

# Constitution

**MILL BANK GROUP**

**Adopted:** November 2002

**Last updated:** November 2021, AGM

## Name

The name of the group shall be 'The Mill Bank Group'.

## Aims and objectives

The aim of the Group shall be to promote community action to protect and improve the quality of life in Mill Bank village and the surrounding area.

The Group will organise activities to renovate, enhance and maintain public places, promote cultural and social activities, and organise related fundraising and community events. The group shall operate in a spirit of openness and co-operation and will respect individual differences.

## Powers

In pursuing these objectives the committee shall have the power to:

- Raise funds to support the Group's aims and objectives
- Employ contractors to carry out work to achieve the Groups' aims and objectives on an occasional basis
- Apply for and manage grant monies
- Invest any funds in a bank/building society savings account
- Purchase tools and materials
- Affiliate to other organisations with similar charitable status and community objectives
- Engage in activities and projects to improve the quality of village life
- Make representations to public or other bodies or individuals whose actions may affect the quality of village life
- Exclude any person who is not contributing to the aims of the Group or who is not promoting the common good of local people.

The Group will not employ people on a permanent basis nor hold property.

# Membership

Membership of the Group shall be open to all people living in the Mill Bank area regardless of age, gender, nationality, religious conviction, race, or colour.

Any person donating time, skills or a financial contribution to the Group's activities will be entitled to membership.

Members will register their names with the Secretary at open meetings or by direct contact. The secretary will keep a list of members who have contributed to the Group's activities. It will be the responsibility of the Chairperson to pursue and attempt to resolve any membership difficulty directly with the person/s concerned.

# Committee

Management of the Group shall be invested in a management committee which shall consist of the Honorary Officers (Chairperson, Secretary and Treasurer) and any number of other members with no maximum number specified. Officers will retire annually and may be eligible for re-election. The committee may, by majority decision, co-opt up to three other Group members for specific projects but they will not have voting powers at committee meetings.

A quorum for decision making at a committee meeting will be half the number of committee members at the time. Decisions will be made by simple majority votes. The Chairperson will have a casting vote.

Officer vacancies may be filled on a temporary basis by majority agreement of the committee until the next AGM or Special General Meeting.

# Annual General Meeting

An AGM shall be held once per year in October/November to review the work of the group, approve the accounts, elect Honorary Officers and plan future activities.

At the AGM an election of Officers shall take place following the adoption of the reports and approval of accounts and before any other business is addressed.

# General Meetings

Requests from Group members for a General Meeting may be made at any time, given 28 days' notice. A quorum at a General Meeting shall consist of three Officers and a minimum of three other group members.

Notes of all meetings and decisions taken will be kept by the secretary and made available at meetings or made available at the request of a Group member.

Any alterations to the constitution or changes to Honorary Officers shall be made at an AGM or a General Meeting.

Dates of General Meetings and proposed changes to the constitution or Officers shall be displayed on the Mill Bank notice board or other place. Any member of the Group can propose changes to the constitution or items for the agenda by contacting the Secretary not less than four weeks prior to a General Meeting. Changes to the constitution shall be made following a majority of votes.

## **Rules & Regulations**

### **Voting at General Meetings**

All persons over the age of 14 shall have a vote, although people of all ages may take part in debate and activities. Voting shall be by simple majority of those present at the meeting. No member shall have more than one vote. Proxy votes may be given in writing. The Chairperson shall have a casting vote in the event of an equality of votes.

Honorary Officers may request a substitute to take their place, or register their vote in writing to the Chairperson if they are unable to attend a meeting.

## **Finance**

All monies raised on behalf of the Group shall be used to further the aims and objectives of the Group. This will include payment, in good faith, of reasonable remuneration for contractual work and out of pocket expenses by members. The Treasurer shall open a bank or building society account in the name of the Group and keep written records of all financial transactions. These will be audited annually. Finance records will be made available at Group meetings.

All monies received shall be paid into the Group account promptly. No cheque will be valid without two signatures. No persons from the same household will sign cheques.

Any officer who carries out agreed activity on behalf of the Group will not be personally liable for debts, and may be recompensed from Group accounts providing that no payments are made or obligations entered into which cannot be met from the balance of funds held by the Group. A copy of the most recent annual statements of accounts shall be made available to any member on request and shall be presented at each AGM. A competent person who is not a member of the committee shall audit each annual statement.

## **Health & Safety**

All members of the Group shall take responsibility for their own actions and those of their family and friends to ensure that the health and safety of themselves and other members of the Group and the general public are protected and promoted. Hazards should be reported to the Office bearers.

## **Equality of Opportunity**

The Group shall operate in a non-discriminatory way and Officers shall ensure that all activities are as inclusive as possible. All members of the Group shall have the right to challenge discriminatory behaviour or language and to make a complaint about such behaviour to the Chairperson.

## **Winding up**

The Group shall be wound up by a vote at a General Meeting providing that a notice is displayed on the Mill Bank notice board or other public place not less than one week before the meeting. Any assets remaining after the satisfaction of proper debts and liabilities shall be given towards charitable purposes for the benefit of the inhabitants of the Mill Bank area. This will be decided at the final meeting. No member of the Group will benefit personally from distribution of these assets.

**Signed:**

**Date:**