

Constitution

for

**PANSHANGER
PEOPLE**

March 2013

Constitution

Panshanger People

1. NAME

The name of the Society shall be **Panshanger People** (hereinafter referred to as the 'Group')

2. THE AIMS OF THE GROUP

The aims of the Group shall be to strive to:

- a) Stimulate the public awareness, consciousness and appreciation of the beauty, history and character of the local area.
- b) Maintain and improve the environment and fabric of the local area for present and future generations.
- c) Safeguard the heritage and character of the local area.
- d) To do all possible to prevent:
 - over-development,
 - gravel extraction, and
 - any other actionnot considered to be in the interests of the local community or the local environment.
- e) Listen to the local community, ensure that their voice is heard, and campaign for their interests (as agreed to be supported by the Group).
- f) Work with local Parish, Borough, District and County Councils as well as other significant groups to achieve meaningful and lasting solutions for the long term benefit of the local community and in keeping with the original intent and spirit of the Garden City founders.

3. POWERS

In order to achieve its aims, the Group may:

- a) Raise money (through appeals or other activities).
- b) Open bank accounts.
- c) Take out insurance.
- d) Obtain and pay for goods and services necessary to run the Group.
- e) Hire, rent or lease premises to run the Group's activities and manage its business.
- f) Organise activities and events.
- g) Work with similar or interested groups and exchange information and advice for the benefit of achieving our aims.
- h) Do anything that is lawful which will help to achieve our aims.

4. MEMBERSHIP

- a) Any person interested in supporting the aims of the Group shall be eligible for membership.
- b) Members shall pay such annual subscription as the Committee may determine (which can be nil). Subscriptions shall be due and payable on the 1st day of March in each year (or as near to the preceding March as possible if decision is taken to introduce charges during the course of the year).
- c) The Committee may end the membership of any member for any good reason, by a majority vote at a Committee Meeting, as long as that person has the opportunity to make their case to the Committee before such decision is made.
- d) The Committee, upon formation of the Group, are deemed also to be members of the Group.

- e) Membership rules will subsequently be determined by the Committee.

5. COMMITTEE

- a) The Group will be administered by a Committee of not less than five (5) and not more than twelve (12) members, who shall either be elected at the Annual General Meeting, or co-opted thereafter.
- b) Decisions will be made by a majority of Committee Members present and voting. In the case of a tie, the Chairperson will have the casting vote.
- c) Sub-Committees may be formed, who will report back to the Group at the Committee Meetings.
- d) The Committee may appoint not more than three (3) co-opted members to serve on the Committee at any one time. Co-opted Committee Members may serve until the next AGM when they may stand for election, unless they have been released of their temporary responsibility at some time sooner by agreement of the Committee. Agreement of such instances of release of duty shall be required to be reached at a Committee meeting, with notice of such intended release given at the previous meeting, or advised to all Committee members at least 14 days prior to the meeting
- e) The Committee will meet at least four (4) times a year.
- f) At least five (5) members of the Committee (or one-half of the Committee, whichever is the lesser) must be present for a Committee Meeting to take place.
- g) No member of the Committee, or anyone connected to them, shall receive any payment (other than reimbursement of out of pocket expenses) for acting on behalf of, or representing the Group.
- h) Any Committee member may resign their position with the Group at any time by giving written notice to the Chairman and Secretary of such decision. Receipt of such notice will be confirmed back by the Secretary. In such

instances, resignation will be deemed to take effect one calendar month after the date of such notice, or at the date of the next AGM, whichever is the sooner.

6. FINANCES

- a) The funds of the Group will be paid into an account in the name of ***Panshanger People***, operated by the Committee.
- b) All cheques and transactions must be signed by at least two members of the Committee, with such expenditure reported at the Committee meeting immediately prior to the expenditure, whenever possible, or at the Committee meeting immediately after.
- c) Cheque signatories will be approved by the Committee and reviewed at least annually.
- d) The funds belonging to the Group shall be used only to further the aims of the Group.
- e) The Group's Financial Year shall end on 28 February each year.

7. OFFICERS

- a) The Officers of the Committee shall be the Chairperson, the Secretary and the Treasurer.
- b) Other Committee members may from time to time be asked to share the functions of the Chairperson and Secretary in areas such as minute taking and arrangements for meetings.
- c) The Officers of the Group shall initially be elected by and from the Committee members of the Group as soon as possible after formation of the Group.
- d) Thereafter, the Officers of the Group shall be elected by and from the members of the Group at the Annual General Meeting.

