



South Lincolnshire Group Training Association

CONSTITUTION & RULES OF ASSOCIATION

February 2007

(Version 3)

CONSTITUTION & RULES OF ASSOCIATION

Name

1.0 The name of the Association (“the Association”) is the **South Lincolnshire Group Training Association (SLGTA)**

Purpose & Objects

2.0 The purpose and objectives of the Association are;

2.1 To promote and advance the education and training of those engaged or intending to be engaged in the construction industry as defined by the Construction Industry Training Board in the South Lincolnshire and Rutland areas including the provision of advice, information, facilitation and a forum for discussion

2.2 To provide education and training to the wider public and construction associated professions and industries

2.3 The Association believes that equal opportunities are the central principle underlying all the work it does. The Association will not discriminate against any of the protected characteristics and we comply with the following acts

- Rehabilitations of Offenders Act 2016
- Data Protection Act 1998
- Equal Opportunities / Equalities Act 2010
- Health & Safety at Work Act 1974
- Disability Discrimination Act 2010
- Race Relations Act 2006
- Sex Discrimination Act 2010
- The Bribery Act 2010
- Modern Slavery Act 2015

3.0 Unless otherwise determined, the Association will comply with the prevailing Training Group criteria for funding and support eligibility and obligations as issued by the Construction Industry Training Board

Powers

4.0 In furtherance of the above purposes and objects, the Association may;

4.1 Raise funds in a legal manner

4.2 Take out appropriate and applicable insurance cover for the officers and management committee

Membership

5.0 Membership is open to Businesses in, and related to, the construction industry.

Membership is by completion of the Associations' Membership Application Form to the Officers giving such information as the Officers and Association may require at the time, The Officers on behalf of the Association shall determine any application by simple majority vote

6.0 The Officers and Management Committee may invite any individual or organisation that supports the aims of the Association to become an Associate Member. Such members shall have no voting rights (Associate and Group members must not exceed more than 25% of the total membership).

7.0 The Officers and Management Committee may invite any group whose work is supportive of the organisation to become a Group Member. Such members shall have no voting rights (Group and Associate members must not exceed more than 25% of the total membership).

8.0 Memberships are annual and from the 1st January in each year. If a member wishes to leave the association then not less than three months' notice in writing should be given to the Management Committee

9.0 The annual subscription for membership shall be set and agreed by the Officers and Management Committee at the Annual General Meeting, calculated on the basis of the funds required by the Association for the fulfilment of its objectives in each year and will take effect from the following 1st January. Subscriptions shall be paid by each member within 30 days of the invoice date or in such a manner that the Management Committee, shall from time to time determine.

10.0 The Management Committee may end membership by notice in writing in the occurrence of any of the following event;

10.1 If a member makes a composition or arrangement with his creditors, or becomes bankrupt, or being a company, makes a proposal for a voluntary arrangement for a composition of debts or other scheme or arrangement to be approved in accordance with the Companies Act 1985 or the Insolvency Act 1986 (or any amendment or re-enactment thereof), or has a provisional liquidator appointed or has a winding up order made or passes a resolution for voluntary winding up (except for the purposes of reconstruction or amalgamation) or has a receiver, administrator receiver or administrator appointed or otherwise ceases to trade or being a partnership, dissolves the partnership whether by agreement between the partners or by operation of law.

10.2 If a member fails to pay in full the Membership or any fee related to their membership as invoiced to them, they will be deemed to have resigned their membership

11.0 A member whose membership is ended under Rule 10 shall nevertheless remain liable to pay all monies due to the Association at the date of termination of membership. A member who ceases to be a member for whatever cause shall cease to have any claim upon the Association its property and funds and shall cease to be entitled to any benefits and privileges of membership

Officers and Investments

12.0 The members may appoint up to six members' representatives as Officers of the Association

13.0 The Officers of the Association shall be at least;

13.1 A Chair, who shall chair both general and management committee meetings

13.2 A secretary, who shall be responsible for the taking of minutes and distribution of all papers

13.3 A treasurer who shall be responsible for maintain accounts and financial reports

13.4 A Group Training Officer who shall be responsible for the day-to-day maintenance of the Association, its membership and liaisons with organisations and businesses operating or linked to the South Lincolnshire and Rutland area.

