

Approved at the $10^{\text {th }}$ Annual General Meeting of Community Central Hall 29 ${ }^{\text {th }}$ J une 1987

Amended 21 ${ }^{\text {st }}$ October 2015

Part 1: Memorandum of Association of Community Central Hall

Part 2: Articles of Association of Community Central Hall

# The Companies Act <br> Company Limited by Guarantee and not having a share capital 

Memorandum of Association<br>Of<br>Community Central Hall

1. The name of the Company (hereinafter called "The Association") is Community Central Hall.
2. The Registered Office of the Association will be situated in Scotland.
3. The Association is established solely for charitable purposes within Maryhill area of the City Of Glasgow, focused on the three wards detailed in the Articles of Association in particular, for the following purposes;
a. To promote the benefit and well being of the community without racial or sexual discrimination or distinction of political, religious or other opinion
b. To provide facilities in the interest of social welfare, recreation and leisure
c. Where appropriate to co-operate with Glasgow City Council or it's successor body in the achievement of these objects
d. To foster a community spirit for the achievement of these aims and other similar aims as may by law be deemed charitable
4. The Association shall have the following powers exercisable in furtherance of the foregoing objects
a. To employ all such officers and servants as may be required for the purposes of the Association and to make all reasonable and necessary provision for the payments of pensions and superannuation to or on behalf of such officers and servants (including former officers and servants), their widows, widowers and other dependants
b. To purchase, feu, lease or otherwise acquire and hold any heritable or real or personal property and any rights, privileges or licences necessary, convenient or desirable for the objects of the Association and to construct, alter and maintain any houses or buildings or other property required for such purposes; and to sell, manage, improve, develop, repair, lease or otherwise let on hire, exchange, mortgage, charge, dispose of or otherwise deal with all or any of such property rights or privileges
c. To borrow or raise money for any of the above purposes in such manner as the Association may think fit and secure the payment of money on loan by standard
security, debenture, charge, mortgage or otherwise by secretary over the property of the Association or in such manner as may be determined
d. To accept subscriptions, bequests and donations (whether heritable, real or personal estate) and whether subject to any special trust or not for all or any of the purposes of the Association
e. To take such steps by personal or written appeals, public meetings or otherwise an may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the shape of donations, annual subscriptions or otherwise
f. To print and publish any newspapers, any periodicals, books or leaflets necessary for the promotion for the objects of the Association
g. To establish and support and to aid in the establishment and support of any other charitable associations or companies formed for all or any of the objects of the Association
h. To subscribe to any local or other charities and to grant donations for any charitable purpose connected with the objects of the Association
i. To invest the monies of the Association not immediately required for it's purposes in or upon such investments, securities or property as may be thought fit subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided
j. To arrange and effect any policy or policies of insurance which may be required in connection with any of the objects of the Association
k. To purchase or otherwise acquire and take over all or any part which the Association may lawfully acquire or take over of the property, assets, liabilities and engagements of any one or more charitable companies, societies, associations or bodies having objects similar to those of the Association and to amalgamate with any of such companies, societies, associations or bodies
I. Where appropriate to act in concert, or make any arrangements with any other company, corporation, central government department, local or public authority, society or other body, person or organisation now or hereafter constituted, with a view to promoting any of the objects of the Association
m . To provide and sell refreshments of all kinds printed matter and the like and articles and commodities of whatsoever nature to persons visiting or frequenting premises or places
n . To make, accept, execute and endorse cheques and promissory notes, bills of exchange and other negotiable instruments
o. To undertake and execute any charitable trust which may lawfully be undertaken by the Association and may be conductive to it's objects
p. To manufacture, buy, sell, rent, let on hire and deal in all articles and commodities of whatsoever nature, as may be deemed suitable or desirable for promoting the objects of the Association
q. To pay from the funds of the Association the costs, charges and expenses of and necessary for the formation and registration of the Association
r. To do all such other things as will properly attain the above PROVI DED that
i. In case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with or invest the same in such manner as is allowed by law, having regards to such trusts
ii. The objects of the Association shall not extend to impose on or precure to be observed by it's members or others any regulation, restriction or condition which if any object of the Association would make it a Trade Union
iii. In case the Association shall take or hold any property subject to the jurisdiction of any competent educational or charitable authority, the Association shall not sell, mortgage, charge or lease the same without such authority, approval or consent as may be required by law and as regards any such property and management committee of governing body of the Association shall be chargeable for any such property that may come into their hands and shall be answerable and accountable for their own acts, receipts, neglects and defaults and for the due administration of such property in the same manner and to the same extent as such management committee or governing body of the Association would have been if no incorporation had been affected and the incorporation of the Association shall not diminish or impair any control or authority exercisable by the Court of Session or any Court of Competent jurisdiction or other authority having jurisdiction in the matters over such management committee or governing body, but shall as regards any such property be subject to such control and authority as if the Association were not incorporated.
5. The income and property of the Association shall be applied solely towards the promotion of it's objects as set forth in this memorandum of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any member of the Association. Provided that nothing here in shall prevent any payment in good faith by the Association
a. of reasonable and proper remuneration to any member, officer or servant of the Association for any services rendered to the Association
b. of interest on money lent by any member of the Association (or by any member of it's Council of Management Committee or governing body) at a rate per annum not exceeding whichever is the higher of six percent per annum or two percent over Clydesdale Bank plc base rate ( or such other rate as is substituted therefore)
c. of reasonable and proper rent for the premises made available or let by any member of the Association or of it's Management Committee or governing body
d. of fees, remuneration, payment or other benefit in money or money's worth to a company of which a member of the Association or of it's Management