- e) All Officers shall relinquish their office every year and can be considered for re-election at the Annual General Meeting.
- f) Nominations for the election of Officers shall be made in writing to the Secretary at least seven (7) days before the AGM, and the consent of the proposed nominee must first have been obtained. It is permissible for a member to self-nominate themselves.
- g) Nominations (including self-nomination) for re-election of an existing Officer shall either be made in writing to the Secretary at least seven (7) days in advance of the AGM, or recorded at the last Committee meeting preceding the AGM.

8. MEETINGS

- a) The Committee will meet on a regular basis, at such intervals as agreed by the Committee to suit the matters in hand.
- b) Members of the Group will be welcome to attend the Committee meetings. Such request for attendance shall be made to the Secretary at least 7 days prior to the date of the meeting, with such request required to be confirmed back to the Member as acceptable at least twenty four (24) hours prior to the meeting.
- c) Wider public meetings will be held when felt necessary.

9. ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) shall be held in the month of March each year.
- b) Committee members will be given at least twenty one (21) days notice of the AGM, which notice will include the date, time, venue and agenda.

- c) Members of the Group will also be given twenty one (21) days notice of the AGM, through such means as agreed by the Committee at that time, but shall include as a minimum:
- emails to all current member email addresses held at that time, and
 - posted onto the Panshanger People website.

Any subsequent requests by members for attendance to the AGM shall follow clause 8(b) above.

- d) The Committee will present the report and a financial statement of accounts for the preceding year at the AGM, and sign them off accordingly.
- e) Nomination of a member for election to the Committee shall be made in writing to the Secretary at least seven (7) days before the AGM. Such nominations shall be supported by a seconder (also a member) and the consent of the proposed nominee must first have been obtained. It is permissible for a member to self-nominate themselves, but they must still be supported by a seconder.
- f) Nomination (including self-nomination) of an existing Committee member or co-opted Committee member for re-election to the Committee shall either be made in writing to the Secretary at least seven (7) days in advance of the AGM, or recorded at the last Committee meeting preceding the AGM.

10. SPECIAL GENERAL MEETING

- a) The Committee may call a Special Meeting at any time with fourteen (14) days notice to all Committee members, which notice will include the date, time, venue and agenda.

11. QUORUM

- a) The quorum for any AGM or Special General Meeting will be at least five (5) members of the Committee (or one-half of the Committee, whichever is the lesser).

11. ALTERATIONS TO THE CONSTITUTION









- a) Alterations to the Constitution of the Group can only be made at an AGM or Special General Meeting after a proposal has been circulated to all Committee members with notification (as in clause 9(b) above) of the proposed change, and the date, time and place of the meeting at which the proposed amendment will be discussed and voted on. Alterations to the Constitution will require approval of two thirds of Committee members present and voting at the meeting.

11. WINDING UP

- a) The Group can be wound up at a Special General Meeting called for that purpose.
- b) The proposal to wind up the Group must be notified to all (ordinary) members of the Group at least 14 days before the meeting, with representation made to Committee members duly considered at the meeting.
- c) The decision to wind up will require approval of two thirds of members present and voting at the meeting.
- d) Surplus funds of the Group, if it is dissolved, will be returned to the donor (where possible). If this is not possible any funds left over will be donated to an organisation with similar or reasonably similar aims to those of the Group, following approval by two thirds of the members present and voting at the meeting.

12. ADOPTION OF CONSTITUTION

- a) The Constitution was adopted by the members of the Group at a meeting held on Monday 11 March 2013.

Name	Signature	Position
Mr Will Davis		Chairperson
Mr Paul Matthews		Secretary
Mr Chris Andrews		Treasurer
Mr Mark Hall		Committee Member
Mrs Janet Hayden		Committee Member
Ms Annie Menzies		Committee Member
Mr Gary O'Leary		Committee Member
Mrs Jane Quinton		Committee Member
Mr Hywel Rhys-Williams		Committee Member
Mr Bryan Scott		Committee Member

Last Signature dated: 3rd ^{April} ~~March~~ 2013