

Constitution of The Scottish Drupal Association

1 Title

1.1 The name of the Association shall be 'The Scottish Drupal Association' herein after referred to as 'the Association'.

2 Aims

2.1 The aims of the Scottish Drupal Association are:

2.1.1 To empower and grow the Drupal community in Scotland.

2.1.2 To facilitate participation and contribution opportunities to the Drupal project.

2.1.3 To promote the use of Drupal as the web content management system of choice in Scotland.

3 Membership

3.1 Membership of the Association is open to all people with an interest in Drupal. Membership of the Association's website shall constitute membership of the Association.

4 Committee

4.1 The Committee shall conduct the business of the Association and shall be elected at the Annual General Meeting.

4.2 The Committee shall consist of the following officers: Chairperson, Treasurer, Secretary and four ordinary members.

4.3 The Committee shall meet at least once per quarter, either in person or via electronic means such as IRC or VOIP. The quorum for meetings shall be four at least one of whom shall be an officer.

4.4 Officers and Ordinary Members may be removed from office before the completion of their term only by a two-thirds majority vote of those present at a General Meeting of the Association.

4.5 The ordinary members of the Committee shall be delegated any other duties by the Chairperson as are seen fit.

4.6 The committee shall be elected by means of secret ballot using the PR-STV method. Proxy votes shall not be accepted for any elections.

4.7 Members shall be elected to the committee. The members of the committee shall elect the officers from amongst their number at the first committee meeting.

4.8 Casual vacancies on the Committee shall be filled by co-option.

5 Roles of the Officers

5.1 The Chairperson shall oversee the general running of the Association, chair any meetings of the Association or Committee and shall be answerable to the Committee.

5.2 The Treasurer shall be responsible for the finances of the Association and shall be answerable to the Committee.

5.3 The Secretary shall be responsible for all the correspondence of the Association and shall keep a record of it, and for keeping the minutes of all meetings of the Association and of the Committee and shall be answerable to the Committee.

6 General Meetings

6.1 The Association shall hold an Annual General Meeting in each calendar year.

6.2 Notice shall be given to the members of the Association not less than 14 days in advance of the AGM.

6.3 The business of the AGM will be as follows:

6.3.1 Minutes of previous AGM

6.3.2 Chairperson's report

6.3.3 Treasurer's report and adoption of annual accounts

6.3.4 Election of Committee

6.3.5 Motions

6.3.6 Any Other Business

6.4 Nominations for Elections must be submitted to the Secretary not less than 7 days before the General Meeting.

6.5 Motions must be submitted to the Secretary not less than 7 days before the General Meeting at which they will be considered.

6.6 Extraordinary General Meetings of the Association may be called by the Committee as required.

6.7 Notice shall be given to the members of the Association not less than 14 days in advance of any EGM.

7 Finance

7.1 The Committee shall maintain a bank account in the name of the Association.

7.2 All withdrawals above £250 must be authorised by 2 of the designated officers who shall be Chairperson, Treasurer or Secretary. Transactions £250 or lower may be authorised directly by either the Chairperson or Treasurer.

7.3 The association shall have the power, if it becomes necessary, to raise funds legally and receive contributions in money or in kind on behalf of the association.

7.4 All monies raised by or on behalf of the association shall be applied to further the objectives of the association and no other purpose. All expenditure shall be agreed and controlled by the committee.

7.5 The Treasurer must keep proper accounts of income and expenditure and must report on them as required by the Committee and General Meetings. The accounts shall be audited once a year on request of the majority of the Association members.

7.6 The accounts must be prepared and presented at the year end, the 31st of May. They must be approved by the AGM.

8 Dissolution

8.1 The Association may be dissolved by a two-thirds majority vote of those present at a General Meeting of the Association.

8.2 Upon dissolution of the Association, any assets shall be transferred to the international Drupal Association (<http://association.drupal.org>)

9 Changes to the Constitution

9.1 This Constitution may be amended by a simple majority vote of those present at a General Meeting of the Association.

9.2 Notice of any proposed amendments must be submitted to the Secretary seven days before the General Meeting at which they will be considered.

Approved

D Davidson, Chair Scottish Drupal Association (*Drupal Scotland*)

Document History

Release	Date	Comment	Author
1	28 Jun 11	Initial release	Duncan Davidson
1.1	2 Sep 11	Amendments after AGM	Robert Carr
1.2	25 Oct 24	Reduction of signatories for low value transactions	Robert Carr