



## ***Constitution***

### ***Objectives***

- to create a forum for local people to disseminate information on local issues and to provide a focal point for the community by means of a 'newsletter' and website.
- to undertake work, supporting and assisting other groups in the area
- to contribute to efforts to help improve the quality of life of those living within the PL24 area, supporting and aiding such things as the community emergency plan and flood watch schemes etc.
- to support, where possible, the local town and parish council in their bid to protect local assets
- to initiate, support or assist with local events, fund raising, social and recreational activities
- to be an inclusive organisation where everyone is treated with respect and dignity

### ***Membership***

- Membership shall consist of supporters of the Association and will be free, and open to all residents of PL24 and other interested persons.

### ***Committee***

- A Committee will be elected at the first general meeting of the Association and will take office immediately.  
The Committee shall include a chairman, vice chair, secretary, treasurer and up to six other members. Office holders will initially be elected by the standing committee members.
- The Committee shall serve for a period of 3 years, and shall be voted for at an Annual General Meeting. Committee members may resign at any time, by means of a written notification to the Chairman and/or Secretary. The Committee may co-opt additional committee members at its discretion. Such committee members will have the same rights and responsibilities as those elected at the Annual General Meeting. Each co-opted member shall hold office until such times as the election of Officers and Committee at the next AGM. The co-opted member will then be eligible for election.
- The Committee will act in accordance with the rules of procedure within this constitution and within other policies adopted by the committee.
- A quorum shall be deemed to be 4 members of the voting committee.
- No decisions or statement shall be made by an individual in the name of the Association without first reaching agreement with at least a quorum of committee members.

### ***Sub Groups***

- A sub group can be set up and elected by the standing committee to perform specific tasks, for example, newsletter, fund raising etc.

### ***Agendas***

- The Chairman shall develop the agenda for the next meeting and shall make it available before the meeting.
- Anyone wishing to add to the agenda can do so, and should notify the Secretary or Chairman up to 24 hours before the meeting.

### ***Financial***

- The necessary administrative costs of the day to day running of the Association shall be met from monies gathered from advertising, sponsorship or grants for that purpose.
- There shall be 3 signatories on the bank account, only 2 needed to sign at any one time.
- The Treasurer will reimburse expenses incurred on PL24 business when provided with a bona fide receipt agreed by the Committee.
- There will be a financial report drawn up by the treasurer for each ordinary committee meeting.
- The Treasurer will prepare accounts annually in Microsoft Excel for the AGM.
- At the AGM the adoption of the Treasurer's Report will be proposed, seconded and approved.

### **Ordinary Meetings**

- Ordinary committee meetings shall take place at least 6 times per year.
- Where a committee member is unable to attend a meeting, they will offer their apologies and they may proffer their proxy vote to another member of the committee, by email or in writing.
- The Committee will seek to reach its decisions at these meetings by consensus.  
Where this is not possible, decisions will be reached by means of a vote, on the basis of a simple majority. Where such a vote results in a tie, the Chair will have a second, casting vote.
- The decisions made at these meetings should be recorded in the minutes thereof, including number in favour, against and abstaining. If any member of the public requests to see the minutes, these should be made available to them
- Any visitors/advisors at these committee meetings shall not be permitted to vote

### **Annual General Meeting**

- The Committee will organise an Annual General Meeting of the membership once each calendar year. The date and venue of the meeting must be advertised at least one calendar month beforehand. The meeting will include reports from the Chairman, and Treasurer, and other such reports as the Committee consider helpful to the membership.
- Motions for discussion at the Annual General Meeting will be invited by the Committee at the time of notification of the date of the meeting. Motions submitted, either by the Committee or by the membership, must be proposed and supported by at least four other members of the Association. They will be made publicly available, on the Association's website and by email or post to contacts, at least one calendar month before the date of the Annual General Meeting.

### **Extraordinary General Meeting**

- An extraordinary general meeting of the Association may be called at any time. This may be done at the request of at least 2 members of the Committee, or at the request of at least ten members of the Association. Notice of an extraordinary meeting, together with motions for discussion must be sent out within two weeks of receipt of a compliant request. The meeting must be held within six weeks of receipt of a compliant request.

### **The Constitution**

- The Draft constitution will be adopted at an open meeting which shall be publicised 28 days before the meeting. Notification shall go out to all interested parties and contacts of the Association. Contacts and interested parties will be given the opportunity to object to anything within the Draft Constitution and will be invited to attend the open meeting to lodge their objection.
- The constitution shall then be proposed, seconded and resolved to be accepted, with the alterations if any.

### **Amendment**

- This constitution may be amended at an ordinary committee meeting of the Association by a vote and will require a two-thirds majority of those present and voting.

### **Dissolution of the Association**

- The Association can be dissolved by a two thirds committee majority vote.
- Should the Association be dissolved, all assets shall be transferred to an organisation with like aims to be agreed by a two thirds committee majority vote.

Chairman's signature: *Gill Butler..*  
Adopted: 08.02.2011  
Reviewed/amended: April 2016  
Vice chair: Tony Nethercott