Committee or governing body may be a shareholder holding not more that $1 / 100^{\text {th }}$ part of the capital of that company; or
e. out of pocket expenses to any member of the Association of it's Management Committee or governing body
6. The Association shall be non-party-political and non-sectarian
7. The liability of the members is limited
8. every member of the Association undertakes to contribute to the assets of the Association in the event of it's being wound up while he or she is a member or within one year thereafter for payment of the debts and liabilities of the Association contracted before membership terminated of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves such amount as may be required not exceeding one pound.
9. if upon winding up or dissolution (except in the case of a reconstruction or amalgamation between charitable trusts having similar objects) of the Association there remains, after the satisfaction of all it's proper debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other charitable institution or institutions, having objects similar to the objects of the Association, which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is herein before imposed on the Association, such charitable institution or institutions to be determined by the members of the Association at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, them to some other object which the law regards as charitable

WE, the several persons, whose names and addresses are subscribed below, are desirous of being formed into a company in pursuance of this Memorandum of Association.

Names, addresses and descriptions of Subscribers


Date
Witness to the above signature

# The Companies Act <br> Company Limited by Guarantee and not having a share capital 

Articles of Association<br>Of<br>Community Central Hall

## Interpretation

1. In these articles:-

The "Association" means the above named association
The "Management Committee" means the members for the time being of the Management Committee hereby constituted to act as the council of management or governing body of the Association.

The "Secretary" means any person appointed to perform the duties of the secretary of the Association.

The "Auditor" means the person or firm appointed from time to time to act as auditor of the Association within the provisions of the act.

The "Act" means the Companies Act 1985 and shall, where the context so requires, include any statutory modification or re-enactment of any of the provisions thereof.

The "Community" includes the City of Glasgow Council three wards of Hillhead, Canal, and Maryhill and Kelvin and continuous areas, such other areas as may be deemed by the Management Committee to fall within the community.

Expressions referring to writing shall, unless the contrary intention appears, be construed as including references to typewriting, printing, lithography and any other mode or representing or reproducing words in a visible form

## Membership

2. The number of Members with which the Association is registered is unlimited.

The Members of the Association shall be those persons or organisation whose names are entered in the Register of Members.

The Management Committee may in their discretion admit to membership individuals or organisations who qualify in terms of Articles 3 hereof.
3. There shall be three classes of members, namely:
a. Ordinary members, being open to all individual persons aged 16 years or over living within the community. Each ordinary member shall have one vote at General Meetings of the Association
b. Group members being open to voluntary or community organisations operating within the community (whether incorporated or unincorporated). Each organisation shall be entitled to one vote at General Meetings of the Association.
c. Junior members, open to all persons aged under 16 years living within the community. Junior members shall have the right to attend General Meetings of the Association, but shall have no right to vote at such meeting, nominate or be elected to office as a member of the Management Committee.

A voluntary or community organisation applying for membership and for so long as it remains a member, shall nominate in writing a person to act as its representative in applying for membership and of exercising the rights of membership on its behalf, with full power to such organisations at any time to recall its nomination and nominate a new representative. Such nominations may also provide for an alternate nominee to represent the organisation when the primary nominee is not available.

It shall be open to any individual to become an associate member of the Association at the invitation of the Management Committee. Associate members shall have the right to attend General Meetings of the Association but, shall have no right to vote at such meetings, nominate or be elected to office as a member of the Management Committee.
4. Membership cards shall be issued on receipt of payment of the annual subscription. The secretary shall, upon the due admission of any applicant by the Management Committee or in accordance with such delegated procedures as the Management Committee may from time to time authorise, and upon payment by the applicant of his or her initial subscription, enter the name of such applicant in the Register of Members and upon such entry, such applicant shall become a member of the Association

The annual subscription for membership shall be such sums as may from time to time be determined by the Management Committee. Such determination may further provide for different classes of membership and different rates of subscription.

