

The Millhouses Ecclesall & Carter Knowle Community Group Constitution

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1) Name

The name of the group shall be The Millhouses Ecclesall & Carter Knowle Community Group [The MECK Community Group].

The Group has been formed by combining Ecclesall Forum and the Carter Knowle & Millhouses Community Group.

2) Aim

The aim of the Group shall be to improve the quality of life for people in this area by promoting discussion and working together with appropriate organisations on issues of local concern which address the needs of the community, via various activities and services which, among other things:

- a) help to protect and improve the natural environment
- b) provide opportunities for recreation and relaxation
- c) improve and advance education
- d) help to protect and improve health.

3) Powers

In order to achieve its aim, the Group may:

- a) Raise Money.
- b) Open bank accounts.
- c) Acquire and run premises.
- d) Take out insurance.
- e) Organize courses and events.
- f) Work with similar groups and exchange information and advice with them.
- g) Collect, retain and maintain an up-to-date record of relevant contact details provided by members, other contacts and attendees at events, in accordance with the prevailing Data Protection legislation.
- h) Do anything that is lawful which will help fulfil its aim.

4) Membership

- a) Membership of the Group shall be open to any individual over 18 without regard to disability, political or religious affiliation, race, gender or sexual orientation who:
 - Lives, works or owns a business locally.
 - Is interested in helping the Group achieve its aims.
 - Is willing to provide up-to-date contact information to enable the Group to communicate with them; an individual's membership of the Group will ordinarily be confirmed by the Secretary, effective 30 days after the individual has provided suitable contact information.
- b) The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member if, in its opinion, the member's conduct is prejudicial to the interests and objectives of the Group, provided that the individual shall have the right to be heard by the Management Committee, accompanied if desired by a friend or colleague, before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

5) Management

- a) The Group shall be administered by a Management Committee of not less than three and no more than five individuals elected at the Group's Annual General Meeting (AGM) from among the members of the Group.
- b) The Officers of the Management Committee shall be: the Chair, the Treasurer and the Secretary.
- c) The Management Committee may co-opt onto the Committee up to three individuals, who are also members of the Group, in an advisory and non-voting capacity that it feels will help to fulfil the aims of the Group.
- d) The Management Committee shall meet as necessary and not less than three times a year.
- e) At least three Management Committee members must be present for a Management Committee meeting to take place, two of which must be Officers.
- f) Decisions at Management Committee meetings shall be made by a simple majority; if there is a tied vote then the Chair shall have an additional casting vote.
- g) All Committee members shall declare each and every known relevant conflict of interest before discussion of all applicable topics at meetings, will not participate in discussions on nor vote on the topic and will, if requested, promptly withdraw from the meeting temporarily while the topic is being discussed and/or voted on; their temporary absence will not invalidate the meeting's quorum.
- h) The Management Committee will have the power to remove any member of the Committee for good and proper reason. The removed Committee member will have the right to appeal.
- i) The Management Committee may appoint another member of the Group as a Committee member to fill an Officer vacancy, provided the maximum prescribed is not exceeded.
- j) The Management Committee shall not have authority to represent its views as the view of the Group, but in instances when timescales do not allow issues to be raised at full Group meetings, the Committee may make decisions and act accordingly.

- k) The Management Committee shall retire at the AGM, but may stand for re-election if they so wish; all Management Committee nominations are to be provided in writing to the Secretary in advance of the AGM.

6) The Duties of the Officers

- a) The duties of the Chair shall be to:
- Chair meetings of the Committee and the Group.
 - Represent the Group at functions/meetings that the Group has been invited to and
 - Act as the spokesperson of the Group when necessary, unless the Group has decided otherwise.
 - Present a report at the AGM summarising the main activities and achievements during the year.
- b) The duties of the Secretary shall be to:
- Keep securely an up-to-date record of the contact details of all members, other contacts and attendees at events, in accordance with the prevailing Data Protection legislation.
 - Prepare in consultation with the Chair the agenda for meetings of the Committee and the Group.
 - Take and keep minutes of all meetings.
 - Collect and circulate any relevant information within the Group.
 - Deal with correspondence.
 - Arrange meeting venues.
- c) The duties of the Treasurer shall be to:
- Supervise the financial affairs of the Group.
 - Keep proper financial records that show all monies received and paid out by the Group.
 - Keep the Committee informed of the Group's up-to-date financial situation.
 - Prepare and present the Group's financial accounts at the AGM, audited or independently examined if required.

7) Finance

- a) All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- b) Any bank accounts opened for the Group shall be in the name of the Group.
- c) The Chair, Secretary and Treasurer will be the authorized signatories; the signatories must not be related or members of the same household.
- d) Any cheques issued or transfer requests made shall be signed by two Officers, one of whom shall be the Treasurer.
- e) The Group shall ensure that its financial accounts are audited or independently examined every year, if required.
- f) The Group may reimburse members and Management Committee members for appropriate expenses pre-authorised by the Officers, including reasonable out of pocket expenses for items such as travel, childcare and meal costs as well as small-scale expenses wholly necessarily and exclusively incurred on behalf of the Group.

8) Rules of Procedure at Ordinary General Meetings (including the AGM)

- a) The Group shall hold at least three Ordinary General Meetings each year (one of which shall be the AGM), with the Annual General Meeting (AGM) to be held within 6 months after the end of the Group's financial year, or as soon as practicable thereafter.
- b) All members shall be given at least 14 days notice of all Ordinary General Meetings and shall be entitled to attend and vote thereat. Where possible members shall be notified individually (by telephone, e-mail or post), otherwise notice will be deemed served by advertising the Meeting by displaying the Meeting notice in at least five local public places, including local noticeboards and libraries.
- c) The Meeting notice shall give the time, date and venue as well as outlining the business to be conducted.
- d) The business of the AGM shall include:
- Receiving a report from the Chair on the Group's activities during the year.
 - Receiving a report from the Treasurer on the finances of the Group.
 - Electing the Management Committee; nominations to be provided in writing to the Secretary.
 - Considering any other appropriate matter as may be decided.
 - Present minutes of the previous AGM and, if accurate, accept as a true record.
- e) The quorum for the all Ordinary General Meetings shall be 5% of the membership or 5 members, whichever is the greater number.
- f) Decisions at all Ordinary General Meetings shall be made by a simple majority of members present and voting; if there is a tied vote, the Chair of the Meeting shall have an additional casting vote.

9) Special General Meeting

- a) To discuss urgent matters, at least three Management Committee members, two of which must be Officers, may call a Special General Meeting (an SGM).
- b) If at least 10% of the membership or 10 members, whichever is the greater number, request such a meeting in writing to the Secretary, stating the business to be considered, the Secretary shall call a Special General Meeting (an SGM).

- c) All members shall be given at least 21 days notice of the SGM and shall be entitled to attend and vote thereat. Where possible members shall be notified individually (by telephone, e-mail or post), otherwise notice will be deemed served by advertising the SGM by displaying the SGM notice in at least five local public places, including local noticeboards and libraries.
- d) The SGM notice must state the time, date and venue as well as outlining the business to be considered and discussed.
- e) The quorum for the SGM shall be 10% of the membership or 10 members, whichever is the greater number.
- f) Decisions at the SGM shall be made by a two thirds majority of members present and voting.

10) Alterations to the Constitution

Any alterations to the Constitution must be agreed by at least two-thirds of those members present and voting at a quorate Special General Meeting (SGM).

11) Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at a quorate Special General Meeting (SGM) called for the sole specific purpose of considering dissolution of the Group. In the event of winding up any assets remaining after all debts have been paid shall be returned to their providers, if they require it, or shall be passed to another organisation with equivalent or similar aims, which shall be agreed at the meeting (subject to that organisation agreeing in writing that they are willing and able to receive those assets and agreeing to provide prompt written confirmation of having received the assets).

12) Adoption of the Constitution

This Constitution was adopted by the Carter Knowle & Millhouses Community Group as the necessary precursor to formation of the combined Millhouses Ecclesall & Carter Knowle Community Group on 15th September 2022.

An original copy of this document was certified and signed all five members of the Management Committee:

Name **Paul May**

Position Chair

Name **Michael Hodson**

Position Secretary

Name **John Douglas**

Position Treasurer

Name **Peter Stow**

Position Committee Member

Name **Jennifer Rodgers**

Position Committee Member