14.0 The Officers of the Association will be elected annually at the Annual General meeting of the Association

15.0 If an Officer stands down during the year, the Management Committee will elect a replacement and a written minute recorded.

- 16.0** Any Officer not attending a meeting without apology for nine months will be deemed to have resigned.
- 17.0** The property of the Association (other than cash, which shall be in control of the Treasurer or Secretary for the time being) shall be vested in the Officers so appointed and be dealt with them as the Management Committee shall from time to time direct by written Minute.
- 18.0** The Officers shall be indemnified against all liabilities and expenses incurred in the performance of their duties out of the property of the Association
- 19.0** No employee of the Construction Industry Training Board may serve as an Officer.

Management Committee

- 20.0** Each member may nominate a representative to sit as a member of the Management Committee. Notice of appointment and of change of representative shall be given in writing to the Secretary
- 21.0** The Management Committee shall meet at least once every three months and if a representative is unable to attend then the member may send a deputy
- 22.0** The Officers of the Association will be members of the Management Committee with the exception of the Group Training Officer who shall be *ex officio* a member of the Management Committee but shall not be entitled to vote

Meetings of the Management Committee

- 23.0** Meetings shall be convened at least quarterly by the Secretary or by the Secretary asked by the Chairman or Two representatives.
- 24.0** Other meetings shall be convened as agreed by the Officers
- 25.0** In every calendar year and not less than fifteen months from the end date of the previous Annual General Meeting, there shall be an Annual General Meeting that shall (*inter alia*) consider the following business;
- 25.1** The election of Officers, Chair, Vice Chair, Secretary and Treasurer
- 25.2** Appointment of a firm of Certified Accountants to act as independent verifiers/examiners of the Association
- 25.3** Approval of the verified/examined Accounts

- 26.0** Not less than 21 day' notice in writing shall be given of the Annual General Meeting and not less than seven days' notice shall be given of every other meeting. The Notice shall detail the business to be undertaken and any resolutions to be considered. The annual accounts shall be made available for review at the Annual General Meeting.
- 27.0** Items for the agendas to the meetings or motions to any meetings, must be given in writing to the Chair of the meeting no less than 3 days before the meeting date.
- 28.0** Nominations for the Officer positions must be given in writing to the Secretary no less than three days before the Annual General Meeting date.
- 29.0** The quorum for the Annual General meeting will be 10% of the membership number with voting rights at the time of the Annual General Meeting.
- 30.0** The quorum for all other meetings will be six with voting rights. If a meeting fails to achieve a quorum, business may be discussed and proposals put to the next meeting for ratification. If two consecutive meetings are inquorate the Officers will have the final decision based on a unanimous vote.
- 31.0** The Secretary will call a Special General Meeting if asked to do so, in writing, by 25% of the membership number with voting rights. Members will be given one weeks' notice of such a meeting, and notice may be written, by telephone, or by electronic communication.
- 32.0** It shall be the responsibility of the Secretary to keep accurate Minutes of the meetings
- 33.0** The Management Committee may co-opt and from time to time delegate duties to its elected officers or any sub-committee
- 34.0** The Chair of the Association may delegate the duties of Chair at any Management Committee meeting where circumstances prevent attendance. The delegated person will be advised at the start of the meeting.

Duties of the Management Committee

- 35.0** The Management Committee will, from time to time;
- 35.1** Appoint a Group Training Officer who shall be either be an employee of the Association or a contracted service provider and agree with the Training Group Officer the terms and conditions of service as contained with the latest version of the Associations 'Group Training Officer' Service Level Agreement

35.2 Approve an annual Business Plan along with annual targets and objectives for submission to the Construction Industry Training Board, taking all reasonable steps to make sure the continued financial support of the Association by the Board.

