

THE HOLIDAY PROJECT

CONSTITUTION

The Management Committee of the organisation known as The Holiday Project shall normally meet monthly, the meeting to be called by the Chairperson or Secretary.

The Management Committee shall consist of:

- 1 Chairperson, Secretary, Treasurer and no less than two other ordinary members.
Additional members may be co-opted as and when necessary.
An officer from East Ayrshire Council support team, may form part of the Management Committee in an advisory capacity with no voting rights.
- 2 The Management Committee shall meet monthly.
- 3 The Chair, Secretary and Treasurer shall be appointed at the Annual General Meeting.
- 4 All members of the Management Committee will have full voting rights, except co-opted members.
- 5 All members of the Management Committee shall retire annually at the Annual General Meeting, but shall be eligible for re-election.
- 6 The Management Committee shall have the power to appoint such committees as it may from time to time decide and will determine their terms of reference.

The Objectives of The Holiday Project shall be the provision of residential holiday and recreational facilities for the purpose of improving the conditions of life for all, who are in need of such facilities, with priority given to residents of East Ayrshire: -

- a. To provide a low cost alternative to a holiday, thus increasing household income (eliminating commercial prices). Priority for places to be based on need, for example unemployed, low income/benefits or lone parents'.
- b. To promote independence by encouraging participation in planning, thus leading to a sense of achievement.
- c. To improve health either through alleviating stress or from benefits achieved from the general good feeling of a holiday.
- d. To reduce isolation and loneliness and to encourage involvement through interaction and working with others.
- e. To increase social interaction by encouraging individuals to mix with others from different backgrounds.
- f. To increase self-confidence of individuals through working with similar others and staff/volunteers.
- g. To provide a drop in centre for people to access advice and support, and be directed to the relevant organisations and agencies.

POWERS

In furtherance of the above objects, The Holiday Project may: -

- (a) Employ and pay any person or persons to supervise, organise and carry on the work of The Holiday Project;

- (b) Make reasonable provision for the payment of pensions and superannuation to or on behalf of employees and their dependants;
- (c) Engage and pay fees to professional and technical advisers/consultants to assist in the work of The Holiday Project;
- (d) Affiliate to such organisations as are considered to be in the interests of and compatible with the objects of The Holiday Project;
- (e) Collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objectives.
- (f) Purchase, take on lease, or exchange, hire or otherwise acquire any property and any rights and privileges considered appropriate for the promotion of the objectives and construct, maintain and alter any buildings considered appropriate for the work of The Holiday Project; the Management Committee shall be vested as Trustees over property on behalf of The Holiday Project.
- (g) Receive grant assistance, raise funds, and receive contributions from any person, persons or member organisation by way of subscription or otherwise;
- (h) Operate bank accounts in the name of The Holiday Project and for the furtherance of the objectives.
- (i) Do all such other lawful things as are incidental or conducive to the attainment of the objectives.

MEMBERSHIP

Membership of The Holiday Project shall be open to all user groups and individuals regardless of age, race, religion, ethnic origin, marital status, colour, nationality, gender, disability or sexual orientation.

ANNUAL GENERAL MEETING

Once a year, no later than 31st May, the Management Committee shall convene an Annual General Meeting of The Holiday Project.

The Annual General Meeting shall be held for the purpose of:

1. Receiving the Annual Reports of The Holiday Project
2. Receiving the Annual Independently Examined Statement of Accounts
3. Appointing Chairperson, Secretary, Treasurer
4. Appointing an Independent Examiner
5. Making recommendations to the Management Committee

EXTRAORDINARY GENERAL MEETING

The Chair or Secretary of The Holiday Project, may, at any time, at their discretion and shall within twenty-one days of receiving a written request so to do, signed by over 50% of the members, call an Extraordinary General Meeting of The Holiday Project, for the purpose of altering the Constitution, in accordance with procedure defined within this Constitution, or of considering any matter which may be referred to them by the Management Committee.

RULES OF PROCEDURE AT ALL MEETINGS

Voting – All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote. The Chairperson shall have a second or casting vote to resolve a deadlock.

Quorum – A minimum of 50% of Committee Members will be necessary to form a Quorum for a monthly meeting.

Minutes – A record of all meetings shall be kept by the Management Committee.

FINANCE

- a. All moneys raised by or on behalf of The Holiday Project shall be applied to further the objects of the Organisation and for no other purpose.
- b. The Treasurer of The Holiday Project shall keep proper accounts of the finances of The Holiday Project.
- c. The end of the financial year of The Holiday Project shall be 31st March each year.
- d. Accounts of The Holiday Project shall be independently examined by a suitably qualified person annually by person or persons appointed at the Annual General Meeting.
- e. A statement of accounts prepared under independent examination for the last financial year shall be submitted by The Holiday Project to the Annual General Meeting.

DISSOLUTION OF THE HOLIDAY PROJECT

If the Management Committee by a simple majority at any time decide that on the ground of expense or otherwise it is necessary or advisable to dissolve The Holiday Project, discussions shall first take place with the Depute Chief Executive of Safer Communities (or equivalent post). Subsequently, the Management Committee shall call an Extraordinary General Meeting of The Holiday Project, stating terms of the resolution to be proposed at that E.G.M meeting.

If a decision to dissolve The Holiday Project is confirmed by a two-thirds majority of the votes cast in relation to the resolution at such meeting, the Management Committee shall sell such of the assets of The Holiday Project as they may consider appropriate for the best price reasonably obtainable and settle the debts and liabilities of The Holiday Project. Any assets remaining after the satisfaction of such debts and liabilities shall be given or transferred to a charitable organisation(s), who are registered with the Office of Scottish Registered Charity (OSCR), and have objectives similar to the objectives of The Holiday Project. Any monies received via funding bodies should be returned to the funders in relation to the funding criteria.

Certified as a true copy at the Committee Meeting on North West Area Centre, Kilmarnock.

Date: 7/5/2021

Signed Anna Corbett

Name ANNA CORBETT

Position CHAIR PERSON

Signed Pauline Barbour

Name PAULINE BARBOUR

Position SECRETARY