Membership will run for the term of the financial year and membership of the Association shall terminate:
a. On the intimation to the Secretary of a member's wish to resign membership; or
b. On the dissolution of a group member or death or an ordinary or junior member; or
c. If the annual subscription in not paid and membership thus not renewed by $30^{\text {th }}$ J une in any year: or
d. For a reason which the Management Committee shall deem to be good and sufficient but provided always that the member against whom such a decision is contemplated shall have right to be heard by the Management Committee before such a decision is made.

No right or privilege of any member shall be in any way transferable, and all such rights and privileges shall cease upon the members ceasing to be such, whether by resignation, dissolution, death or otherwise.

## General Meetings

5. The Association shall in each year hold a general meeting as its Annual General Meeting in addition to any other meetings in that year, and shall specify the meeting as such in the notice calling it. Not more than 15 months shall elapse between the date of one Annual General Meeting of the Association and that of the next. The Annual General Meeting shall be held at such a time and place as the Association shall appoint, but not later than $31^{\text {st }}$ December in each year.
6. The Management Committee may, wherever it thinks fit, convene an Extraordinary General Meeting. Extraordinary General Meetings shall also be convened by the Management Committee or, in default, may be convened by such members as are provided by Section 368 of the Act but with the additional provision that the quorum of such requisition shall be either (a) not less than 20 current ordinary or group members or (b) not less that one fifth of the total number of current or ordinary or group members, whichever number is the less

## Notice of General Meetings

7. Not less that 28 days written notice (exclusive of the date on which it is posted and the day of the meeting) shall be given to all current members of all general meetings of the Association. Such notice shall specify the time and place of the meeting and the nature of the business to be conducted at the meeting and shall be posted to each current member at the address last notified to the Association. Notice of every such general meeting shall also be given to the Auditor for the time being of the Association.
8. The accidental omission to give notice of a meeting to, or the non receipt of notice by any person entitled to receive such notice shall not invalidate the proceedings at that meeting.

## Proceedings at General Meetings

9. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and at an Annual General Meeting with the exception of the consideration of the accounts and of the Associations activities during the preceding year, the reports of the Management Committee and of the Auditor, the election of Office Bearers and members of the Management Committee, the consideration of the planned activities for the next year, and the appointment of the Auditor.
10. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Except as contemplated in Article 11, a quorum shall either be (a) not less than 20 current ordinary or group members or (b) not less that one fifth of the current ordinary and group members total number of current or ordinary group members of the Association, personally present, whichever number is the less.
11. If within half an hour from the time appointed for the meting a quorum is not present, the meeting, if convened upon the requisition of the members shall be dissolved. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the convener of the meeting may determine. If at the adjourned meeting, a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
12. The Chairperson of the Association, whom failing the Vice Chairperson present, shall preside as Chairperson at every General Meeting of the Association. If neither the Chairperson nor the Vice Chairperson shall be present and willing to act within 15 minutes after the time appointed for the holding of the meeting, the ordinary and group members present shall choose some other member of the Management Committee or, if no such member shall be present and willing to act, they shall chose some other attending ordinary member or representative of a group member of the Association to act as Chairperson.
13. The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjournment meeting shall be given as in the case of an original meeting, save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at the adjourned meeting.
14. At all General Meetings a resolution put to the vote of the meeting shall be decided on a show of hands by a majority of the members present in person and entitled to vote unless (except as regards a resolution for the appointment of the Chairperson or for the adjournment of the meeting on which a show of hands shall be conclusive) before or upon the declaration of the result of the show of hands a poll shall be demanded by the Chairperson or at least four members present in person and entitled to vote. Unless a poll be so demanded, a declaration by the Chairperson of the meeting that a resolution has been carried, or has been carried unanimously or by a particular majority, or lost, or not carried by a particular majority, shall be conclusive and an entry to that effect in the Minute Book of the Association shall be conclusive evidence thereof without proof of the number or proportion of the votes recorded in favour of or against such resolution. No member who has been a member for less than one calendar month prior to the date of the General Meeting shall be eligible to vote at that meeting.
15. If a poll is demanded, it shall be taken at such time and place and in such a manner as the Chairperson of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
16. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting shall be entitled to a second or casting vote.
17. The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than that upon which a poll has been demanded.
18. The proceedings of any General Meeting of the Association shall not be invalidated by the subsequent discovery of any defect in the appointment of any representatives, or any defect in the qualification of any member, voting thereat.

