



Methven Parks Committee
caring for our village green spaces

Methven Parks Committee Constitution

Contents

1. NAME.....	2
2. AIMS AND OBJECTS	2
3. MEMBERSHIP.....	2
4. OFFICERS.....	3
5. ELECTION OF OFFICERS.....	4
6. COMMITTEE OF MANAGEMENT.....	4
7. GENERAL MEETINGS.....	5
8. ALTERATIONS TO THE CONSTITUTION	6
9. FINANCE.....	6
10. PROPERTY AND FUNDS.....	6
11. DISCIPLINE AND APPEALS	6
12. DISSOLUTION	7
13. DECLARATION	8
14. MAPS	9
15 . NOTES	11



Methven Parks Committee
caring for our village green spaces

Methven Parks Committee Constitution

1. NAME

- I. The name of the organisation is Methven Playing Fields Committee, hereafter to be referred to as "Methven Parks Committee (MPC)".
- II. Copies of the constitution together with Title Deeds, plan drawings and supporting documentation are held with Wyllie and Henderson, Solicitors and Estate Agents, Perth.
- III. All previous constitutions pertaining only to the King George V Jubilee Playing Fields and Methven Den responsibilities, administration and organisation will now be considered null and void; for reference only.
- IV. This constitution has no bearing upon the legal documents governing document(s) held by Fields in Trust protecting this site as a King George's Jubilee Playing Field.

2. AIMS AND OBJECTS

To foster and promote sport and leisure within Methven community, providing opportunities for recreation, coaching and competition via the following Objects:

- I. To conserve, enhance and promote the park areas for the benefit of people and wildlife.
 - II. To promote and encourage the local community to take an interest in the protection, upkeep and enjoyment of Methven park areas.
 - III. To manage the King George V Jubilee Playing Fields, together with equipment, pavilion and tennis courts sited thereon.
 - IV. To ensure that all members, playing and non-playing, abide by the mission and values of our umbrella group, [Fields in Trust](#) (or their successor).
 - V. To manage the Den woodland area to meet the aims and objectives of [The Forestry Commission](#), [The Woodland Trust](#) and other like minded organisations.
 - VI. To abide by the rules and regulations as laid down by [The Office of the Scottish Charity Regulator \(OSCR\)](#) (or their successor).
 - VII. To ensure a duty of care to all members of MPC and park users by adopting and implementing good health and safety practice.
 - VIII. To encourage all members of the Methven community to participate fully in the activities of MPC.
- and
- IX. To work with the [Local Authority](#) (or their successor) and other relevant organisations in achieving our aims and objects.

3. MEMBERSHIP

- I. Membership of MPC shall be open to any member of the Methven community dedicated to protecting and improving outdoor sports and play spaces and facilities regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.
- II. MPC Committee of Management may refuse membership, or remove it, only for good cause such as conduct or character likely to bring MPC into disrepute. Appeal against refusal or removal may be made to the Committee who shall appoint an Appeals Committee to hear the appeal.
- III. All members will be subject to the regulations of the Constitution, and by joining MPC will be deemed to accept these regulations and any Codes of Conduct that MPC has adopted. The Constitution shall identify those members eligible to vote at any General Meetings.



Methven Parks Committee
caring for our village green spaces

Methven Parks Committee Constitution

4. OFFICERS

The Trustees (see 15. Notes) as described in the original King George V Jubilee Playing Fields constitution presented and Recorded on 3rd March 1950 are purely historical and have a symbolic role today. These members include:

