

Constitution – Widecombe Village Hall Steering Group

NAME

The name of the organisation shall be "Widecombe Village Hall Steering Group"

AIMS

The aims of the Group shall be to develop and present a recommendation for construction of a viable, multi-purpose Village Hall in Widecombe to meet the needs and aspirations of the members of the Community of the parish of Widecombe-in-the-Moor and its immediately surrounding population, as well as providing for features to enhance its economic viability

POWERS

To further these aims the committee shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method, and reasonably to incur necessary expenditure towards the aims of the Group.
- (b) Associate local authorities, voluntary organisations and the residents of the parish of Widecombe-in-the-Moor and its immediately surrounding area in a common effort to carry out the aims of the Group.
- (c) Do all such lawful things as will further the aims of the Group.

MEMBERSHIP

- (a) Membership shall be open to anyone who supports the aims of the group ... and whose domicile lies within the civil parish of Widecombe in the Moor.

Membership rights shall be granted on an individual basis to non-residents on application subject to approval by two-thirds majority of resident Committee members.

Voting Rights are open to any Members who are over the age of 14.

Steering Group Committee shall be elected annually at an AGM

- (b) The Steering Group Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.

MANAGEMENT

- (a) A Steering Group Committee elected annually at the Annual General Meeting (AGM) shall manage the Group.
- (b) The committee shall consist of a chair, secretary, treasurer, and up to 7 other voting members.
- (c) The committee may co-opt up to a further 4 voting members who shall resign at the next Annual General Meeting.
- (d) The committee shall meet at least 3 times each year.
- (e) At least 4 committee members must be present at a committee meeting to be quorate and able to make decisions.

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- (f) A proper record of all transactions and meetings shall be kept.

GENERAL MEETINGS

- (a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.
- (b) Notices of the AGM shall be published three weeks beforehand and a report on the Group's financial position for the previous year will be made available at the same time.
- (c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand. The Committee shall decide an approved procedure for posting of such official notices.
- (d) One sixth of membership or five members being present, whichever is the greater, shall enable a General Meeting to take place.
- (e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and eligible for voting.

ACCOUNTS

- (a) The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee. All cheques drawn on the account must be signed by at least two members of the Management Committee. The committee shall appoint up to four authorised counter-signatories and all expenditure shall be approved by any 2 of the authorised persons. Electronic payments shall be permitted provided a separate counter-signatory record shall be kept by the Treasurer, with agreement before the date that any expenditure transaction is executed. .
- (b) The funds belonging to the group shall be applied only to further the aims of the group. All reasonable expenses shall be claimed and countersigned by an approved committee member
- (c) A current record of all income, funding and expenditure will be kept. Annual Accounts shall be presented at an AGM and be subject to independent Audit

DISSOLUTION

- (a) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- (b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

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ADOPTION OF THIS CONSTITUTION

The Steering Group Committee hereby approve and adopt this constitution

(c) Signed by Chair. Name: Y M Elliott Date..29/07/17...

Ym Elliott

Signed by Secretary Name: S J Reeve Date..14/08/2017...

Sarah Reeve -

Signed by Treasurer Name: R G Casey Date..15/08/2017...

R G Casey