

Model Constitution

1. Name

The organisation's name shall be Letterston Community Action Group here in after called the Group'.

2. The Purpose of the Group is:-

To promote the benefit of the inhabitants of the Letterston area by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to improve the social, environmental, community and economic conditions of life in the area of benefit.

The Group shall be non-party in politics and non-sectarian in religion.

3. Carrying out the Purposes

In order to carry out the purposes, the management committee have the power to:

- a) raise funds, receive grants and donations
- b) apply funds to carry out the work of the Group
- c) co-operate with and support other organisations with a similar purpose
- d) do anything which is lawful and necessary to achieve the purpose

4. Membership of the Group

The Group shall have a membership. Membership shall be open, irrespective of sex, sexual orientation, nationality, age, disability and race or of political, religion or other opinions to within the Group :

- a) Individuals (aged 16 years or over) who live within the area of benefit, who shall have full voting rights
- b) Community and special interest groups/ organisations within the area of benefit who wish to support or to further the purpose of the Group. Each member organisation shall appoint one individual person and one alternate to represent it and vote on its behalf at general meetings of the Group.
- c) Local members of statutory authorities in whose administrative area the benefit lies.

5. Management Committee

The Group shall be managed by a management committee, comprising of not fewer than 3 and no more than 10 committee members who are appointed at the Annual General Meeting (AGM) of the Group. All committee members shall retire at the AGM, but may be nominated and re-elected for a further term.

6. Management Committee Meetings

The general management of the affairs of the Group shall be directed by a management committee which shall hold at least 4 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary.

A least 3 of the management committee must be present at the meeting to be able to take decisions. Minutes shall be taken, and kept by the Group secretary.

Each member shall have one vote, and decisions made shall be decided by a majority of those present and voting. If there is an equality of votes, the chair shall have the casting vote.

The committee may appoint sub-committees to carry out any tasks which it thinks appropriate to do so. These groups will use a simple terms of reference. The sub- committee(s) are to report back to the management committee.

If management committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

The management committee may make reasonable additional rules to help run the Group. These rules must not conflict with this constitution or the law.

7. Money and Property

Money must be held in the Group bank account(s), in the name of the Group. All cheques must be signed by two of the three officers, who are unrelated.

Money and property must only be used for the Group purposes.

The treasurer must keep accounts. The most recent annual accounts can be seen by anybody on request.

Committee members cannot receive any money or property from the organisation, except to refund reasonable out of pocket expenses.

8. AGM

The Annual General Meeting must be held once a year, being no more than 15 months since the first IGM or previous AGM, with 21 days' notice given to all members, which shall be in writing or posted in a conspicuous place or places in the area of benefit. Minutes must be kept of the AGM.

There must be at least 9 members present at the AGM

Every member has one vote (individual or representative)

The management committee shall present the annual report and accounts to the members .

Members shall elect between 3 and 10 officers to the management committee to serve for the next year who will retire at the next AGM but may stand for re-election.

9. General Meetings

The Management committee may call a general meeting at any time, and shall do so if they receive a written request from 6 of members. All members must be given 21 days' notice of all General Meetings and told the reason for the meeting. Minutes must be kept.

All questions arising at a meeting of the Group shall be decided by a simple majority of those present and eligible to vote. No members shall have more than one vote, notwithstanding that he or she may have been appointed to represent 2 or more interests. In case of an equality of votes the chair shall have the casting vote.

If the management committee consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting of the Group, so that the membership can make the decision.

Changes to the Constitution - can be made by a resolution, passed by not less than two thirds of the members present and eligible to vote. No change can be made that would make the organisation no longer a charitable organisation.

Winding up – The organisation may be wound up by a resolution passed by not less than two thirds of the members present and eligible to vote. Any money or property remaining after payment of debts must be given to an organisation with similar purposes to this one for the benefit of the inhabitants of the area of benefit.

In addition to the AGM (clause 8) the management committee shall convene at least one open meeting in each calendar year as a consultative forum of representatives of all groups/ organisations/ agencies that are active in the area of benefit (including non member organisations). The business of such meetings shall be to receive a report from the management committee and providing that reasonable notice has been given from other groups/ organisations/ agencies on any matters that are agreed from time to time by the Group.

SETTING UP THE ORGANISATION

This constitution was adopted on November 18 2013 by the people whose signatures appear below. They are the first members of the organisation and will be the committee until the AGM, which must be held within 12 to 15 months of this date.

Signed Print name and address

PATRICIA RADFORD ...

JOHN WOORE ...