- Local Landowner
- Local Parish Minister
- Head Teacher
- Local Councillor

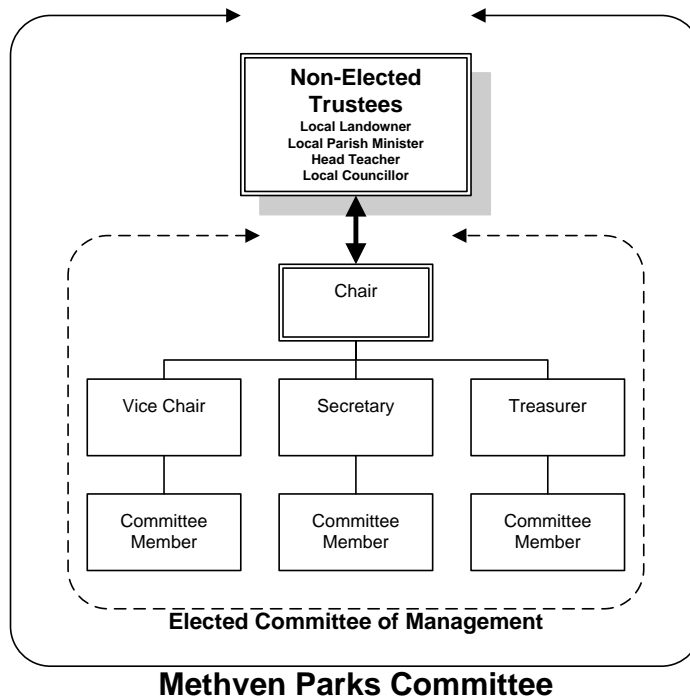
The elected officers of MPC shall be as follows:

Committee of Management comprising 7 Members

- Chair
- Vice Chair
- Secretary
- Treasurer
- Three other members

The elected Committee of Management will manage the affairs of Methven King George V Jubilee Playing Fields and Woodland Den on behalf of the Trustees and people of Methven community.

It should be understood that ordinary membership of MPC is open to any member of the Methven community.





Methven Parks Committee Constitution

5. ELECTION OF OFFICERS

- I. All Officers shall be elected at the Annual General Meeting of MPC from, and by, the members of MPC.
- II. Nominations for officers of the Committee of Management will be sent to the Secretary prior to the AGM.
- III. All Officers shall be elected for a period of one year, but shall be eligible for re-election to the same office or to another office the following year.

6. COMMITTEE OF MANAGEMENT

- I. The affairs of MPC shall be conducted by a Committee of Management.
- II. Only these members of the Committee shall be entitled to vote at General Committee meetings.
- III. The Committee will be convened by the Secretary and shall meet at agreed intervals and not less than eight times per year.
- IV. The quorum required for business to be agreed at Committee meetings shall be four.
- V. The duties of the Committee shall be:
 - To control the affairs of MPC on behalf of the members.
 - To keep accurate accounts of the finances of MPC through the Treasurer. These should be available for reasonable inspection by members and should be independently examined before every Annual General Meeting. MPC shall maintain a bank current account and the following Officers shall be authorized to sign MPC cheques: any two from the Chair, Vice Chair, Treasurer and Secretary (other Officers as appropriate).
 - To co-opt additional members of the Committee as the Committee feel is necessary. Co-opted members shall not be entitled to a vote on the Committee and shall serve until the end of the next Annual General Meeting, or until services are no longer required.
 - To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.
- VI. The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non members invited to advise on specialist subjects.
- VII. An elected Committee member ceases to be such if he or she ceases to be a member of MPC, resigns by written notice, or is removed by the Committee for good cause after the member concerned has been given the chance of putting their case to the Committee. Appeal against removal may be made to the Appeals Committee. The Committee shall fairly decide time limits and formalities for these steps. The Committee has the power to:
 - acquire and provide grounds, equipment, coaching, training and playing facilities, buildings, transport, medical and related facilities
 - provide coaching, training, medical treatment, and related social and other facilities
 - take out any insurance for MPC, employees, contractors, players, guests and third parties
 - raise funds by appeals, subscriptions, loans and charges
 - borrow money and give security for the same, and open bank accounts
 - buy, lease or licence property and sell, let or otherwise dispose of the same
 - make grants and loans and give guarantees and provide other benefits
 - set aside funds for special purposes or as reserves
 - invest funds in any lawful manner
 - employ and engage staff and others and provide services
 - co-operate with or affiliate to any bodies dedicated to protecting and improving outdoor sports and play spaces and facilities



Methven Parks Committee
caring for our village green spaces

Methven Parks Committee Constitution

- do all other things reasonably necessary to advance the aims and objects of MPC.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the Rules and the general law.

