

**1. Name**

The name of the Group shall be Woodthorpe Community Group

**2. Aims and Objectives**

The objects of the Group shall be:

- a) Promote a positive community spirit, creating an aura of well being
- b) Generate funds and resources to enable the group to further its objectives
- c) Work in partnership with other individuals and organisations to improve the area
- d) Explore opportunities to support identifiable sections of the community
- e) Distribute relevant information appropriately

**3. Membership**

The Group is apolitical and secular. Membership is automatic, for all residents over the age of 18 in the area commonly known as Woodthorpe, unless they express their wishes, in writing, not to be a Member.

The area covered is within the boundary shown below:



The Committee reserves the right to co-opt Committee members with an interest in the area who may advise the Group but not vote on issues.

It is a condition of membership that Members are always courteous and respectful at meetings or in premises used by the Group. Any member may be suspended from the Group for failure to observe this, or for any other conduct not in line with the aims of the Group. Any member so suspended has the right of appeal to the following General Meeting, before expulsion from the Group takes place.

#### **4. Conduct of Business**

The business of the group will be conducted by a Committee elected at the Annual General Meeting, which shall consist of a Chair, Treasurer, and Secretary and not more than 7 other Members. As far as possible, the composition of the committee shall be representative of the area.

The election or removal of officers or committee Members may only be carried out by a General Meeting of the Group. The Committee may temporarily fill any vacancy arising among the officers of the group from its other members until the next General Meeting of members.

Any officer or Committee Member must declare any personal interest. The Committee shall have the right to determine whether that Member should withdraw, or be allowed to speak but not vote, or be allowed to speak and vote. Personal interest includes any potential benefit for family and/or friends.

Only committee members living in the defined area of the Group are entitled to a vote.

#### **5. Committee Meetings**

The Committee shall meet not less than four times per year. Committee Meetings shall be open to any member of the Group wishing to attend, who may speak but not vote. If any member wishes to add a particular item to the agenda they must inform the Secretary in writing no less than 14 days prior to the meeting.

Residents wishing to raise items should inform the secretary as soon as possible. The chair will confirm the agenda at the beginning of each meeting, committee meetings must further the objectives of the Group.

**6. Quorum**

The quorum for Committee Members of the Group shall be 50% of Committee Members. The quorum for all General Meetings shall be 10 ordinary Members (including Committee Members).

**7. Notice of Committee Meetings**

The membership will be provided with notices of meeting by the distribution of posters advertising the date, time and place of the meeting. These posters will be displayed in the Community 14 days before the date of the meeting.

The notices will include details of the topics which will be discussed at the meeting.

**8. Sub-Committees**

The Committee may appoint sub-committees to carry out the activities of the Group. Such sub-committees will be directly accountable to the Committee. The Committee will agree in advance the terms of reference for any sub-committee. If any sub-committee continues after the AGM, its members must be re-elected at the AGM.

**9. General Meetings**

No fewer than two of the Committee's yearly meetings shall be General Meetings of the Group, open to all Members to speak and vote. The decisions of these meetings shall be binding on the Committee. All decisions shall be taken by a simple majority of Members present and voting, implementing closed ballots where appropriate. Any member can request a closed ballot.

Notice of all General Meetings will be provided with notices of meeting by the distribution of posters advertising the date, time and place of the meeting. These posters will be displayed in the Community 14 days before the date of the meeting.

The notices will include details of the topics which will be discussed at the meeting.

**10. Annual General Meetings**

The committee shall call an Annual General Meeting of the Group each year – with not more than 18 months separating the two. Not less than 21 days' notice shall be given of the AGM to all Members and all those eligible for membership.

The committee shall present an annual report of the Group's activities.

The Treasurer shall present the independently examined accounts of the Group for the past year.

Sub-Committees shall present reports of their activities;

The Officers, Committee and independent examiner for the next year shall be elected by simple majority. More than one nominated candidate for any position will be decided by a show of hands and simple majority.

Proposals to be considered in any other business at the AGM must be submitted to the Secretary in writing not less than 21 days before the meeting.

#### **11. Special General Meeting**

The secretary must call a Special General Meeting at the request of a majority of the Committee, or on receipt of a written request of at least 10 members of the Group. The Secretary must give at least seven working day's notice of the Special General Meeting to all Members, which shall take place within 21 days of the request.

#### **12. Duties of the Officers**

All the officers of the Group have a duty to further all the aims of the Organisation.

The Chair shall conduct the Meetings of the Group. If the Chair is absent, the Treasurer or Secretary will take over.

The Treasurer shall open a bank account, and keep proper accounts of income and expenditure, and report on them as required by the Committee or General Meeting. Such accounts must be independently examined by a responsible, qualified person.

The Secretary is responsible for convening all Meetings and giving relevant notice to Members. The Secretary shall ensure that a proper record is kept of all meetings of the Group its committees and sub-committees in the form of minutes and will produce minutes of each meeting to be agreed at the next meeting.

The Secretary shall maintain a register of all committee members

Any member or officer delegated to represent the Group in consultation with any other body shall act on the instructions of the Group and shall report back to the following Committee or General Meeting, whichever is the sooner.

**13. Alteration to the Constitution**

Any proposal to alter this constitution must be submitted to the Secretary, not less than 21 days before the Annual General Meeting at which it is to be discussed. Any alteration requires the approval of two-thirds of those present and voting at the meeting.

**14. Dissolution**

The group may be wound up at any time if agreed by two-thirds of those members present and voting at any general meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another group with similar aims.

This constitution was adopted at a general meeting of the group on 26<sup>th</sup> Jan 2016

| Role             | Name            | Signed |
|------------------|-----------------|--------|
| Chairperson      | Kevin Baker     |        |
| Secretary        | Sarah Brown     |        |
| Treasurer        | Vacant Position |        |
| Committee Member | Daniel Furby    |        |
| Committee Member | Liza Shaw       |        |