

Scottish Lithuanian Community

Constitution

1. Name of the Organisation

- 1.1 The name of the organisation shall be known as Scottish Lithuanian Community hereafter referred to as the Organisation.

2. Objectives

Our overall aims are:

- a) to help the people who immigrated from Lithuanian and currently living within Scotland to integrate into local society
- b) to educate local communities about Lithuanian culture and promote Lithuanian language, culture and traditions
- c) to educate its members and the general public based on all of the above
- d) to secure the preservation, protection, development and improvement of all of the above

This should be done by the following:

- ◆ Supporting and co-operating with local groups and organisations
- ◆ Recruiting, selecting, training and supporting volunteers to carry out the objectives of the Organisation

3. Powers

In furtherance of the above objects, the Group may:

- 3.1 Employ and pay any person or persons to manage co-ordinate, organise and carry out the work of the Organisation.
- 3.2 Engage and pay fees to professional technical advisors to assist in the work of the Organisation or provide training to management committee members, staff and volunteers.
- 3.3 Repay reasonable and agreed out-of-pocket expenses to volunteers, staff and management committee members incurred in carrying out the work of the Organisation or attending training or meetings arranged by the Organisation where resources permit.

- 3.4 Purchase, take on lease or exchange, hire or otherwise acquire property or assets of the Organisation.
- 3.5 Make regulations for the management of any property.
- 3.6 Enter into contract with any individual, statutory, voluntary or community organisation to provide services, support and training and authorise a member of the Management Committee or senior member of staff to negotiate and act on behalf of the Organisation within the terms of reference determined by the Organisation.
- 3.7 Establish sub-committees or working parties to consider, develop, promote or review the policies, practices and work of the Organisation or as considered necessary with powers and terms of reference as determined by the Organisation. The membership of each sub-committee or working group must include at least one member of the management committee.
- 3.8 Bring together in conference, and liaise with government departments, statutory, voluntary and community organisations and individuals.
- 3.9 Take out membership of such organisation as are considered to be in the interest of and compatible with the objectives of the Organisation.
- 3.10 Promote and carry out or assist in promoting and carrying out research, surveys and investigations and where considered appropriate publish the result.
- 3.11 Arrange and provide for, or join in arranging and providing for, the holding of exhibitions, meetings, seminars and training courses.
- 3.12 Raise funds and invite and receive contributions from any person or persons or through organising social activities or street collections from time-to-time.
- 3.13 The Management Committee shall have the power to adopt and review standing orders for the Management Committee and any Sub-Committees or Working Parties.

4. Membership

- 4.1 All individuals who have been recruited and trained as volunteers shall be full members of the Organisation.
- 4.2 Members who have not been active as a volunteer in the six months prior to the AGM will not be eligible to vote or be elected to the Management Committee.

- 4.3 All members will be issued with a membership card.
- 4.4 No annual fee – donations accepted.
- 4.5 Active as a volunteer in relation to 4.2 is interpreted as having not participated in voluntary work, under the direction of Scottish Lithuanian Community.

5. Management

- 5.1 Management Committee shall be elected at the Annual General Meeting of the Organisation by members eligible to vote.
- 5.2 The Management Committee shall comprise of the following:
 - a) Office-bearers: Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer, PR Officer, Project Manager
- 5.3 Any Office-Bearer or committee member wishing to resign should do so in writing to the Secretary of the Organisation. The Committee shall seek to fill any vacancy, which occurs, from the membership of the Organisation.
- 5.4 While every effort will be made to assist and support individual members of the Management Committee to participate fully, if a Committee member does not attend three consecutive Management Committee meetings, he/she will be asked to consider his/her position on the Committee.
- 5.5 The Management Committee shall have the power to co-opt up to two individuals at any time to provide particular skills or experience which in the view of the Committee will assist the Organisation to meet its objectives. Co-opted members will not have the right to vote.
- 5.6 The Management Committee will be responsible for:
 - a) Ensuring the organisation carries out its business according to:
 - The Constitution;
 - The policies of the organisation - in particular, health and safety, confidentiality, equal opportunities and volunteering; and,
 - Good practice
 - b) Establishing, developing and reviewing the policies of the Organisation, setting strategic objectives and priorities and agreeing development plans to ensure these are met.
 - c) Providing direction, support and management to staff and volunteers in carrying out the work of the Organisation and implementing policy.

- d) Providing information on the work, policies and plans of the organisation and communicating these to staff, volunteers, service users, carers funders and the wider community.
 - e) Ensuring the involvement of all members of the organisation, staff, volunteers and the people using services in the review, evaluation and development of existing services and new initiatives using a variety of appropriate methods.
 - f) Meeting its legal undertakings and statutory obligations with respect to:
 - ◆ Contracts of Employment and Employment Legislation
 - ◆ Health and Safety at Work 1974 Act and other Health and Safety legislation
 - ◆ Insurance requirements
 - ◆ Equal Opportunities legislation
 - ◆ Financial Record-keeping and information, income tax, national insurance and VAT, fundraising and grants
 - ◆ Work done by the Organisation under a service agreement or contact
- 5.7 Management Committee Meetings will take place at least bi-monthly at a time and place suitable to the membership of the Committee. If additional Meetings are required, members will be given at least five days notice.
- 5.8 A quorum shall be three of the full membership of the Committee for a meeting to proceed.
- 5.9 A minute of every Management Committee meeting, sub-group or working party meeting shall be recorded by the Secretary or other nominated person and circulated to each member of the Committee or working party for consideration prior to the following meeting.

6. Annual General Meeting

- 6.1 The Annual Meeting of the Organisation will normally be held in the last week of January of each year. The Committee will present a report of the year's activities: the Treasurer shall present an approved financial report and balance sheet for the year ending to 31st of December.
- 6.2 Voting at all meetings shall be by show of voting card which will be provided to members eligible to vote before the meeting commences.

7. Auditors

If needed, the accounts will be audited in April of each year by a local qualified auditor/accountant appointed at the previous Annual General Meeting.

8. Finance

- 8.1 The Treasurer will ensure the Organisation's funds are used In accordance with the constitution and Committee decisions, oversee the financial record keeping, contract negotiations, funding the fundraising and present monthly reports to the Committee on all accounts of the Organisation.
- 8.2 All money raised by or on behalf of the Organisation shall be applied to further the objectives of the Organisation and for no other purpose.
- 8.3 The Organisation shall hold both current and deposit accounts with a local bank or building society as determined by the Committee. The Management Committee shall authorise in writing the following office-bearers as signatories to the bank accounts:

Chairperson; Treasurer

All cheques must be signed by not less than two signatories.

9. Alterations to the Constitution

Alterations to the Constitution can only be made at an Annual General Meeting or General Meeting held for that purpose and at least seven days notice has been given to members. At that meeting a two-thirds majority of members present and eligible to vote will be required before an alteration can be approved.

10. Dissolution

The Organisation may be dissolved at any time by a resolution passed by a simple majority of members eligible to vote at that meeting. Such a meeting may give instruction for the disposal of any assets held by, or in the name of the Organisation. If any property remains after the satisfaction of all debts and liabilities, this may not be paid to or distributed among the members of the Organisation. Such property shall be given or transferred to any charitable institution(s) with similar aims to those of the Organisation.

11. Committee members:

Chairperson	Lina Madsen
Vice – Chairperson	Gitana Demenskaja
Treasurer	Renata Daunoravičiūtė
Secretary	Lina Šimašiūtė
PR Officer	Irena Šmulkštienė
Project Coordinator	Rasa Lužytė