7. GENERAL MEETINGS

- I. The Annual General Meeting of MPC shall be held not later than the end of November each year. The Committee of Management will be elected annually at a duly summoned AGM.
- II. 21 clear days written notice of the Annual General Meeting shall be given to members by circulating a copy of the notice to every member at their home address and posting the notice on a village notice board. This will also be posted on relevant electronic media such as website and social media.
- III. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least 14 days before a meeting.
- IV. The Secretary shall circulate or give notice of the agenda for the meeting to members not less than 14 days before the meeting.
- V. The business of the Annual General Meeting shall be to:
 - Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting
 - Receive the independently examined accounts for the year from the Treasurer
 - Receive the annual report of the Committee from the Secretary
 - Elect the Officers of MPC
 - Choose a person or body to examine the accounts in accordance with legal and regulatory requirements
 - Review external sports club subscription rates and agree them for the forthcoming year.
 - Transact such other business (appropriate to the AGM) received in writing by the Secretary from members 21 days prior to the meeting and included on the agenda
- VI. Nominations of candidates for election of Offices shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by any member and must be seconded by another member.
- VII. Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than 15 members of MPC. At least 14 days notice of the meeting shall be given.
- VIII. At all General Meetings, the Chair will be taken by the Chair or, in their absence, by the Vice-Chair. Decisions made at a General Meeting shall be by a simple majority vote from those members attending the meeting. In the event of equal votes, the Chair of the meeting shall be entitled to an additional casting vote.
- IX. A quorum for a General Meeting shall be 7 members including at least 2 from the Committee of Management.
- X. Each member of MPC shall be entitled to one vote at General Meetings.
- XI. If, at any time, there is no Committee of Management in existence the Trustees shall duly convene and advertise in a newspaper circulating the neighbourhood a public meeting with a view to the appointment of a Committee of Management subject to the same conditions as contained herein.



Methven Parks Committee Constitution

8. ALTERATIONS TO THE CONSTITUTION

- I. Any proposed alterations to MPC Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal.
- II. Any alteration or amendment must be proposed by an Officer of MPC and seconded by another member. Such alterations shall be passed if supported by not less than two-thirds of those members present at the meeting, assuming that a quorum has been achieved.

9. FINANCE

- I. All MPC monies will be banked in an account held in the name of Methven Parks Committee.
- II. The Treasurer will be responsible for the day to day running of MPC's finances and will present a report at each Committee of Management meeting supported by relevant bank statements.
- III. The financial year of MPC will end on the last day of August in each year.
- IV. An independently examined statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- V. The Treasurer shall ensure that MPC maintains adequate and appropriate insurance to cover the activities of MPC.
- VI. Any cheques drawn against MPC funds should hold the signatures of any two from the Chair, Vice Chair, Treasurer and Secretary (other Officers as appropriate).

10. PROPERTY AND FUNDS

- I. According to rules laid down by [Fields in Trust](#) (the new operating name for the National Playing Fields Association) there shall not be erected on King George V Jubilee Playing Fields any buildings whatsoever except residences for park keepers, gardeners, caretakers and others employed on the said playing field and such other buildings as are required for use as pavilions, dressing rooms, shelters and conveniences in connection with the use of the said subjects for recreation purposes.
- II. MPC will not enter into any agreements which are considered leases.
- III. The property and funds of MPC cannot be used for the direct or indirect private benefit of members other than as reasonable and all surplus income or profits shall be reinvested in MPC.
- IV. MPC may also in connection with the aims and objects of MPC:
 - sell and supply food, drink
 - employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present
 - Indemnify the Committee and members acting properly in the course of the running of MPC against any liability incurred in the proper running of MPC (but only to the extent of its assets).

11. DISCIPLINE AND APPEALS

- I. All complaints regarding the behaviour of members should be lodged in writing with the Secretary.
- II. The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints within 14 days of a complaint being lodged.



Methven Parks Committee Constitution

- III. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses.
- IV. The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership.
- V. The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days following the hearing.
- VI. There shall be a right of appeal to the Committee against either the finding or the sanction imposed or both following disciplinary action being taken.
- VII. The Committee shall appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing but may include non members of MPC.
- VIII. The Appeals Committee shall consider the appeal within 14 days of the Secretary receiving the appeal.
- IX. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses.
- X. The decision of the Appeals Committee shall be final and binding on all parties.

12. DISSOLUTION

- i. If at any General Meeting of MPC, a resolution be passed calling for the dissolution of MPC, the Secretary shall immediately convene a Special General Meeting of MPC to be held not less than one month thereafter to discuss and vote on the resolution.
- ii. If at that Special Meeting, the resolution is carried by at least two-thirds of the members present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realize the assets of MPC and discharge all debts and liabilities of MPC to an appropriate local Methven organisation **with the specific approval of OSCR or its successor**.
- iii. The Committee of Management will then be responsible for the orderly winding up of MPC's affairs.
- iv. After settling all liabilities of MPC, the Committee of Management shall dispose of the net assets remaining to one or more of the following:
 - to another Methven based organisation with similar sports/leisure purposes which is a registered charity and/or
 - to another Methven based organisation with similar sports/leisure purposes which is a registered Community Amateur Sports Club and/or
 - to [Fields in Trust](#) (the new operating name for the National Playing Fields Association) for use by them for related Methven based community sports and/or
 - to the [Local Authority](#) on condition that they shall be maintained in perpetuity as parks for public recreation.
- v. In the event of the Methven King George V Jubilee Playing Fields and/or Woodland Den ceasing to be used as a playing field for public recreation or as ancillary thereto, MPC shall be bound to report the position of matters to [Fields in Trust](#) (the new operating name for the National Playing Fields Association) and obtain and follow their instructions.



Methven Parks Committee
caring for our village green spaces

Methven Parks Committee Constitution

13. DECLARATION

This new Constitution was adopted unanimously on 17th September 2013 at an EGM called by the Committee of Management, whose signatures appear below.

