

CONSTITUTION AND RULES
of
THE POLISH ASSOCIATION (ABERDEEN)

- **NAME AND NATURE**

1. The name of the Association shall be "The Polish Association (Aberdeen)".
2. The Registered Office of the P.A. shall be the address of the Secretary of the Association.
3. The area covered by the activities of the said P.A. shall be Aberdeen and the North East of Scotland.
4. The nature of the P. A. shall be Charitable, Social and Educational.
5. The P.A. shall be authorized to purchase property and to accept legacies and gifts.

- **OBJECTS**

1. The objects of the P.A. shall be:

a. The advancement of education – cooperating closely with other Polish educational establishments, running a community library and organizing informal language classes.

b. The advancement of citizenship and community development – actively promoting volunteering in the community, creating voluntary opportunities and providing information about existing voluntary opportunities in Aberdeen.

c. The advancement of the culture – promoting both Polish and Scottish culture, organizing cultural events, presentations and movie screenings. In longer term providing a venue to various artistic groups, organizing workshops etc. Taking part in various cultural/art events throughout Aberdeenshire.

d. The promotion of equality and diversity

e. The advancement of public participation in sport - organization and promotion of sightseeing events around Scotland, as well as organization of sport activities within Polish community and participation in events to integrate with local Scottish and other communities.

- **MEMBERSHIP**

1. The membership of the P.A. shall be ordinary, associate or honorary.
2. The P. A. may accept as an ordinary member persons of Polish origin, members of their families irrespective of their citizenship, all other persons who are interested in the aims and objects of the Association.
3. The Members of the Polish Ex-Combatants Association in Aberdeen shall be

associate members. The Secretary of the Polish Ex-Combatants Association shall produce a list of its members to the Secretary of the P. A. regularly and report to him of any changes to be exempted from membership subscription.

4. Persons who in the opinion of the Executive Committee distinguished themselves in promoting the objects of the P. A. and/or achieved outstanding results in promoting Polish affairs, may acquire the status of Honourary Member and be exempted from membership subscription.

5. Persons over the age of 65 years on paying a Life Member Subscription of £25 or any other sum which may be decided by the Executive Committee, may become Life Members. They shall thereafter be exempt from membership subscription.

6. All Members must be over 18 years of age.

7. The prescribed application form filled in by a candidate, supported by two Ordinary Members shall be forwarded to the Secretary of the P. A. The acceptance of a candidate for membership shall be decided by the Executive Committee within one month of lodgement of the application for membership. The Executive Committee shall notify the said candidate of their decision. In the case of a negative decision, the sponsors of the candidate may appeal to the ordinary general meeting for the view of the decision.

8. Ordinary Members shall pay in advance the annual subscription which shall be determined by A.G.M. The subscription shall be due for a twelve month payable by the 28 February, in advance.

9. All Members who have paid their subscription due or are exempt from subscription may be present at any General Meeting. They have the right to examine records and documents of the P. A. Ordinary Members and Life Members may be entitled to hold office and vote at any General Meeting.

10. A register of members showing the names and addresses, date of joining shall be kept in the Secretariat of the P. A.

11. All Members shall have the right and privilege to use the facilities provided and managed by the Executive Committee of the P. A.

12. Any Member, who in the opinion of the Executive Committee, has committed gross mis-conduct which would be unworthy of being a Member or has broken the rules laid down by the Constitution of the P. A. or other Rules enacted by the A.G.M. of the P.A., may be expelled from the membership by a decision of the Executive Committee, convened for this purpose. He may be suspended from the membership pending the decision.

13. Any Member who is under threat of expulsion, must be notified of the case against them. A Committee Meeting must be convened not earlier than fourteen days after the application and not later than one month thereafter. Such a Member will have the right to attend the Committee Meeting with a friend to hear the charges against them and will have the right to answer them. The decision of the Executive Committee must be conveyed to him within two weeks after the hearing. If such a Member does not agree with the decision of the Committee he may request two members to present his case to the A.G.M., whose decision will be final.

- **TERMINATION OF MEMBERSHIP**

The membership of the P.A. shall cease by:

- a. Notice of termination in writing;
- b. Death of a Member;
- c. Decision of the Executive Committee;
- d. Being in arrears of membership fee for three months;

- **VISITORS**

1. Members may bring friends to the activities of the P. A.
2. The Member bringing his guests shall be held personally responsible for the conduct of the guests.
3. The Executive Committee have the right to exclude any guests to any of the functions if they consider that such guest would not be welcome because of his actions or conduct.