## Office Bearers

19. The Honorary Office Bearers of the Association shall be:

Chairperson
Vice Chairperson x 2
Treasurer
Secretary (who will be an officer of the company for the purposes of company legislation) And, such other office bearers as the Association may from time to time decide in a General Meeting.

These Office Bearers need not be ordinary members or group members of the Association. They shall not receive any remuneration for their services, but they shall be entitled to reimbursement of any expenditure reasonably incurred by them in carrying out their duties.
20. At every Annual General Meeting, all Office Bearers shall retire and be eligible for reelection.
21. There shall not be any age limit for Office Bearers and accordingly Section 293 of the Act shall not apply.

## Management Committee of the Association

22. The Management Committee shall consist of the Officer Bearers, defined in Clause 22 and also five individual members and five representatives of group members and up to but not more than five members who may be co-opted by the Management Committee.

The opportunity to attend Management Committee meetings, but not the right to vote shall be extended to:

The Member of Parliament within whose Constituency the Registered Office lies, the Member of the Scottish Parliament within whose Constituency the Registered Office lies, members of Glasgow City Council in whose wards lie the Registered Office.

At every Annual General Meeting, of the Association the elected members of the Management Committee shall retire but shall be eligible for re-election.
23. The Management Committee shall be made up of such persons as shall have been duly nominated and subsequently elected at an Annual General Meeting of the Association. Written notice of nominations for election (other than nominations from the Management Committee itself) must have been sent to the Secretary not later than 28 days before the relevant meeting. Should the number of nominations exceed the number of vacancies; a secret ballot amongst the members of the Association in accordance with such arrangements as may be laid down by the Management Committee from time to time will be arranged.

Those members unable to attend an AGM shall be entitled to a proxy vote. Committee members shall serve as individuals and not as representatives of their respective group members.

Each application of membership shall be considered by the Management Committee, or if the Management Committee so determines by a sub committee or officer of the Management Committee, as soon as reasonably practical after receipt by the Company of the written application required. In considering the application the Management Committee, or as the case may be the sub committee or Officer of the Management Committee shall take account of the membership policy as determined by the Management Committee from time to time.

The Management Committee shall be entitled in its absolute discretion to refuse to admit any person or organisation to membership. If the application is admitted to membership the Board may require such applicant to sign up to a set of values as determined by the members from time to time as a condition of the membership. Where, in the view of the , Management Committee the member's acts or omissions to act are contrary to the values of the Company, the Management Committee may decide to suspend that person's or organisation's membership until the next general meeting of the Company at which the Management Committee may propose a special resolution to expel that member.

In the event of the number of nominations not being at least equal to the number of vacancies in the Management Committee, the elected Management Committee shall be empowered to nominate at the first constituted Management Committee meeting, subject to the fulfilment of the application process
24. In addition to the foregoing retirement provisions, the office of a member of the Management Committee shall be vacated/or shall not be eligible:-
a) If he or she or his or her constituent organisation becomes bankrupt or makes any arrangement or composition with his or her creditors; or
b) If he or she becomes of unsound mind; or
c) If he or she or his or her constituent organisation ceases to be a member of the Association; or
d) If by notice in writing to the Association he or she resigns from membership of the Management Committee; or
e) If he or she ceased to hold office by reason or any order made under Section 296 of the Act; or
f) If he or she shall fail to attend four consecutive meetings of the Management Committee without providing an explanation acceptable to the Management Committee; or
g) Becomes increasingly incapable of by reason of injury or illness of fulfilling the duties of his/her office and such incapacity is expected to continue for a period of more than six months; or
h) Is required to resign from office pursuant to a written notice signed by a majority of the Directors excluding the Director in question; or
i) Becomes an employee of the Company or he/she has been an employee in the last five years.

## Powers and Duties of the Management Committee

25. Within the membership limits prescribed by Article 22 hereof the Management Committee may co-op additional members to fill vacancies. Such co-opted members shall hold office until the next Annual General Meeting of the Association, when they shall be subject to election as provided in Article 23.

The Management Committee may also co-opt not more than 5 additional members who shall be supernumerary to the numbers prescribed in Article 22 who shall hold office for such a period as the Executive Committee may think appropriate and whose co-option shall be reviewed annually at the first meeting of the Management Committee occurring after each Annual General Meeting.

