

## SCOTTISH ASSOCIATION OF DIRECTORS OF LEISURE SERVICES

# CONSTITUTION

### 1 Name

The Association shall be known as “VOCAL” with the subtitle The Voice of Chief Officers of Cultural, Community and Leisure Services in Scotland..

### 2 Purposes

The purposes of the Association shall be :

- (a) To promote and represent the contribution of Scottish Local Authorities to Leisure, Culture and Community Learning and Development provision, both in terms of their intrinsic benefits and their contribution to wider policies, including health, learning, environmental improvement and community development.
- (b) To influence the development of policy relating to the role of Scottish local authorities in providing for Leisure, Culture and Community Learning and Development by liaising with appropriate national bodies, responding to consultation documents and other policy proposals, commissioning research and publishing reports.
- (c) To liaise with professional bodies and other agencies involved in provision for Leisure, Culture and Community Learning and Development and to seek a unified approach to issues of common concern.
- (d) To support members by holding meetings, seminars and conferences and facilitating the exchange of information between members.

### 3 Disciplines

The Association will seek to represent the following disciplines :

- (a) Children’s play and cultural and leisure services for young people
- (b) Community Learning and Development
- (c) Countryside recreation including country parks and ranger services.
- (d) Libraries and information services
- (e) Museums, archives and genealogical services
- (f) Parks, amenities and open space management
- (g) Performing visual and community arts including development work and facility management
- (h) Sport and recreation including development work and facility management

## 4 Membership

- (a) There shall be the following categories of membership
- (i) **Full Member** - Full membership shall be open to
- Directors and other chief officers employed by local authorities in Scotland whose remit includes responsibility for any of the functions listed in Clause 3.
  - Senior officers other than chief officers who have overall responsibility for any of the functions listed in Clause 3 or, who in the opinion of the Executive Committee, have a substantial role in advising their council on the strategic management of cultural and leisure services.
  - The person employed in overall charge of a Not-for-Profit organisation providing any of the services listed in Clause 3 on behalf of a Scottish local authority.
- (ii) **Associate Member** - Associate membership shall be open to
- Members of the senior management team of a department providing any of the services listed in Clause 3.
  - Members of the senior management team of a Not-for-Profit organisation providing any of the services listed in Clause 3.
  - The person employed by a professional body dealing with any of the services in Clause 3 who is in overall charge of the organisation.
  - Directors or heads of sections in Non-Departmental Public Bodies responsible for any of the services listed in Clause 3.
  - Partners or senior managers in consultancy practices which have substantial expertise in any of the services listed in Clause 3.
  - Persons who have been members of the Association but who no longer meet the criteria for full membership.
- (iii) **Honorary Membership** - Honorary members may be elected at Special or Annual General meetings of the Association in recognition of their substantial contribution to the development of leisure and cultural services.
- (b) Meetings of the Association and Executive Committee shall be open to all full, associate and honorary members and they shall be entitled to speak at meetings. Only paid up full members shall be entitled to vote at meetings.
- (c) All applications for membership shall be made in writing to the Honorary Secretary of the Association and shall be submitted to the Executive Committee whose decision on approval or otherwise shall be final.
- (d) An application for membership shall be supported by evidence that the applicant meets the criteria for membership as detailed in 4(a) and this evidence shall be taken into account by the Executive Committee in deciding upon the application.
- (e) A member may resign from the Association at any time but shall remain liable for payment due for the year in which the resignation takes effect unless the Executive Committee determines otherwise.

- (f) The Association may, if two thirds of the members present and voting at a Special or Annual General Meeting, expel from the membership of the Association any member
  - (i) whose conduct is in the opinion of the Executive Committee detrimental to the interests of the Association or calculated to bring the Association into disrepute, or
  - (ii) who, in the opinion of the Association, wilfully and persistently refuses to comply with the rules of the Association

Provided that before exercising this power the Executive Committee shall make due enquiry into the circumstances after giving to the member concerned not less than fourteen days written notice of the enquiry, specifying the nature of the enquiry against him or her and the time and the place at which he or she may be heard in his or her defence by the Executive Committee. An expelled member shall remain liable to pay all sums due from him or her to the Association at the time of his or her expulsion.

## **5 Subscriptions**

- (a) Annual subscriptions shall be for the period 1 April to 31 March in each year. A member failing to pay his or her subscription by 30 June shall be considered to have resigned from membership of the Association unless the Executive Committee decides otherwise.
- (b) The amount of annual subscription for each category of membership shall be fixed at the annual general meetings

## **6 Meetings**

- (a) The Association shall hold in each calendar year on a date to be determined by the Executive Committee an Annual General Meeting to conduct the following business.
  - (i) Elect Office Bearers as specified in 7(a)
  - (ii) Elect eight full members to form an Executive Committee with the Officer Bearers of the association.
  - (iii) Determine membership fees
  - (iv) Determine honoraria payments to the Office Bearers
  - (v) Consider a report by the Chairman on the affairs of the Association since the last general meeting.
  - (vi) Consider a report by the Treasurer on the Association's financial affairs including an audited statement on income and expenditure for the previous financial year.
  - (vii) Motions for the amendment of the Constitution provided they are submitted in terms of Clause 12.