- **GENERAL MEETINGS**

1. The Annual General meeting shall be held not after than 18 (eighteen) months after the previous meetings. All other General Meetings shall be called Extraordinary Meetings.
2. A Special General Meeting may be summoned by the Executive Committee at any time or on request signed by one third of a members duly entitled to vote, stating the business for which the said Extraordinary meeting is required.
3. The Meeting at any Genera Meeting will not proceed unless a quorum of two thirds of the ordinary Members is present at the commencement of the meeting.
4. If a quorum is not present at the appointed time of the meeting, within half an hour, the members then present, not being less than one-fifth of members entitled to vote, shall constitute a quorum.
5. At least 7 (seven) days notice shall be given to all members, stating time, place and agenda of the meeting.
6. The Chairman of the Executive Committee, or if absent, the Vice- Chairman or any Member of the executive Committee may preside at the Genera Meeting.
7. At the Annual General Meeting the members present and entitled to vote have a right to choose a Chairman of the Annual General Meeting.
8. At any General Meeting except as stated hereinafter a simple majority shall determine a resolution.
9. The Chairman of the General Meeting shall have a casting vote in case of even voting.
10. Voting shall be conducted in the ordinary manner, i.e. the raising of hands unless a poll is demanded. The demand for a poll shall be decided by members present.
11. The Annual General Meeting has the power to take decisions concerning all affairs of the P. A. as provided in this Constitution.
12. The Annual General Meeting shall have power to fix the annual subscriptions, elect members of the Executive Committee in place of retiring ones, members of

the Audit Sub-Committee and other Committees to consider the report of the Executive Committee for the previous year and the report of the Audit Sub-Committee and others.

13. The Minutes of the proceedings of all General and Executive Committee Meetings of the P. A. shall be taken and recorded subject to confirmation of the next meeting.
14. Audit Sub-Committee shall be elected each year at the Annual Meeting and shall consist of three members, of which one will be their Chairman.
15. In case of vacancy the Audit Sub-Committee shall have powers to co-opt one member.
16. The Audit Sub-Committee shall have powers to audit and examine records, accounts and documents and submit a written report to the Annual General Meeting, stating its own views and remarks on these.

• **THE EXECUTIVE COMMITTEE AND AUDIT SUB-COMMITTEE**

1. The Executive Committee shall consist of no less than six members and shall be elected to office for a period of two years by Ordinary members at an A.G.M.
2. The Executive Committee shall elect annually from amongst themselves the following Office Bearers:
 - a. President;
 - b. vice-President;
 - c. Secretary;
 - d. Treasurer;
 - e. Chairmen of the Entertainments Committee;
3. The retiring members may offer themselves for re-election.
4. The Executive Committee shall have powers to co-opt other Members to fill any casual vacancy for the duration of the year.
5. The Executive Committee shall keep proper books and accounts showing the affairs and activities of the P. A.
6. Members of the Executive Committee shall be entitled to the return of expenses which they have incurred during the execution of their duties.
7. At the Annual General Meeting the Executive Committee shall submit:
 - a. A full statement of accounts duly audited, showing all receipts and expenditure for the preceding year ending on the 31st December;
 - b. An account of all activities, achievements and services rendered by the P.A. as stated in the Constitution or were recommended by the Members;
8. The Executive Committee shall hold periodical meetings at least once per month if feasible. The President has a prerogative to call a special meeting if required. Also one third of the members of the Executive Committee may require a meeting.
9. Two thirds of the members of the Executive Committee shall constitute a quorum.
10. A resolutions shall be passed by a single majority vote, except as provided hereinafter.
11. The Chairman of the meeting shall have a casting vote in the event of even voting.
12. The President of the Polish Ex-Combatants Association to be an ex-officio member of the Executive Committee. Should he not be able to attend any of the

meetings, he may be represented by a delegate.

13. The Members at the Annual General Meeting will decide the number of the members of the Executive Committee, The Sub-Committee's for Entertainment and other Sub-Committee's which may be appropriate.

- **COMPLAINTS**

All complaints, including those against the Executive Committee in respect of breaches of the Rules, shall be made in writing to the Secretary and shall be dealt with by the Executive Committee. Appeal may be made to the members at the Annual Meeting.

- **ASSETS**

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

- **AMENDMENTS**

Amendments to this Constitution can be made by a General Meeting summoned for that purpose and these can only be effective if passed by a two-third majority.

- **DISSOLUTION**

1. The P. A. may be dissolved by a resolution of a Special General Meeting summoned on the recommendation of two-thirds of a members of the Executive Committee but such a resolution must be passed by a three-quarter majority of a members entitled to vote.
2. If such a resolution is duly passed, the Executive Committee shall forthwith liquidate all affairs of the P. A. unless special liquidators are appointed by a General Meeting.
3. In the event of a decision to dissolve the P. A. then,
 - a. The assets of the P. A. will be transferred wholly or in parts to an Institution or Polish Institutions, whose ideological aims are similar to the aims defined by this Constitution.
 - b. The report of the completed liquidation proceedings, prepared by the Executive Committee to other body, shall be submitted to the Members at a special meeting called for this purpose.