



Fairwarp Community Society

CONSTITUTION

1. NAME

The Society shall be called the 'Fairwarp Community Society'.

2. AIMS

The aims of the Society are:-

- (a) to enhance the quality of life in Fairwarp Ward.
- (b) to promote the conservation, protection and improvement of the physical and natural environment in Fairwarp Ward.
- (c) to promote high standards of development, planning and architecture.
- (d) to promote and develop interest in features of historic or community interest.
- (f) to preserve and improve the amenities of the Ward.
- (g) to foster and encourage the growth of the community spirit among the residents of the Ward.
- (h) to provide a focal point for all organisations, clubs and societies already operating within Fairwarp Ward and to provide a forum for the residents of the Ward to express their views on topics relevant to the aims of the Society.

3. POWERS

In furtherance of these aims but not otherwise the Executive Committee may exercise the following powers:-

- (a) to raise funds and to invite and receive subscriptions and donations provided that in raising funds the Committee shall not undertake any substantial trading activities and shall conform to the requirements of the law.

- (b) to establish or support any charitable trusts, associations or institutions that operate for the benefit of any part of the community.
- (c) to appoint and constitute such advisory committees as the Committee may think fit
- (d) to act in best interests to ensure the Society is conducive to achieving the foregoing aims provided all activities are lawful.

3. MEMBERSHIP & SUBSCRIPTION

- (a) Membership shall be open to all residents/businesses within Fairwarp Ward and anyone who is interested in actively furthering the aims of the Society.
- (b) Fully paid up members over 16 years of age shall have one vote each.
- (c) The Committee shall have the right to restrict membership in certain circumstances.
- (d) The Committee shall have the right to terminate membership of any individual if his/her continued membership is contrary to the aims and interests of the Society. The individual concerned will have the right to be heard by the Executive Committee accompanied by a friend before the final decision is made.
- (e) The Committee may confer Honorary Life Membership on any person. Such membership shall not incur subscription fees and shall not confer voting rights.
- (f) All members' personal data will be held on file for use solely by and in the interests of the Society.

SUBSCRIPTION

There will be a nominal subscription fee per voting member to cover basic administration costs. This fee will be set at adoption of the Constitution and reviewed subsequently at each AGM.

4. COMMITTEE & NOMINATIONS

There shall be a management committee elected by the members at the Annual General Meeting

All nominations must be received in writing by the Hon Secretary no later than seven days before the Annual General Meeting. Each nomination must be supported by a Secunder who is a member and the consent of the proposed nominee must first have been obtained.

The Committee shall be responsible for the general management of the Society and shall consist of the Chairperson, the Hon Secretary and the Hon Treasurer who shall be officers of the Society, and up to nine elected members.

Any member of the Committee may resign from Committee by letter to the Hon Secretary at any time.

5. OFFICERS & DUTIES

At the Annual General Meeting of the Society the members shall elect from amongst themselves a Chairperson, Hon Secretary and Hon Treasurer.

All Members of the Committee must be residents of Fairwarp Ward. All members of the Committee, including Officers, shall retire each year and shall be eligible for re-election for a maximum of three consecutive years, after which they may only apply for re-election once one year has elapsed. If at any time, for any reason, there are insufficient members to enforce this requirement, members may then be re-elected without the necessary one year interim.

In the absence of the Chairperson at Committee meetings, any other Committee member nominated by the absent Chairperson or other Officer may act as Chair for the purposes of that meeting.

No member of the executive committee shall acquire any interest in property belonging to the Society – otherwise than as a trustee for the Society.

6. CO-OPTED MEMBERS & FILLING CASUAL VACANCIES

- (a) The Committee shall have power to co-opt up to 3 Members to become additional members of the Committee and members so appointed shall hold office for the specified purpose or duration for which they were appointed.
- (b) The committee shall have power to fill casual vacancies occurring among the officers or members of the committee until the next AGM when all members will be put forward for re-election, if so desired.

7. SUB-COMMITTEES

The Committee shall have the power to appoint Sub-Committees for any special objects. Sub-Committees shall have executive powers as defined by the Committee. Each Sub-Committee must include a member of the Management Committee.

8. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- (a) The Officers and Committee shall meet as necessary, at least twice a year, and shall keep the membership informed of their activities.

A special meeting may be called by the Chairperson or any two members of the Executive Committee upon not less than 4 days notice.

- (b) There shall be a quorum when at least 3 of the members of the executive committee are present at the meeting.

