

Constitution

Name

1. The name of the Association will be "Media Access Projects Scotland" (hereafter referred to as "MAPS").

Area of Operation

2. The area of benefit shall be Scotland.

Object

3. The object of MAPS is to advance the education of the public in the art of media production by providing facilities to Media Access Projects that allow participation in digital moving image media techniques.

In furtherance of this object but not otherwise, the association shall seek to:

- * Promote the media literacy of the public by encouraging critical appreciation of the art
- * Support community-based access to digital media by providing facilities
- * Provide funding assistance to Media Access Projects that are Scottish charities
- * Liaise with local statutory authorities, voluntary organisations and other interested parties to develop a national strategy for public media access.

Membership

4. Membership of MAPS shall be open to:-

Agencies & voluntary organisations: constituted bodies (hereafter referred to as "associated organisations") operating within the area of benefit which satisfy the Steering Committee that they aspire to the objectives of MAPS. Members must make active contribution to the aims and objectives of the organisation by attending a minimum of four meetings in a twelve month period or by contributing significantly to the development of the organisation.

Termination of Membership

5. The Steering Committee shall have the right to terminate any membership for any good and sufficient reason, but provided a representative of an associated organisation shall have the right to be heard by the Committee before such a decision is made.

Steering Committee

6. The Steering Committee shall have sole responsibility for setting out the policy and the general management of MAPS subject to the powers of MAPS in General Meeting, except that:-

(i) The Steering Committee shall have executive control of MAPS.

(ii) The Steering Committee shall have power to delegate any of their responsibilities and duties to a sub-committee appointed by, and responsible to, the Steering Committee.

Composition of Steering Committee – MAPS

7. (i) The Steering Committee shall comprise of :-

representatives of the associated organisations (maximum of 2 per organisation or a nomination stand-in).

(ii) In addition, representatives may be invited by the Steering Committee to join the Committee as ex-officio non-voting members who the Committee feel would be able to contribute to the development of MAPS.

Steering Committee Quorum

8. The quorum of the meeting will be no less than representatives of 5 MAPS organisations.

Office Bearers

9. A Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected at the first meeting of the Steering Committee following each Annual General Meeting.

Minutes

10. The Secretary shall, amongst other things, be responsible for the writing of minutes of meetings of MAPS in general meeting, the Steering Committee, and any sub-committees thereof. The Secretary may be assisted by the appointment of an assistant or minute Secretary. All minutes shall be open to inspection by all members but they should be approved at the following meeting before they are displayed.

Annual General Meetings

11. MAPS shall in each year hold a general meeting as its Annual General Meeting in addition to any other meetings in that year, and shall specify the meetings as such in the notices calling it. The Annual General Meeting shall be held within six months after the end of MAP's financial year. The Annual General Meeting shall be held at such place and time as the Committee shall decide.

Extraordinary General Meetings

12. (a) All general meetings other than Annual General Meetings shall be Extraordinary General Meetings.

(b) The Steering Committee may, whenever it thinks fit, convene an Extraordinary General Meeting, and Extraordinary General Meetings shall also be convened by the Steering Committee on the request of three members in writing.

Chairperson

13. The Chairperson of the Steering Committee shall chair General Meetings, including the Annual General Meeting. If the Chairperson is absent, the Vice-chairperson or a member of the Steering Committee elected at the start of the meeting shall chair the meeting.

Agenda

14. At the Annual General Meeting, the Agenda shall be in the following form, or as near to as circumstances permit:-

- (a) Apologies for absence,
- (b) Minutes of previous meeting,
- (c) Presentation and adoption of Annual Reports,
- (d) Presentation and adoption of Annual Audited Accounts,
- (e) Any other competent business of which prior notice has been given,
- (f) Appointments of the auditors,
- (g) Motions.

Voting Rights

15. At meetings, only members present can vote; no other person shall be entitled to vote. Voting shall be by show of hands or ballot, at the discretion of the Chairperson.

Subscriptions

16. The Steering Committee shall determine the level of annual subscriptions and membership fees.

Finance

17. All monies raised by or on behalf of MAPS shall be applied to further the objects of MAPS and for no other purpose. However, no office bearer or other member shall be paid or given any sum of money or honorarium except in so far as the payment is for reimbursement of outlays actually incurred for the benefit of MAPS.

Bank Accounts

18. All bank accounts shall be operative on any two signatures of two nominated office bearers of MAPS if applicable.

Accounts

19. The Treasurer, if there is one, will normally be responsible for the day-to-day financial administration and will assist in the preparation of financial reports and accounts. A financial report will be given to each meeting of the Committee. The financial year will normally be from 1 April to 31 March. A copy of the audited accounts shall be sent to the Inland Revenue not later than six months after the end of the financial year.

Auditors

20. The accounts of MAPS shall undergo an independent examination by an accountant or other nominated person, who shall be a MAPS member. MAPS shall pay all fees due for professional services.

Amendments

21. Any resolution to alter this Constitution will be submitted to MAPS in writing 21 days before the general meeting takes place. Any such resolution must be passed by a two thirds majority of those present and entitled to vote. Proposed alterations to Articles 3,4,17,21 or 22 of this Constitution shall be notified to HM Inland Revenue, to ascertain whether or not such proposed alterations would effect the charitable status of MAPS and in the event that such alterations do affect the said status, they shall not be entertained.

Dissolution of Association

22. If the Committee decide that dissolution of MAPS is necessary or advisable, the Management Committee shall call a meeting of all members. Twenty eight days notice of such meeting shall:-

- (a) be given to all members,
- (b) be published in a newspaper circulating in the area of benefit.

If such a decision to dissolve be confirmed by at least two thirds majority of those present and voting at the meeting then after the satisfaction of all debts and liabilities including the return of those items advanced or on loan from other bodies, the assets shall not be paid or distributed to the members but shall be given to such other charitable organisations with objects similar to those of MAPS as MAPS may decide. MAPS shall then be declared dissolved.

Date of meeting original draft constitution was adopted (as Media Access Projects Scotland) 6/6/2003

Date of meeting most recent amendments were adopted 11/11/2003