

## The Chestnut Community Action Group

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### Constitution

Adopted on: 27th July 2018

### The Chestnut Community Action Group

#### 1. Aims

Promote community values and social inclusion within the Worcester area primarily through a biennial festival, which brings together the performing arts and local businesses, is free to the community and is supportive of local charities.

The vision is to provide a vehicle for social cohesion where all members of the local community can gather to celebrate their contribution and membership to the wider community.

#### 2. Powers

In order to achieve its aims the Group may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance
- d. Work with staff, voluntary and employed
- e. Acquire, hire and manage buildings
- f. Organise events and workshops
- g. Work with other groups and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

#### 3. Membership

- a. Membership of the Group shall be open to any person over 18 or any organisation living or located in the Worcester area who is interested in helping the Group achieve its aims, is willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.
- b. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- c. Every individual member and each organisation shall have one vote at General Meetings.
- d. The membership of any member may be terminated for good reason by the Management Committee, but the member shall have the right to be heard by the Management Committee before a final decision is made.
- e. Each member organisation shall appoint a representative to attend meetings of the Group and notify the Group's secretary of that person's name.

#### 4. Management

- a. The Group shall be administered by a Management Committee of the Officers and up to four other members elected at the Group's Annual General Meeting.
- b. The Officers of the Management Committee shall be: Chair, Treasurer, Secretary, Marketing Officer.
- c. The Management Committee shall normally meet at least four times a year.
- d. The Chair or vice-chair shall chair all meetings of the Group.
- e. The quorum for Management Committee meetings shall be four members

- f. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chair shall have a second vote.
- g. The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- h. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

#### **5. Duties of the Officers**

- a. The duties of the Chair are to:
  - Chair meetings of the Committee and Group
  - Represent the Group at functions/meetings that the Group has been invited to
  - 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 Chair
  - 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
- d. The duties of the Marketing Officer are to:
  - Support and promote the Group

#### **6. Finance**

- a. Any money obtained by the Group shall be used only to promote and enable the aims of the Group
- b. Any bank accounts opened for the Group shall be in the name of the Group.
- c. There shall be three signatories to the Group's bank account(s).
- d. Any cheques shall be signed by any two of the three nominated signatories.

#### **7. Annual General Meeting**

- a. The Group shall normally hold an Annual General Meeting (AGM) in the month of February.
- b. All members shall be given at least fourteen days' notice of the AGM, shall be invited to contribute items to the agenda and shall be entitled to attend and vote.
- c. The quorum for the AGM shall be eight members.
- d. The Chair reserves the right to veto a vote on any item that is contrary to the aims of the Group.
- e. The business of the AGM shall include:
  - Receiving a report from the Chair on the Group's activities over the year
  - Receiving a report from the Treasurer on the finances of the Group
  - Receiving a report from the Marketing Officer
  - Electing a new Management Committee and
  - Considering any other matter as may be decided

**8. Special General Meeting**

A Special General Meeting may be called by the Management Committee or by any four members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

**9. Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

**10. Dissolution**

The Group may be wound up at any time if agreed by two-thirds 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 a General Meeting of the Group on

27th July 2018 ..... [date]

Signed by:

Chair: *Ray Squires*

Secretary: *Malorby Mackay*

Treasurer: *R. Squires*

Marketing Officer: *Michael Duff*

Other Committee Members: