

Suas Leis a' Ghàidhlig

Up with the Gaelic

Constitution

1 Name

The name of the Association is SUAS LEIS A'GHÀIDHLIG (hereinafter referred to as "the Association").

2 Aims and Objectives

2.1 The aims and objectives of the Association shall be:

- To encourage and promote the learning and use of Scots Gaelic.
- To work towards a sustainable future for the Gaelic language and to increase the number of users of the language.
- To promote and celebrate the Gaelic Language and Gaelic Culture by promoting Language activities.

3 Membership

3.1 Membership shall be open to anyone who has an interest in assisting the Association to achieve its aims, who is willing to adhere to the rules of the Association and who has paid the current membership fee.

3.2 Where it is considered membership would be detrimental to the aims and objectives of the Association, the Management Committee shall have the power to refuse membership or may terminate or suspend the membership of any member by resolution passed at a Committee Meeting. Members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the Management Committee.

3.3 Any member of the Association may resign his/her membership by providing the Secretary with written notice.

4 Fees

4.1 Fees will be reviewed regularly by the Committee and agreed at an Annual General Meeting.

5 Management Committee

5.1 The Group shall be administered by a Management Committee of no less than five (5) people and no more than fifteen (15). Members will be elected for a period of one year but may be re-elected at the Association's AGM.

5.2 No salary will be given to any member of the Committee and no financial benefit will be awarded to them, except to meet expenses or for professional services.

6 Officers

6.1 The Management Committee will include three Officers, namely Chairperson, Treasurer and Secretary who will be appointed at an AGM.

6.2 For any activity that requires the participation of an Officer, that Officer may appoint a deputy who will have all the authority of that Officer for the duration of that activity. Such substitution will be recorded in the minutes as appropriate.

7 Powers of the Management Committee

In furtherance of the aims and objectives, the Management Committee has the power to:

- 7.1 Promote Gaelic and work together with everyone irrespective of age, sex, ethnicity, ability, religion or political view.
- 7.2 Invite and receive contributions and raise funds where appropriate, to finance the work of the Association, ensuring that adequate financial controls are in place.
- 7.3 Publicise and promote the work of the Group and organise meetings, training courses, events or seminars etc.
- 7.4 Work with groups of a similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations.
- 7.5 Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objectives.
- 7.6 Take any form of action that is lawful, which is necessary to achieve the objectives of the Association.
- 7.7 The Committee may co-opt people from the membership to join the Committee until the following AGM.
- 7.8 The Committee may, from time to time, establish Sub-Committees with the personnel and terms of reference as appropriate.

8 Management Committee Meetings

- 8.1 The Committee shall meet at least three times a year.
- 8.2 Meetings shall enable the Association to discuss actions, monitor progress to date and consider future developments.
- 8.3 All members shall be given at least seven (7) days' notice of when a meeting is due to take place unless it is deemed an emergency. Notice may be given orally or in written form, including by electronic means such as email, What's App, or similar.
- 8.4 A minimum of five (5) committee members must be present in order for a meeting to take place, at least two (2) of whom must be Officers (see 6.2).
- 8.5 It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence.
- 8.6 All meetings must be minuted by the Secretary or someone delegated in the absence of the Secretary and accessible to interested parties.
- 8.7 Every question at a meeting will be decided by the majority of those voting. In the case of a tied vote, the Chair will have a casting vote.
- 8.8 Where there is an actual or perceived conflict of interest, or where a member could stand to receive financial gain, a Committee member must declare this before any discussion takes place and must not take part in any decisions taken thereon.

9 Electronic mail /messaging, social media and digital records

- 9.1 The Association may create and maintain on-line content, such as social media accounts and web sites. This content will be in keeping with the aims and objectives of the Association
- 9.2 It is the responsibility of individual members to ensure they are included on electronic mail or messaging address lists, and to protect any passwords or other security methods related to the Association.

- 9.3 Matters discussed at Management Committee meetings may be progressed through electronic mail or messaging. Any conflict arising will be resolved at a future Management Committee meeting.
- 9.4 Meeting minutes will be available to members through electronic messaging. Minor queries regarding minutes may be resolved through further messaging, but any conflict arising will be resolved during the minute approval process, typically at the next Management Committee meeting. Once approved, minutes can be published on-line. Minutes may be protected from public viewing.
- 9.5 All members by default agree to their contact details being available to other members. Personal images obtained during events organised by the Association may be published for public viewing unless specifically requested otherwise.

10 Annual General Meeting

- 10.1 Once each year the Committee will call a General Meeting of the Association at which it will give a report on its work and an account of the finances of the Association since the previous Annual General Meeting.
- 10.2 The AGM shall take place no later than six months after the end of the financial year (see 11.5). At least fourteen (14) days' notice must be given before the meeting takes place.
- 10.3 The quorum for an AGM is half of members, rounding up, at least two (2) of whom must be office bearers. See sections 3.1 and 6.2
- 10.4 All Officers and Committee Members shall be elected annually at the Annual General Meeting.
- 10.5 It shall be the responsibility of the Chairperson to chair the AGM or a designated deputy in his/her absence.
- 10.6 All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis, except where specified otherwise in this Constitution. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision. Where felt appropriate, the Chairperson may decide that a secret ballot should be held.
- 10.7 An Extraordinary General Meeting may be convened by the Management Committee or at the request of at least half, rounding up, of the membership. An EGM may only be convened to discuss a specific item of business. Notice of the meeting, together with notification of the business to be discussed, will be given to the membership at least 14 days before the meeting. The quorum will be half, rounding up, of the membership. Voting will be the same as for an Annual General Meeting.

11 Finance

- 11.1 The Treasurer will be responsible for keeping financial records of all transactions and for the production of annual accounts which must be examined by an Independent person with suitable skills or experience. All funds must be applied for the aims and objectives of the Association and for no other purpose.
- 11.2 A bank account(s) may be opened in the name of the Association. Where appropriate, online banking may be set up for the Association.
- 11.3 All cheques and other banking transactions, including online, must be authorised by two (2) authorised signatories, one of whom should be the Treasurer. The other signatories will normally be the Chairperson and Secretary. Financial transactions carried out by members as a consequence of actions/activities agreed at Management Committee meetings are considered authorised. Appropriate invoices or receipts must be submitted to the Treasurer for payment or reimbursement.
- 11.4 An annual financial report shall be presented at the AGM.

11.5 The Association's accounting year shall run from 01 June to 31 May.

12 Alteration of the Constitution

Amendments to the Constitution can only be made at an Annual General Meeting or an Extraordinary General Meeting called for that purpose. Notification of a motion to amend the Constitution may be proposed by the Committee or from a member who must give notice to the Secretary at least twenty-one days before the Annual General Meeting at which it is to be considered. The Secretary will inform the membership at least fourteen days before a General Meeting. A motion of amendment will not be adopted without the agreement of half, rounding up, of those voting at the Annual or Extraordinary General Meeting.

13 Dissolution

The Association may be dissolved if deemed necessary and approved by Two Thirds of the members at an Annual General Meeting or Extraordinary General Meeting convened for that purpose. If agreed, the Committee shall then have the power to dispose of the Association's assets. Any assets remaining after the settlement of the Association's debts will be disposed at the Committee's discretion to groups with similar objects to that of the Association or to local charities.

14 Language of the Constitution

The Constitution will be published in Gaelic and English.