GENERAL MEETINGS

- (a) There shall be at least fourteen days notice of the time when a General Meeting is to be held.
- (b) Notice for meetings may be sent by any suitable means including notification in a publication that is distributed to the homes in the village.
- (c) There shall be a quorum if at least 20 paid up members of the Society are present at any general meeting.

EXTRA-ORDINARY GENERAL MEETINGS

- (a) Any Officer may at any time convene a meeting by giving no less than fourteen days written notice to the Committee. No other business than that of which notice has been given shall be discussed or entered into at such meetings.
- (b) If at least 20 members request a meeting in writing stating the business to be discussed, the Secretary shall call such a meeting. At least 21 days notice must be given in this situation.
- (c) There shall be a quorum if at least 20 paid up members of the society are present at any extra-ordinary general meeting.

VOTING

- (a) Each Committee member present at meetings will have one vote on each question to be decided. In the event of an equality of votes the Chairman of the meeting shall have a casting vote.
- (b) At general meetings of the Society a simple majority of all the members present at any meeting shall be sufficient for a decision, unless the Chairperson considers the decision to be contrary to the interests of the Membership as a whole, in which case he/she shall call a further meeting to which members unable to attend shall be able to send a voting proxy.

Any member with a vested interest in any matter under discussion must declare that interest and may be precluded from voting on that matter.

RECORDS

The Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every meeting of the Society.

9. ANNUAL GENERAL MEETING

The Annual General Meeting of the Society shall be held once in every calendar year on such date as the Executive Committee shall decide upon.

Notice of the Annual General Meeting shall be given at least 28 days before the date of the meeting and shall require nominations for Officers and Members of the Executive Committee to be returned at least seven days before the date of the meeting.

There shall be a quorum if at least 20 paid up members of the society are present at an Annual General Meeting.

The ordinary business of the Annual General Meeting shall be:-

- (a) to receive the report of the Chairman on the work of the Society for the preceding year.
- (b) to receive the report of the Hon Treasurer on the financial state of the Society.
- (c) to receive and if thought fit to pass the audited accounts for the Society for the financial year ended 31 December.
- (d) To elect the Officers of the Society.
- (e) To elect the Committee of the Society.
- (f) To appoint an Auditor/Examiner.
- (g) To transact such other business as may be brought before it of which not less than 21 days notice in writing shall be given to the Hon Secretary.

10. FINANCES

- (a) The Treasurer shall keep account of all funds received and expended by Society and shall keep such funds in the Society's bank account, except for retaining an amount as necessary for general day to day expenses. The Treasurer shall keep proper accounts and shall prepare an Annual Receipts and Payments Account for submission to Annual General Meeting showing the Society's financial position as at 31 December each year.
- (b) Funds
The income and property of the Society shall be applied towards the promotion of the objects of the Society. At the discretion of the Executive Committee honoraria may be paid, collections may be made at any of the society's meetings or social gatherings, and donations made to charities or other deserving causes.
- (c) Bank Account
A banking account in the name of the Society shall be maintained and cheques drawn thereon shall be signed by any two officers of the society.

(d) Accounts

The Society's financial year shall be 1 January to 31 December and subscriptions if relevant will be in respect of that period.

The Hon Treasurer shall submit the accounts and a financial statement as at 31 December of each year to the Auditor/Examiner.

A true copy, certified by the Hon Treasurer and the Auditor/Examiner, shall be available to all members at the Annual General Meeting.

11. AUDITOR/EXAMINER

An Auditor/Examiner who is not a committee member shall be appointed at the Annual General Meeting by a show of hands.

12. AMENDMENTS

Alterations and amendments to the Constitution can only be made at an Annual General Meeting or an Extra-ordinary General Meeting.

The Hon Secretary must receive written notice of any proposed alteration at least 21 days before the date of the meeting. Amendments may only be passed with a two third majority of members present at the meeting.

13. DISSOLUTION

The society may only be dissolved by resolution of the members in general meeting of which fourteen days notice has been given of the intended dissolution and shall require a vote in favour by at least two thirds of the Members present at the meeting.

If the Society is wound up or dissolved and after all its debts and liabilities have been satisfied, there remains any property it shall not be paid to or distributed among members of the Society but shall be given or transferred to some other group or groups having objects similar to the objects of the Fairwarp Community Society. Furthermore, the Constitution of such group or groups must have similar restrictions on distribution of property in the event of their own dissolution. In the event that the foregoing cannot be achieved, then distribution of the remaining assets shall be made to some other charitable object.

14. AVAILABILITY OF RULES

From the Secretary.

June 2007