



Scottish Polish Cultural Association Edinburgh

CONSTITUTION

NAME

The name of the Association is SCOTTISH POLISH CULTURAL ASSOCIATION (SPCA). It is an unincorporated Association in Scotland.

OBJECTIVES

The objectives of the SPCA are:

1. To promote friendship and understanding between the peoples of Scotland and Poland.
2. To promote public knowledge in and of these countries.
3. To foster and develop an awareness of Polish culture and identity to generations of Scots with Polish connections.
4. To provide Polish people coming to Scotland with information on its culture, customs and civic society.
5. The SPCA will support equal opportunities and guard against unlawful discrimination and other conduct prohibited by equality legislation in order to foster good relations among all people.

POWERS

1. To accept grants, donations, and legacies subject to appropriate conditions.
2. To host a web site and relevant social media platforms.
3. To organise events for members, guests and the general public.
4. To undertake other activities which further the objectives of the SPCA.

STRUCTURE

The SPCA shall comprise:

1. The members who have the right to vote at the Annual General Meeting (AGM) and any Extraordinary General Meeting (EGM).
2. The Management Committee (MC) to provide oversight on behalf of the members.

MEMBERSHIP

1. Membership shall be open to any person who supports the objectives of the SPCA.
2. Any person who wishes to become a member can make a request to the SPCA.
3. The MC reserves the right to refuse membership.

SUBSCRIPTIONS

1. The SPCA may require members to pay a subscription to be decided at an AGM or EGM.

LIST OF MEMBERS

1. The MC shall maintain a register of members in accordance with Data Protection Law.

WITHDRAWAL OF MEMBERSHIP

1. Any person who wishes to withdraw from membership shall notify the SPCA.

REMOVAL FROM MEMBERSHIP

1. Any person may be removed from membership by way of a resolution passed by two thirds majority vote at a general meeting, providing the following procedures have been observed.
2. At least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed removal.
3. The member concerned shall be entitled to be heard on the resolution at the general meeting.

MANAGEMENT COMMITTEE

The MC shall comprise:

1. Honorary President and Honorary Vice-President (ex-officio).
2. The Officers:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
3. A maximum of 6 additional members.
4. The MC shall meet not fewer than 4 times a year in person or online.
5. The quorum for the MC shall be 4: in person or online.
6. Meetings of the MC shall be convened by the Chair, who failing, by another member of the MC as may be chosen at the meeting.
7. The Chair of the MC may exercise a casting vote.
8. Ex-officio members of the MC are advisory and not eligible to vote.
9. Should vacancies for Officers or additional members occur, the MC can make interim appointments to serve until the following AGM.

NOMINATION AND ELECTION OF OFFICERS

1. All members shall be notified not less than 21 days before the date of an AGM of the date by which nominations for the elections of Officers to the MC must be lodged with the Secretary.
2. Officers may be nominated on the basis of being a member for at least 6 months prior to the AGM.
3. Nominations should be in the form of a proposer and seconder.
4. Those elected will serve for one year.

ANNUAL GENERAL MEETING

1. An AGM shall be held at such time and place as may be determined by the previous AGM subject to the power of the MC to alter such time and place.
2. Not less than 14 days' notice of the AGM should be sent to each member.
3. All members have the right to vote in person or by proxy.
4. Names and confirmation of contact details of attendees will be requested.
5. The AGM shall be convened by the Chair.
6. If there is an equal number of votes cast for and against any resolution the Chair shall be entitled to the casting vote.

7. The business for the AGM will include:
 - a. Reports from the Chair, Secretary and Treasurer
 - b. An Honorary President or Vice-President will take the chair for the election of Officers, who failing, another appointee for that purpose and who will not exercise a vote.
 - c. Election of Officers.
 - d. Selection of additional members to the MC.

EXTRAORDINARY GENERAL MEETING

1. The MC may at any time or on the request of an AGM or on request, in writing, by not less than 10 members convene an EGM.
2. In the case of Members' request the EGM shall be held not less than one month after its receipt by the Secretary.
3. Written notice of the time and place of the EGM and the agenda shall be sent to all members not less than 14 days prior to the meeting.
4. The EGM agenda will be confined to the business specified in the notice.

REGULATION OF ASSETS

1. The MC is tasked with the regulation of the financial affairs of the SPCA.
2. In the event of dissolution, the MC will transfer funds to charities with similar objectives.
3. In the event of dissolution, the MC will deposit its records with an appropriate institution in Edinburgh.

ACCOUNTS

1. The Treasurer will be responsible to the MC for the Books and Statements of Account.
2. Statements of Account for the financial year ended 31 March will be presented to the AGM.

EXECUTION OF DOCUMENTS

1. Any documents required to be executed by, or on behalf of the SPCA, shall be authenticated by signature of two office bearers of the MC.

AMENDMENTS TO THE CONSTITUTION

The constitution may be amended by resolution at a general meeting provided that:

1. Not less than 21 days' written notice of the terms of the proposed resolution has been given to all members.
2. The resolution is approved by not less than two thirds of those voting thereon.