35.3 Consider from time to time, the Constitution & Rules of the Association and any amendments required thereto. Any amendments shall be considered by the membership at the Annual General Meeting

35.4 Take all reasonable steps necessary to further the purposes and objects of the Association.

36.0 The Management Committee will be responsible for General Meetings

37.0 The Secretary will, if asked by three or more members of the Management Committee, call a Special Management Committee meeting. Such a meeting will be called within a week of the request, members will be given one weeks' notice of such a meeting, and notice may be written, by telephone or by electronic communication

38.0 The Management Committee may co-opt members. Only a quarter of the committee members at any one time may be co-opted members. Co-opted members do not need to be members of the Association

Rules of Procedure

39.0 With the exception of changes to the constitution all questions that arise at any meeting will be decided by a simple majority of those present and entitled to vote

40.0 If the numbers of votes cast on each side are equal the Chair of the meeting shall have an additional casting vote.

41.0 Any motion must have a proposer and seconder before it is discussed or voted on.

Finances & Property

42.0 An account will be maintained on behalf of the Association at a bank agreed by the Officers. Signatories to the account will be the Officers of the Association. Each cheque will require two signatures, any internet banking transaction will require three Officers to authorise.

43.0 Income and expenditure records will be maintained by the Treasurer and a financial statement made available to any member asking such at any Management Committee meeting if asked by the attendees.

44.0 All income raised by, and property owned by the Association will be applied solely on the objects laid out above and no part thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise however by way of profit to members of the Association

45.0 Provided that, Rule 44.0 above shall not prevent the payment of reasonable and proper remuneration to any member, or to any Officer or servant of the Association or to any Officer or servant of any member in return for any service actually rendered to the Association nor prevent the payment of interest at a reasonable end proper rate on money lent, or reasonable rent for premises let, by any member of the Association.

Amendments to the Constitution & Rules of Association

46.0 Amendments to the Constitution & Rules of Association may only be made at the Annual General Meeting

47.0 Any proposal to amend the Constitution & Rules of Association must be given to the Secretary in writing at least one week before the notice of the Annual General Meeting at which it is to be discussed is due to be circulated. The proposal must then be circulated with the notice of the meeting.

48.0 Any proposals to amend the Constitution & Rules of Association will require a two-thirds majority of those present and entitled to vote.

Construction Industry Training Board

49.0 The Association and all Officers of the Association for the time being shall at all times afford to CITB such information concerning the affairs of the Association as may be required including giving access to and the opportunity to take extracts from all its books and records.

50.0 A representative of CITB may attend all meetings of the Management Committee and of any other Committee of the Association and shall be given due notice of such meetings.

Dissolution

51.0 If the Management Committee of the Association at a Management Committee meeting, by a majority comprising not less than three-quarters of the members present and entitled to vote thereon, decides that it is necessary to close down the Association it may call a Special Meeting to do so.

52.0 The Special Meeting, called on not less than 21 days' notice, and at which the quorum shall not be less than three-quarters of the members entitled to attend and vote at the Meeting will have the sole business to dissolve the Association.

- 53.0** If three consecutive Annual General Meetings are inquorate, members with an entitlement to vote, may agree to call a Special Meeting to discuss dissolving the Association.
- 54.0** If at any time the Association is dissolved and thereafter there remains after the satisfaction of all its debts and liabilities, any property whatsoever, shall be given or transferred to some charitable institution or institutions having objects similar to the objects of the Association, or failing that to some charitable institution, such institution to be subject to the approval of the CITB and to be determined or selected in writing by a simple majority of the members of the Association
- 55.0** The members of the Management Committee and the Officers for the time being of the Association shall be indemnified out of the funds of the Association against all costs, charges, losses, damages and expenses which they shall respectively incur or be put to on account of any good faith in or about the execution of their offices
- 56.0** If at any time the Association is dissolved, written notice of the decision will be made to the relevant representative of the Construction Industry Training Board, in and any other organisation advised by the Construction Industry Training Board, in accordance with the prevailing conditions for Training Group criteria at the time of dissolution.

Accepted by the Officers & Management Committee at the Annual General Meeting

Date of meeting: 9th February 2017.

Venue: Spalding Golf Club, Surfleet,
Spalding Lincolnshire

Signed: 

Full name (print): MISS BARBARA MEHEEW

Position held within Association: CHAIRPERSON

Date: 09/02/17