

CONSTITUTION FOR THE MORAY DUKE OF EDINBURGH'S AWARD COMMITTEE

References:

- A. <http://www.scvo.org.uk/setting-up-a-charity/write-your-constitution/voluntary-association/>
- B. http://www.moray.gov.uk/moray_standard/page_65309.html
- C. <https://www.oscr.org.uk/search-oscr/charity-details?number=SC043423#results>

1. **INTRODUCTION.** This Constitution outlines the fundamental principles of governance for the Moray Duke of Edinburgh's Award Committee (Charity No. SC043423) and its responsibility to support Duke of Edinburgh's Award activities in Moray in accordance with Reference A. It is publicised at Reference B and regulated by the OSCR at Reference C.

2. **NAME:** The Committee shall be called the 'Moray Duke of Edinburgh's Award Committee (Moray DofE Award Committee).

3. **AIMS:** The Committee aims to promote the objectives of the Duke of Edinburgh's (DofE) Award for the benefit of young people in Moray. To meet these, the Committee will assist DofE groups or centres to undertake the following:

a. The provision of recreational facilities as included in the national programme of the DofE's Award with the object of the advancement of health and well-being.

b. The advancement of education and citizenship through the provision of any training and learning to support the national programme of the DofE's Award.

4. **POWERS:** The powers of the Committee are as follows:

a. Promoting the use of the DofE Award amongst adults who could support/promote the DofE.

b. Establishing close working relations / in partnership with other agencies involved in the development of young people, the Council and the DofE Award Officers.

c. Influencing wider access to the DofE Award.

d. Receiving and managing participant's fees and raising funds to assist young people to complete a DofE Award.

e. Funding equipment and training opportunities for leaders, supervisors and assessors running DofE activities.¹

f. Managing and processing applications for financial assistance.

g. Publicising activities and the support of main sponsors.

5. **RESTRICTIONS ON POWERS:** The Committee as a whole² is not authorised to conduct DofE Award activities.

6. **KEY TASKS.** These key tasks are to form the basis of the Agenda at quarterly meetings:

- a. Publicity.
- b. Fundraising.
- c. Engagement.
- d. Funds and Funding.

7. **MEMBERSHIP:**

a. Full membership of the committee is open to all group leaders and those involved in the day to day running of the DofE Award in Moray.

b. Members will be over 18 years of age with the exception of representatives of Moray Youth Voice (DofE Award Youth Council).

c. As a minimum, office bearers shall include – Chairperson, Vice-Chairperson, Secretary, Treasurer, Events Officer, Publicity Officer and Fundraising Officer.

d. All office bearers must be re-elected at the AGM.

e. Members may be co-opted at the discretion of the Committee, but these members will not be eligible to vote.

f. The Committee has the right to terminate the membership of any individual who brings the Committee into disrepute as an accountable public body.

¹ The committee shall not undertake trading activities to raise funds for these except by means of a company established for that purpose.

² Therefore, excluding individual trustees and members.
Moray DofE Award Committee Constitution V1 Dated 18 Jan 18

8. **MEETINGS:** The Committee shall meet at least four times a year on a date agreed by the office bearers with additional meetings as required. The quorum for such meetings shall be one quarter of the membership. An annual general meeting shall be held every year once the accounts have been prepared and inspected. The Secretary will produce Minutes and distribute them to all members. Resolutions will be passed by the majority vote of office bearers. Nevertheless, appeals can be made to the Chairperson and these can be recorded in the Minutes.

9. **ALTERATION TO THE CONSTITUTION:** Alterations and additions to the constitution may be made by resolution of the Committee. Alterations must be circulated or a special meeting called with not less than 21 days notice. Such a decision shall be confirmed by a two thirds majority of those present and entitled to vote. Notice shall be given in writing, setting forth the terms of the alteration, to each member of the committee.

10. **DISSOLUTION:** The Committee, by a simple majority, may decide on the grounds of expense or otherwise to dissolve the Committee and dispose of any assets held on its behalf. Remaining assets after satisfaction of any proper debts and liabilities shall be transferred to a recognised charitable body or bodies having objects similar to this organisation and having charitable purposes.

Assets Lock: None of the Association's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes.

Certified as a true copy adopted by a meeting of the Committee held on 16 January 2018.

Certified as a true copy:

Name / Position / Address	Signature	Date
Michael Morley, Chairperson		
Cliff Shardalow, Treasurer		
Vince Stuart, Vice Chairperson		
Debi Ingram, Secretary		
Events Officer		
Heidi Billany, Publicity Officer		
Fundraising Officer		