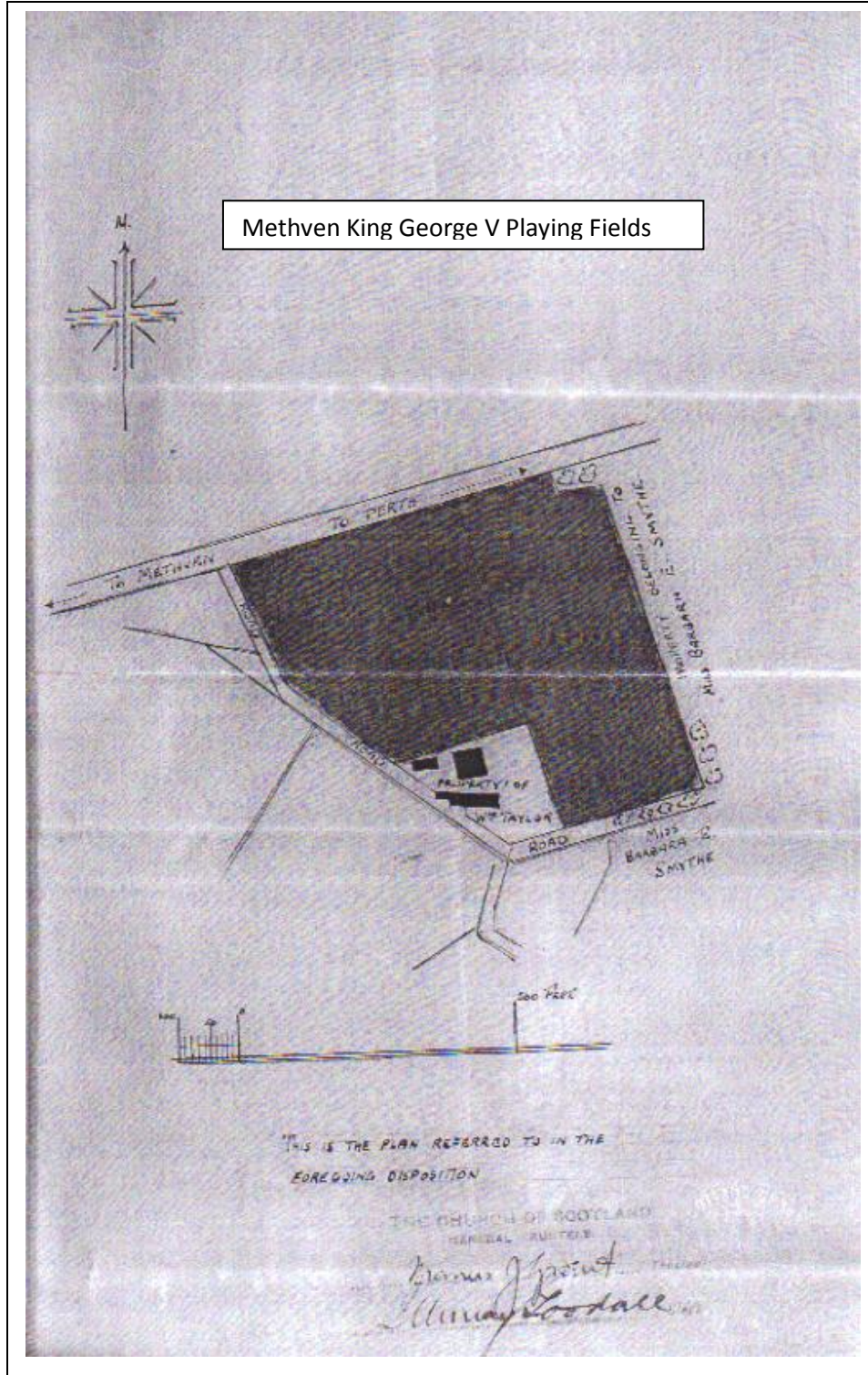
<u>Position</u>	<u>Signed</u>	<u>Print name</u>
Chair		<u>ALAN EDWARD LEWIS</u>
Vice Chair		<u>SHAW MILLIGAN MURRIE</u>
Secretary		<u>RORY MACGREGOR</u>
Treasurer		<u>NICOLA MACGREGOR</u>



