at the Annual General Meeting of the Association or at an Extraordinary General Meeting called for that purpose. The notice calling such meeting shall state the alteration(s) proposed to be made and shall be circulated to all members of the Association at least Twenty-one days before the Meeting. No such alteration(s) shall take effect unless passed by a two-thirds majority of those members present and entitled to vote at such a Meeting.
- (b) No alterations shall be made which would have the effect of causing the Association to cease to be recognised by the Inland Revenue as a Charity.

15 DISSOLUTION

- (a) Dissolution will take place by a simple majority voting in favour at the Annual or Extraordinary General Meeting, where Twenty-one days' notice has been given to the membership that motion for dissolution is to be proposed.
- (b) All funding bodies will be informed Twenty-one days in advance.
- (c) The proposed dissolution will be advertised Twenty-one days in advance in the local newspapers.
- (d) Any assets of the Association after settlement of its outstanding debts and liabilities shall devolve upon an organisation which is itself a charity for tax purposes or upon a non-charitable body which would hold the devolved assets on trust irrevocably for charitable purposes only.
- (e) Three Trustees will be appointed at the General Meetings at which the motion for dissolution has been approved, to wind up the affairs of the Association.

BARRIE SOUTHWOOD (CHAIR)

ARNIE GREEN (VICE CHAIR)