- (viii) Such other items of business as shall be notified to the Honorary Secretary by any member of the Association or the Executive Committee not less than fourteen days prior to the Annual General Meetings.
- (b) The Executive Committee shall normally meet at monthly intervals and not less than six times each year. Meetings of the Executive Committee shall be open to all members of the Association. Only paid up full members of the Association present at Executive Committee meetings shall be entitled to vote.
- (c) Notice of meetings of the Association shall be given by the Honorary Secretary by post not less than fourteen days before the meetings and shall specify the business to be transacted.
- (d) The Honorary Secretary shall call a Special Meeting of the Association at any time on being required to do so by the Chairman, or in his absence the Vice Chairman, or by request of not less than six members of the Association submitted in writing. Such meeting shall be held within twenty one days of the receipt of the request by the Honorary Secretary.
- (e) The quorum at the Annual General Meeting and any Special Meetings of the Association shall be one quarter of the paid up full members of the Association. The quorum for meetings of the Executive Committee shall be four members of that Committee
- (f) At meetings of the Association and the Executive Committee, the Chairman, whom failing the Vice Chairman, whom failing a simple majority of such members present at the meeting shall decide, shall preside. The procedure for conducting business shall be at the discretion of the Chairman of the meeting except as provided for elsewhere in the constitution. In the event of any tie in voting the chair of the meeting shall have the casting vote.
- (g) Only members whose subscriptions are fully up to date shall be entitled to vote at meetings.

## **7 Office Bearers**

- (a) The Office Bearers of the Association shall be the -  
  
Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer all of whom shall be elected by the Association at each Annual General Meeting and all of whom shall hold office until the end of the next Annual General Meetings.
- (b) Vacancies that occur in the Office Bearers of the Association, shall be filled by election at the next meeting of the Association.

- (c) A member who has held an Office Bearer's position for a continuous period of two years, or in the case of the Honorary Secretary and Treasurer for a continuous period of five years, shall not be eligible for re-election to that post for a period of one year.
- (d) The Executive Committee shall be entitled to appoint such persons, whether or not members of the Association, as they deem appropriate to represent the Association or carry out work on its behalf.
- (e) Only paid up full members of the Association may be elected as Office Bearers of the Association.

## **8 Duties of Honorary Secretary**

It shall be the duty of the Honorary Secretary to issue calling notices and agendas for meetings and make such other arrangements as may be required for meetings and to keep the minutes thereof (subject to a majority of those present and entitled to vote) and to deal with correspondence on behalf of the Association.

## **9 Duties of Honorary Treasurer**

It shall be the duty of the Honorary Treasurer to receive and pay all monies due to or by the Association, to keep the accounts of the Association and to submit to the Annual Meetings a Statement of Accounts duly audited, for the preceding financial year ending on 31 March.

## **10 Duties of Chairman**

It shall be the responsibility of the Chairman to co-ordinate the conduct of the Association's business, to ensure that such matters as cannot practically be considered at meetings of the Association are dealt with and to liaise with the Honorary Secretary and other Office Bearers regarding the Agenda for meeting.

## **11 Finance**

- (a) The financial year of the Association shall begin on 1 April in each year
- (b) The funds of the Association shall be deposited in a bank account in the name of the Association, all expenses of the Association shall be paid out of that bank account, and all cheques drawn on the account shall be signed by the Honorary Treasurer and counter-signed by the Chairman or the Honorary Secretary.
- (c) The Annual Meeting shall fix each year a sum by way of honorarium to each of the Honorary Secretary and the Honorary Treasurer and the Chairman.
- (d) The accounts of the Association shall be audited once a year by a competent Auditor approved by the Annual General Meeting.

## **12 Amendment of Constitution**

Any resolution for the amendment of this Constitution shall require the assent of not less than two-thirds of the members of the Association present and voting at the Annual General Meeting, or a meeting specially called for the purpose, provided that notice of the amendment in writing shall have been received by the Honorary Secretary not less than twenty-one days before the meeting, except where such amendment has been recommended by the Executive Committee when the Honorary Secretary shall give at least fourteen days notice in writing of the meeting, setting forth the terms of the amendment proposed. Motions to amend the constitution may be amended with the assent of not less than two thirds of the members of the Association present and entitled to vote at properly called meetings.

## **13 Dissolution of Association**

- (a) The Association may be dissolved by a resolution supported by not less than two thirds of eligible members present and entitled to vote at a special meeting of the Association called for the purpose, due notice of the resolution in terms of 6(d) above having been received in writing by the Honorary Secretary, who shall give at least twenty one days notice of the special meeting to consider the resolution.
- (b) In the event of such dissolution of the Association, any balance of funds of the Association after meeting liabilities shall be applied to purposes to be determined by the special meeting agreeing the dissolution.