Methven Parks Committee
caring for our village green spaces

Methven Parks Committee Constitution

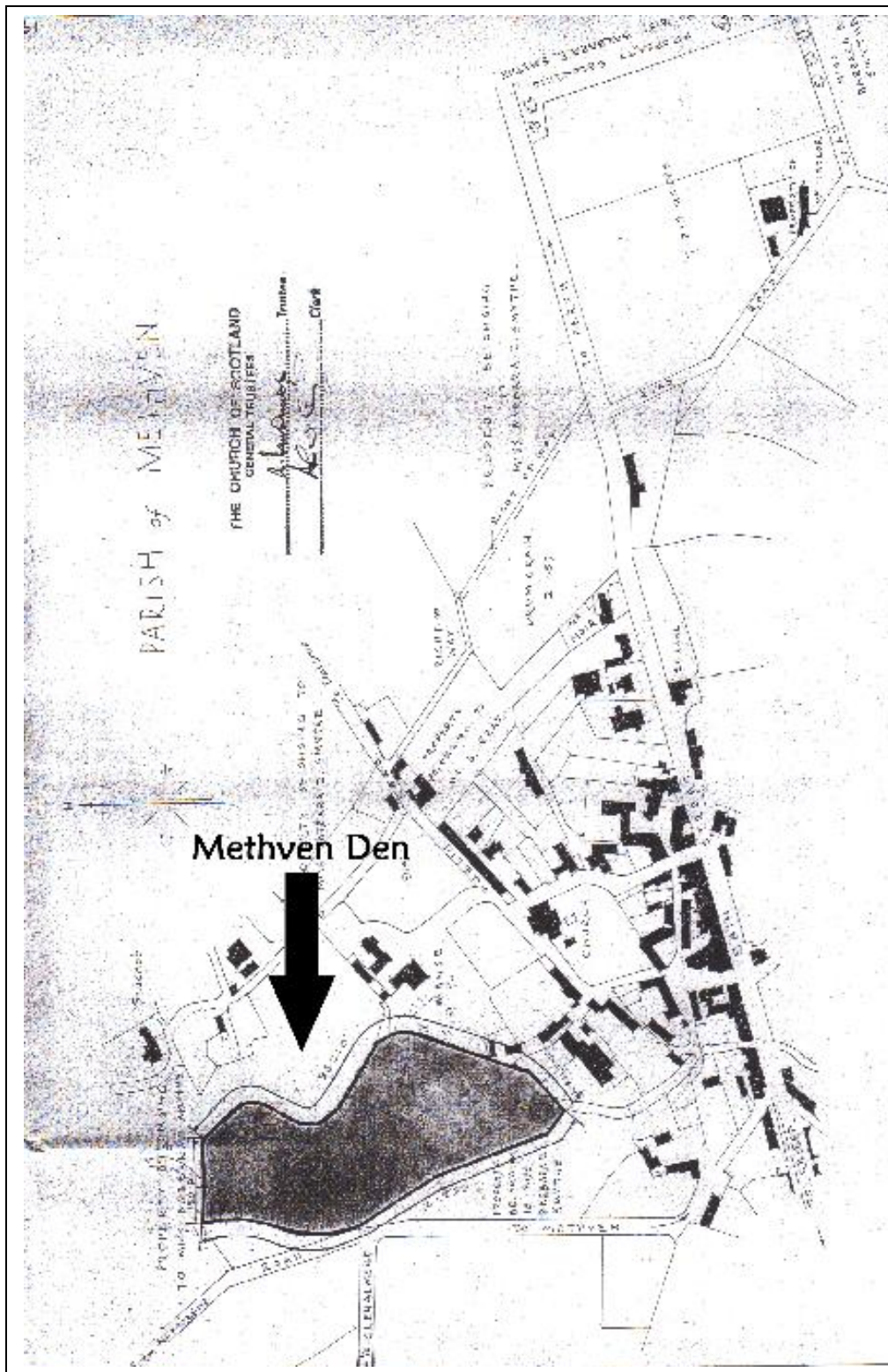
14. MAPS





Methven Parks Committee
caring for our village green spaces

Methven Parks Committee Constitution





Methven Parks Committee
caring for our village green spaces

Methven Parks Committee Constitution

15 . NOTES

- TRUSTEE

OSCR – [Trustee Duties](#)

Charity Trustees are responsible for the governance and strategy of their charity. They are responsible for making sure that their charity is administered effectively and can account for its activities and outcomes. This definition is used to describe the modern role of the elected Committee of Management within the MPC, and not as used to be the case, describe the use of a non-elected official in overall charge of this organisation presented and recorded on 3rd March 1950.

- Local Landowner

In the 21st century, the term "landed gentry" is still used to some degree, as the landowning class still exists in a diminished form, but it increasingly refers more to historic than to current landed wealth or property in a family. In the case of Methven, historically the term Local Landowner has been associated with the Smythe family, and where possible the trustee of Local Landowner should always be of that Family.

- Local Parish Minister

In the Church of Scotland, the parish is basic level of church administration. The spiritual oversight of each parish church is responsibility of the congregation's Kirk Session. Patronage was regulated this way in 1712 (Patronage Act) and abolished in 1874, ministers must be elected by members of the congregation. Many parish churches are now "linked" with neighbouring parish churches (served by a single minister.) With the abolition of parishes as a unit of civil government in Scotland, parishes now have a purely ecclesiastical significance in Scotland (and the boundaries may be adjusted by the local Presbytery).