



Web Site: <http://www.beeches.org.uk/>

Facebook: Beeches Community Group

## **CONSTITUTION OF Beeches Community Group**

### **1. Name**

The name of the Group shall be: **Beeches Community Group**

### **2. Aims**

The aims of the Group shall be to:

provide a central information hub for residents through the use of social media (Website and Facebook) and email, and to raise funds for the use of the Group.

### **3. Powers**

In order to achieve its aims the Group may:

- a. Maintain a bank account;
- b. Work with other groups and exchange information.

### **4. Membership**

- a. Membership of the Group shall be open to anyone living, regularly working or using services in the Beeches or New Mills Wards who is interested in helping the Group to achieve its aims.
- b. Every individual member shall have one vote at General meetings.
- c. Others involved in the provision of services in the Ward will be welcome to attend meetings of the Group but will not have voting rights.

### **5. Management**

- a. The Group shall be administered by a Management Committee of the Officers elected at the Group's Annual General Meeting (AGM).
- b. The Officers of the Management Committee shall be: the Chairman, Deputy Chairman, the Secretary, Treasurer and any other Officer.
- c. The Management Committee shall meet at least 3 times a year or as deemed necessary.
- d. The Group shall meet at least once during the year, in addition to the AGM or as deemed necessary by a request from 10 members.
- e. The Chairman or Deputy Chairman shall Chair all meetings of the Group.
- f. The quorum for Group meetings shall be 5 members.



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g. Voting at Group meetings shall be by show of hands. If there is a tied vote then the Chairman shall have a casting vote.

## **6. Duties of the Officers**

a. The duties of the Chairman are to:

- chair meetings of the Committee and the Group
- represent the Group at functions/meetings to which the Group has been invited
- act as spokesperson for the Group when necessary

b. The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chairman
- maintain the membership list
- deal with correspondence
- collect and circulate any relevant information within the Group.

c. The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group

## **7. Finance**

a. Any money obtained by the Group shall be used only for the Group.

b. Any bank accounts opened for the Group shall be in the name of the Group.

c. Any cheques issued shall be signed by 2 members of the Management Committee.

d. Independently audited accounts will be presented to the Group at the AGM.

## **8. Annual General Meeting**

a. The Group shall hold an Annual General Meeting (AGM) in the month of November.

b. All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote. The quorum for an AGM shall be 5 members.

c. The business of the AGM shall include:

- i. receiving a report from the Chairman's on the Group's activities over the year
- ii. receiving a report from the Treasurer on the finances of the Group



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- iii. electing a new Management Committee and
- iv. considering any other matter as may be decided.

#### **9. Extraordinary General Meeting**

An Extraordinary General Meeting (EGM) may be called by the Management Committee or by any **4** members to discuss an urgent matter. The Secretary shall give all member fourteen days' notice of any Extraordinary General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

#### **10. Alterations to the Constitution**

Any changes to this Constitution must be agreed by a majority vote of those members present and voting at any General Meeting.

#### **11. Dissolution**

The Group may be wound up at any time if agreed by a majority vote of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at the Annual General Meeting of the Group on 9 November 2017

Signed by:

Chairman:

Deputy Chairman:

Secretary: