

The Constitution

1. Name

The organisation shall be known as the **Selsley Community Group**.

It shall represent members living in **Selsley East, Selsley West, Selsley Hill**

2. The aims of the Selsley Community Group

Its aims shall be...

- to encourage everyone in the area to get to know one another
- to create a community spirit
- to improve the area both socially and visually
- *to treat everyone equally*
- to represent members views to other organisations
- to feedback information to its members
- to fundraise for the benefit of all its members
- to get young people from its area involved
- to gain and improve local facilities for its members

NB – it cannot get involved in disputes between individuals within its area

3. Membership

Membership shall be open to everyone living within the area covered by the Selsley Community Group, regardless of nationality, race, colour, sexuality, political or religious beliefs.

All residents, who are over 18 and live in the area covered by the Selsley Community Group, shall be called **full members**. All full members will be entitled to vote at General, Special General or Annual General Meetings. Members to have one vote per adult.

Residents who are under the age of 18 or live outside the area covered by the Selsley Community Group shall be called **non voting members**.

It shall be a condition of membership that members at all times conduct themselves in a reasonable manner when dealing with Selsley Community Group business (see the Code of Conduct). Any member can be excluded from Selsley Community Group meetings for disruptive behaviour, if a majority present vote for this. Any member shall be excluded from the Selsley Community Group for persistently behaving in an unreasonable way or acting against the aims of the Selsley Community Group. This shall be done only after a majority vote at either a committee of a general meeting.

4. Conduct of Business

4.1. The Committee

The Selsley Community Group's business shall be carried out by a Committee elected each year at the Annual General Meeting (AGM). It shall be made up of a Chairperson, Vice Chairperson, Treasurer, Secretary, Fundraiser, Neighbourhood Watch Co-ordinator and up to 12 other members, who are accountable to one another and the membership in general. Only one officer can be elected from each household. The Committee may temporarily fill any officer position that becomes vacant between AGMs from other committee members.

4.2. The Committee Meetings

The Committee shall meet once every 8 weeks. The quorum for this meeting shall be 7 committee members. Each committee member shall have one vote and decisions will be taken on a majority vote. In cases of a tie the Chair's vote shall be decisive. The Selsley Community Group shall let its members know where and when these meetings will be held. At least 25% of these meetings shall be open to all members of the Selsley Community Group, who may join in the debate, however only Committee members will have a vote.

If any member of the Selsley Community Group wants a specific issue discussed at a Committee meeting, the Secretary must be informed in writing, at least 7 days before this meeting. The Secretary shall draw up the agenda and minutes of the meeting which shall be available to all members on request.

4.3. Sub-Committees

The Committee shall be able to form sub-committees for specific tasks. Such sub-committees shall have no decision-making powers, but act as advisors to the full Committee. Any sub-committee shall be chaired by a full committee member and can involve any other member of the Selsley Community Group.

4.4. General Meetings

The Chair or Secretary may call a General Meeting at the request of the committee or as a result of not less than 10 members contacting the Secretary in writing giving their reasons for the meeting. This meeting should be only called for important issues which need to be referred to the membership in general or to change the constitution. The Secretary shall give at least at least 7 days notice of this meeting which should take place within 21 days of the request being received.

4.5. Annual General Meetings

An Annual General Meeting shall be called each year for the committee to give its membership an annual report on its work, details of the accounts and to elect a committee for the year ahead. It shall also decide on any proposed changes to the constitution.

Members shall be given not less than 14 days of notice of this meeting. All nominations for the committee, proposed changes for the constitution shall be made at the meeting. Suggestions for the agenda shall be made in writing to the Secretary at least 7 days before the meeting.

The committee shall be elected by a show of hands at the AGM. Each adult member shall have one vote. Decisions will be made by a majority vote of those present. The quorum for the meeting shall be 10 members.

4.6. The Duties of Officers

The Chair shall conduct the meetings of the Selsley Community Group and ensure that all items of the agenda are discussed and decisions are made correctly. The Chair shall have one vote and have the decisive vote in cases of stalemate.

The Vice-Chair shall work closely with the Chair and be a substitute in the Chair's absence.

The Secretary shall take the minutes of each Committee, General and Annual General Meeting (AGM) and send copies of the AGM minutes to all members. The Committee shall be responsible for ensuring that all members are kept informed of what the Selsley Community Group has done and is going to do. The Committee shall decide, from amongst its members, who shall be responsible for:

- i) Production of Newsletters which shall be sent out to all members at least 3 times a year.

- ii) Dealing with correspondence
- iii) Maintaining the membership record

The Treasurer shall open and maintain a bank account in the Selsley Community Group's name. This person shall also together with two other officers be a signatory for cheques issued by the group. The Treasurer shall keep records of income and expenditure and give a report on them to each committee meeting and Annual General Meeting. *The accounts shall be available for inspection by all members*

The Fundraiser may chair a sub-committee to organise fund-raising events. This person will liaise closely with the Treasurer and report back to the full committee, ensuring receipts of expenses are kept and monies raised are passed to the Treasurer.

The Neighbourhood Watch Co-ordinator who shall chair a sub-committee of members who will keep a lookout of things that are happening in the area. This person will report back to the full committee and liaise closely with the police.

5. Fundraising

All monies raised by or on behalf of Selsley Community Group shall only be used to pursue the Community Group's aims.

6. Appointment of Charity Trustees (Note this section only applies to the Trustees of the charity)

The Selsley Community Group shall ensure that at least four charity trustees are appointed to oversee the running of the Selsley Community Group charity, which shall be appointed at the Annual General Meeting (AGM). The trustees will be guided by the Treasurer and where required by the auditor to ensure that funds have been allocated as per the charity's stated purposes. The trustees will be asked to sign a declaration on annual basis to agree to:

- a) declare they are willing to act as a trustee of the Selsley Community Group charity,
- b) that they understand the organisation's stated purposes (objectives) and rules set out in paragraph five
- c) that you understand that you can NOT gain personally from the activities of the charity, and that your support is provided on a voluntary basis with no rights to remuneration for the services you provide.

Furthermore, by signing the form you are stating that you are not prevented from acting as a trustee because you:

- i) have unspent conviction for an offence involving dishonesty or deception;
- ii) are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order);
- iii) have individual voluntary arrangement (IVA) to pay off debts with creditors;
- iv) are disqualified from being a company director;
- v) are subject to an order made under section 429(2) of the Insolvency Act 1986;
- vi) have previously been removed as a trustee by the Charity Commission (England & Wales), the Scottish Charity Regulator or the High Court due to misconduct or mismanagement;

- vii) have been removed from management or control of any body under section 34(5)(e) of the Charities and Investment (Scotland) Act 2005 (of earlier legislation);
- viii) are disqualified from being a trustee by an order of the Charity Commission (England & Wales) under section 181A of the Charities Act 2011.

6.1 Carrying Out The Purposes

1. In order to carry out the charitable purposes, the trustees have the power to:
2. raise funds, receive grants and donations
3. apply funds to carry out the work of the charity
4. co-operate with and support other charities with similar purposes
5. do anything which is lawful and necessary to achieve the purposes

6.2 Annual General Meeting - AGM

1. The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda.
2. Minutes must be kept of the AGM.
3. There must be at least two trustee members present at the AGM.
4. Every member has one vote.
5. The trustees shall present the annual report and accounts.
6. Any member may stand for election as a trustee.
7. Members of Selsley Community Group Committee or residents that shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

6.3 Trustee Meetings

1. Trustees must hold at least 3 meetings each year, which should be co-ordinated with the Chair of the Selsley Community Group to occur at the same time as the full community group meeting. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
2. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
3. If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
4. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
5. The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

6.4 Money And Property

1. Money and property must only be used for the charity's purposes.
2. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
3. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

4. Money must be held in the charity's bank account. All charity cheques must be signed by 2 approved signatories with the approval of the trustees recorded in the minutes.

6.5 General Meetings

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

1. Winding up - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
2. Changes to the Constitution - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
3. General Meeting - called on written request from a majority of members.
4. Trustees may also call a General Meeting to consult the membership.

7. Dissolution of Selsley Community Group

The Community Group shall be dissolved if three quarters of the Committee feel that the group can no longer continue to operate, and this is then accepted by a majority of members present at a General Meeting.

If this occurs: Selsley Community Group's funds should remain in the bank account in case the group starts up again, for up to 5 years This shall be looked after by up to 4 trustees elected by the membership at the General Meeting.

At the end of this time the funds shall be given to a charity of the trustees' choice

or

a proposal can be made to donate the Selsley Community Group's funds remaining to a local worthy cause, trust or charity. This would need to be by agreement by a show of members hands from the floor.

This Constitution was adopted at the Annual General Meeting held at the Bell Inn on Monday 20th November 2017.

Signed _____

Alan Ford
Chair

Signed _____

Rachel Jarman
Secretary