

# CONSTITUTION

Version	Release Commentary	Issued by	Date
Prior Issues	Working Constitutions to Oct 05		
Prior Issues	Revised Constitution Adopted at AGM Oct 05	P Tucker	Oct 05
Draft 1.0	Proposed Revisions Issued to AGM Oct 09.  Clause G (b) removed  Clause Q (5) – paragraph 2 added.	E Murray	26 <sup>th</sup> Oct 09
1.0	Signed Copy of above – first Controlled Release	E Murray	2 <sup>nd</sup> Nov 09
2.1	Draft for discussion purposes only	E Murray	24 <sup>th</sup> April 13
2.2	Signed off AGM Oct 13	E Murray	21 <sup>st</sup> Oct 13
2.3	Signed off Oct 16  Change to financial arrangements – addition of paragraph 11(b).	E Murray	18 <sup>th</sup> Oct 16

**1 Name**

The name of the Association is Grimsargh Village Community Association (hereinafter referred to as 'the Charity').

**2 Administration**

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause 7 of this constitution.

**3 Objects**

The Charity's objects are:

- (a) To promote the benefit of the inhabitants of the village of Grimsargh, Preston, Lancashire and the neighbourhood without distinction of sex, or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- (b) To establish or to secure the establishment of a Community Centre (hereinafter called 'the Centre') and to maintain and manage or co-operate with any local statutory authority in the maintenance and management of such a centre for activities promoted by the Charity and its constituent bodies in furtherance of the above objects.

The Charity shall be non-party in politics and non-sectarian in religion. The Charity shall have power to affiliate to the National Federation of Community Associations and to other organisations with similar charitable objects.

**4 Powers**

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

- (a) powers to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- (b) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- (c) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity
- (d) power, subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed;
- (e) power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;

- (f) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
- (g) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (h) power to do all such other lawful things as are necessary for the achievement of the objects.

## **5 Membership**

- (a) Membership of the Charity shall be open to:
  - i) Individuals (over the age of 18 years and living or working in the area of benefit) who are interested in furthering the work of the Charity, hereinafter referred to as 'full members';
  - ii) individuals (under the age of 18 years and living or working in the area of benefit) who are interested in furthering the work of the Charity and hereinafter referred to as 'junior members';
- (b) Every full member shall have one vote.
- (c) The Executive Committee may unanimously and for good reason terminate the membership of any individual: provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

## **6 Honorary Officers**

At the annual general meeting of the Charity the members shall elect from amongst themselves a chairman, vice-chairman, secretary and a treasurer, who shall hold office from the conclusion of that meeting.

## **7 Executive Committee**

- (a) The Executive Committee shall consist of not less than 7 members and not more than 11 members including the Honorary Officers specified in Clause F.
- (b) All members of the Executive Committee shall retire from office together at the start of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
- (c) The proceedings of the Executive Committee shall not be invalidated by the vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- (d) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
- (e) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts

of the Charity.

**8 Determination of Membership of Executive Committee**

A member of the Executive Committee shall cease to hold office if he or she:

- (a) is disqualified by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);
- (b) is absent without permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
- (c) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

**9 Executive Committee Members not to be personally interested**

No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

**10 Meetings and proceedings of the Executive Committee**

- (a) The Executive Committee shall meet at least 4 times in any year. A special meeting may be called at any time by the chairman or by any two members of the Executive Committee upon not less than 4 days' notice being given to the other members of the Executive Committee of the matters to be discussed.
- (b) The chairman shall act as a chairman at meetings of the Executive Committee. If the chairman is absent from any meeting, the vice-chairman shall act as chairman. If both the chairman and vice-chairman are absent, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (c) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.
- (d) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- (e) The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committee. Copies must be able to be made available to any member of the Executive Committee.
- (f) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- (g) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or

supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

**11 Receipts and expenditure**

- (a) The funds of the charity, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide.
- (b) The charity now utilises Internet Banking and debit cards, therefore payments can be authorised by a single member of the Committee.
- (c) The funds belonging to the Charity shall be applied only in furthering the objects.

**12 Property**

- (a) The Executive Committee shall cause the title to:
  - i) all land held by or in trust for the charity which is not vested in the Official Custodian for Charities; and
  - ii) all investments held by or on behalf of the charity;to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees.
- (b) Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

**13 Accounts**

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (a) the keeping of accounting records for the Charity;
- (b) the preparation of annual statements of account for the Charity;
- (c) the auditing or independent examination of the statements of account of the Charity; and
- (d) the transmission of the statements of account of the Charity to the Commission.

**14 Annual Report**

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

**15 Annual Return**

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or

any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

## **16 Annual General Meeting**

- (a) There shall be an annual general meeting of the Charity which shall be held in the month of OCTOBER in each year or as soon as practicable thereafter.
- (b) Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
- (c) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. At subsequent annual general meetings the chairman of the Charity elected at the preceding annual general meeting shall preside. If he or she is not present then one of the persons present shall act in that capacity.
- (d) The Executive committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
- (e) Nominations for election to the Executive committee must be made by members of the Charity in writing and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.
- (f) Should there be no written nominations received prior to the AGM, nominations may be taken at the AGM.

## **17 Special General Meetings**

The Executive Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

## **18 Procedure at General Meetings**

- (a) The secretary or person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.
- (b) There shall be a quorum when at least one tenth of the number of members of the Charity for the time being or seven members of the Charity, whichever is greater, are present at any general meeting.

## **19 Alterations to the Constitution**

- (a) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (b) No amendment may be made to clause 1, (*name of charity*), clause 3 (*objects clause*), clause 9 (*Exec Committee members not to be personally interested clause*), clause 20

(*dissolution clause*) or this clause without the proper consent in writing of the Commissioners.


- (c) No amendment may be made which would have the effect of making the Charity cease to be charity at law.
- (d) The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause.

## 20 Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a special general meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for final accounting period of the Charity must be sent to the Commission.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document.

**Signed:**

**Signed:**  \_\_\_\_\_

n Baylis

Julia Morrison

Eileen Parker

Evelyn Heginbotham

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K. J. Fester

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