

Constitution for Grosmont Futures

1. Name

The name of the group shall be **Grosmont Futures**

2. Aims

The aims of Grosmont Futures will be:

- Community led action to make Grosmont a better place to live, work and play.
- To act on issues and opportunities agreed by the community to improve the social, economic, environmental and cultural wellbeing of the area.
- To work collaboratively with Grosmont Fawr community council, community groups and the wider community to ensure action is joined-up to ensure maximum effectiveness.

3. Membership

Membership is by default to anyone who:

- lives in Grosmont or the surrounding area; and
- supports the aims of Grosmont Futures

Active membership will begin as soon as a member indicates they wish to be involved and provides contact details.

A list of all active members with their contact details will be kept by the secretary.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Grosmont Futures will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and committee

Prior to the first general meeting of the group the business of the group shall be undertaken by a foundation committee comprising a maximum of 9 volunteer members. The foundation committee shall elect officers from amongst their number. The foundation committee shall hold office until the first annual general meeting. At the first AGM the foundational committee shall resign but be eligible for re-election.

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of a minimum of 3 and maximum 9/11 members and be composed of 3 officers and 6 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee. The officers shall be appointed by the committee. Officers may hold office for up to 3 consecutive years. On the recommendation of the committee an officer may hold office for longer if approved by a special resolution at the AGM.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology or good reason for three months will be contacted by the committee and asked if they wish to resign. Alternatively, the committee may decide that the committee member be removed for non-attendance.

The Committee meetings will be open to any member of Grosmont Futures wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

The constitution will be ratified at the first Annual General Meeting (AGM). Subsequent AGM's will be held within fifteen months of the previous AGM.

Members will be notified in writing at least 2 weeks before the date of the meeting. Notice shall give the venue, date and time of the meeting and include an agenda.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Grosmont Futures over the year.
- The Committee will present the accounts of Grosmont Futures for the previous year.
- The Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least nine other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

Members will be given one week's notice of such a meeting. Notice shall give the venue, date and time of the meeting and include an agenda.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

Members will be given two weeks' notice of such a meeting. Notice shall give the venue, date and time of the meeting and include an agenda.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members or a third whichever is greater.

6.5 Communications

Notice of all general meetings shall be given by posting a public notice on the Town Hall notice board and by such electronic means deemed appropriate by the committee.

Minutes of meetings shall be published electronically and posted on such appropriate channels as deemed appropriate by the committee. A written copy shall be available to a member on request.

Draft minutes of general meetings will be published for agreement at the next general meeting. Committee meeting minutes will be published once agreed.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Grosmont Futures is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group, where 2/3 majority of the members attending in favour of the motion will be required.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to one or more local organisations with aims compatible with Grosmont Futures. The recipient organisation(s) will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of Grosmont Futures on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed

Name and position in group

Signed

Name and position in group

Signed

Name and position in group

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Name and position in group

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Name and position in group

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