

CONSTITUTION
of
THE STEERING GROUP
of
THE HEART OF NEWHAVEN COMMUNITY

Name

- 1 The name of the association shall be **The Steering Group of The Heart of Newhaven Community** hereinafter referred to as **The Steering Group**.

Objects

- 2 The objects of the association shall be to work with all interested groups to develop a vision for the promotion of the community with a view to acquiring Victoria Primary School as a vital community asset which will belong to Newhaven community and to set in place the appropriate legal entity for that purpose.

Powers

3. In pursuance of the objects set out in clause 2, the Steering Group shall have the powers as set out below to:
 - (a) Engage with the current owners of Victoria Primary School
 - (b) Meet with key stakeholders and conduct consultations
 - (c) Engage consultants and other professional experts as required
 - (d) Liase with other voluntary sector bodies, local authorities, local businesses, UK and Scottish government departments and agencies and other bodies, all with a view to furthering the Steering Group's objects
 - (e) Take such steps as may be deemed appropriate for the purpose of raising funds for the Steering Group's activities; to accept grants, donations and legacies of all kinds accepting any reasonable conditions attaching
 - (f) Form a company or other legal entity, charitable or otherwise, with appropriate objects as a vehicle to acquire Victoria Primary School.
 - (g) All other powers as are necessary to achieve the Objects.

Membership

4. (a) The Executive Committee shall comprise a Chairperson, Secretary and Treasurer (initially these are Rodney Matthews, Mhairi Scott and Steve Rooney).
- (b) The Steering Group shall comprise the members of the Executive Committee and a minimum of nine members appointed by the Executive Committee

The Heart of Newhaven Community

5. The Steering Committee shall report at regular intervals to The Heart of Newhaven Community comprising anyone registering an interest in the association and with the Objects of the Steering Group whether or not resident in its geographical area.

Proceedings of the Steering Group

6.
 - (a) The Secretary shall give at least 7 days notice of any Steering Group meeting
 - (b) At any Steering Group meeting a quorum of at least 7 members of the Steering Group shall be required
 - (c) Any Steering Group member who has a personal interest in any transaction or other arrangement which the Steering Group is proposing to enter into must declare that interest and abstain from that discussion and decision making.
 - (d) No Steering Group member may serve as an employee of the Steering Group and no member shall receive any remuneration by the Steering Group for carrying out duties with the exception of out of pocket expenses.
 - (e) Any Steering Group member may request the calling of a meeting with the discretion of the chairperson to determine such request.
 - (f) Questions arising at such a meeting may be decided by the majority of votes cast with the chairperson holding a casting vote in the event of equality of votes notwithstanding having previously cast a vote.
 - (g) The Steering Group may at its discretion allow any person to attend and speak at any meeting whether of the Committee or a meeting.
 - (h) Every member of the Steering Group shall act with the care and diligence which is reasonable to expect of a person who is managing the affairs of another person.

Bank Account and Financial Records

7.
 - (a) A bank account shall be opened in the name of **The Heart of Newhaven.**
 - (b) The signatures of two of the signatories appointed by the Steering Group shall be required to operate the bank account.
 - (c) The Steering Group shall ensure that proper accounting records of all income and expenditure are maintained and shall prepare annual accounts complying with all relevant statutory requirements

Dissolution

8. (a) The Steering Group in the terms laid out in this Constitution shall remain in being until such time as they have discharged their objects according to this Constitution.
(b) All assets shall then be transferred to any legal entity formed for the purpose of this Constitution. In the event of no such body being formed and the Steering Group being unable to fulfil its objects, any surplus assets left after the payment of all expenses liabilities and debts shall be made over to such local community bodies or charities as decided by the Steering Group.

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