Co-opted members shall have full voting rights.
26. The Management Committee shall be responsible for carrying out the policy of the Association, and for the administration, management and control of the affairs and property of the Association, and generally may exercise all such powers of the Association and do on it's behalf all such acts as may be exercised and done by the Association, and as are not by statute or by these Articles required to be exercised or done by the Association in General Meeting; subject nevertheless to the provision of the Act and of these Articles and to such regulations, being not inconsistent with the aforesaid provisions, as may be prescribed by the Association in General Meeting. No regulation, however, made by the Association in General Meeting shall invalidate any prior act of the Management Committee which would have been valid if that regulation had not been made.
27. All cheques, promissory notes, drafts, bills of exchange, and other negotiable instruments, and all receipt for moneys paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the Management Committee shall from time to time determine.
28. The Management Committee may exercise all the powers of the Association to borrow money without limit as to amount and upon such terms and in such manner as they think fit and to grant mortgages, charges or standard securities over its undertakings and property or any part thereof, and to give security for the payment of money by, or the performance of other obligations of the Association or any other charitable body.
29. The Management Committee shall cause entries to be made in the books provided for the purpose:-
a. Of all persons and organisations admitted to membership
b. Of all appointments of officers and staff made by the Management Committee
c. Of the names of the members of the Management Committee present at each meeting thereof
d. Of all resolutions and proceedings at all meetings of the Management Committee and its Sub Committees.

## Proceeding of the Management Committee

30. The Management Committee shall meet at least six times each year, and may adjourn and otherwise regulate its meetings, as it thinks fit. Questions arising at any meeting shall be decided by a majority of votes. In case of equality of votes, the Chairperson of the meeting shall have a second or casting vote.
31. The quorum necessary for the transaction of the business of the Management Committee shall be 3, or $25 \%$ of its members, whichever is greater.
32. The Chairperson, or in her or her absence a Vice Chairperson shall preside at meetings of the Management Committee. In the event that neither the Chairperson nor Vice Chairperson shall be present and willing to act, members of the Management Committee present shall chose one of their numbers to chair the meeting.
33. The continuing members of the Management Committee may act notwithstanding any vacancy in their body.
34. The Management Committee shall have power to set up a finance committee and such other committees and working groups (not all of whose members need to be members of the Association) as it may think appropriate from time to time and may determine their terms of reference, powers, duration and composition, provided that no such committee or group shall be given power to co-opt more than one fourth of its total membership.
35. All bona fide acts done by any meeting of the Management Committee or of any subsidiary committee or group, or by any person acting as a member of any of the foregoing, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such member or person acting as aforesaid, or that he or she was disqualified, be as valid as if every such person had been appointed and was duly qualified to be a member of the relevant committee or group.

## The Common Group

36. The Common Seal of the Association shall not be affixed to any instrument except by the authority of the Management Committee, and every instrument to which the Common Seal shall be affixed shall be signed by an Office Bearer of the Association and shall be countersigned by the Secretary or by a second Office Bearer or by some other person appointed by the Management Committee for the purpose.

## Accounts

37. The Management Committee shall cause proper books of account to be kept with respect to:-
a. All sums of money received and expended by the Association and the matter in respect of which the receipt and expenditure takes place;
b. All sales and purchases of goods by the Association;
c. The assets and liabilities of the Association

Proper books shall not be deemed to be kept if there are not kept books of accounts as are necessary to give a true and fair view of the state of the Associations affairs and to explain its transactions.
38. The books of accounts will be kept at the registered office of the Association or subject to Section 222 of the Act, at such other place as the Management Committee shall think fit, and shall always be open to the inspection of the members of the Management Committee.
39. The Management Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions and regulations the accounts and books of the Association shall be open to the inspection of members not being members of the Management Committee. No member, not being a member of the Management Committee, shall have any right of inspecting any account or book or document of the Association except as conferred by statute or authorised by the Management Committee or by the Association in General Meeting.
40. The Management Committee shall from time to time in accordance with Section 235 of the Act, cause to be prepared and to be laid before the Association in General Meeting such profit and loss accounts, balance sheets and reports as are referred to in this section.
41. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Association in General Meeting together with a copy of the Auditors report, shall not less that 28 days before the date of the meeting be sent to all persons entitled under Article 7 to receive notice of such meetings.
42. Once at least in every year the account of the Association shall be examined and the correctness of the income and expenditure account and the balance sheet ascertained by the Auditor. Unless or until otherwise resolved by the Management Committee, the accounting year shall run from $1^{\text {st }}$ April to $31^{\text {st }}$ March in the notice of the same year.
43. The Auditor shall be appointed and his or her duties regulated in accordance with Sections 384 - 391 of the Act.

## Dissolution

44. Clause 9 of the Memorandum of Association of the Association shall have the effect as if the provisions thereof were repeated in these Articles.

Names, addresses and descriptions of Subscribers


Date
Witness to the above signature $\qquad$

