

Shalford, Essex Parish Plan Group Constitution

(A) NAME

The name of the group is **Shalford, Essex** Parish Plan Group, hereinafter called ‘the Group’.

(B) ADMINISTRATION

Subject to matters set out below the Group and its property shall be administered and managed in accordance with this constitution by the members of the Committee, constituted by clause F of this constitution.

(C) AIMS

The main aims of the Group are:

- (a) To produce **and publish** a Parish Plan for **Shalford (known as Shalford Parish – the Future)** to **address** its needs and deficiencies.
- (b) To encourage and promote new and existing community initiatives.
- (c) To obtain statistical information to influence statutory authorities and other decision-making bodies on issues which affect the village.
- (d) To allow everyone a chance to have their say on local issues.

(D) POWERS

In furtherance of the objects but not otherwise the Committee may exercise the following powers:

- (a) Power to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law.
- (b) Power to co-operate with other voluntary bodies, charities and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- (c) Power to do all such other lawful things as are necessary for the achievement of the objects.

(E) MEMBERSHIP

- (a) Membership of the Group shall be current residents of the community of **Shalford**
- (b) Membership of the Committee shall be those persons elected to it at an **Annual General Meeting** at which all current residents of the community of **Shalford** shall be entitled to attend.
- (c) The **e**Committee may by majority vote and for good reason terminate the membership of any individual; provided that the individual concerned shall have the right to be heard by the Committee accompanied by a friend before a final decision is made.

(F) COMMITTEE AND ELECTED OFFICERS

- (a) The affairs of the Group shall be managed by a Committee of at least three people comprising a eChair, tTreasurer and sSecretary. A ~~vVice-Chairman~~ chair shall be appointed to act as chair when the chairman is unable to attend a meeting.
- (b) The election of these officers and other Committee members shall take place each year at the aAnnual gGeneral mMeeting and they shall take office at the end of that meeting.
- (c) The Committee may in addition appoint not more than two co-opted members, but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Committee called under clause H and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated, in which case the appointment shall run from the date when the post becomes vacant.
- (d) All the members of the Committee shall retire from office together at the end of the next aAnnual gGeneral mMeeting after the date on which they came into office, but they may be re-elected or re-appointed.
- (e) Nobody shall be appointed as a member of the Committee who is aged under eighteen years.
- (f) The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any defect in the appointment or qualification of a member.
- (g) No person shall be entitled to act as a member of the Committee whether on a first or on any subsequent entry of office until after signing a declaration of acceptance and of willingness to act in the trusts of the Group.

(G) DETERMINATION OF MEMBERSHIP OF THE COMMITTEE

A member of the Committee shall cease to hold office if he or she:

- (a) is absent without permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated; or
- (b) notifies to the Committee a wish to resign (but only if at least three members of the Committee will remain in office when the resignation is to take effect).

(H) MEETINGS AND PROCEEDINGS OF THE COMMITTEE

- (a) The Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chair or by any two members of the Committee upon not less than four days notice being given to the other members of the Committee of the matters to be discussed.
- (b) There shall be a quorum when at least one third of members of the Committee, or three members, which ever is the greater, of the Committee are present at a meeting.

- (c) The Committee **Secretary** shall keep notes, **and publish minutes**, of the proceedings of Committee meetings.
- (d) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question, but in the case of equality of votes the chair of the meeting shall have a second or casting vote.

(I) FINANCE

- (a) The treasurer shall keep proper accounts of the finance of the Group. At each meeting of the Committee the treasurer shall present a statement of accounts.
- (b) A bank or building society account shall be held in the name of the Group.
- (c) At the end of the financial year, the treasurer shall prepare final accounts showing the income and expenditure of the Group for the year; **these must shall be audited, and presented for approval at the AGM Annual General Meeting.**
- (d) The funds belonging to the Group shall be applied only in furthering the aims of the Group.

(J) GENERAL MEETINGS

- (a) An ~~a~~Annual ~~g~~General ~~m~~Meeting of the Group shall be held in the month of May each year or as soon as practicable thereafter.
- (b) Every ~~a~~Annual ~~g~~General ~~m~~Meeting shall be called by the Committee. The ~~s~~Secretary shall give at least twenty-one days notice of the ~~a~~Annual ~~g~~General ~~m~~Meeting to all members of the Group. All members of the Group shall be entitled to attend and vote at the meeting.
- (c) **An Annual General Meeting can only take place if** ~~A~~at least twenty per cent of the membership or ten members, which ever is the lesser, ~~must be~~ are present. ~~to hold the meeting.~~
- (d) The Committee shall present to each ~~a~~Annual ~~g~~General ~~m~~Meeting the report and **audited** accounts of the Group for the preceding year.
- (e) Each member shall have one vote.
- (f) Decisions shall be taken by a simple majority of those present and voting. In the case of an equal vote the chair shall have a second or casting vote.
- (g) The Committee may call a special general meeting of the Group at any time. If at least six members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least twenty-one days notice must be given. The notice must state the business to be discussed

(K) ALTERATIONS TO THE CONSTITUTION

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at **an Annual gGeneral mMeeting**. The notice of ~~theis~~ **general meeting must shall** include notice of the resolution, setting out the terms of the alteration(s) proposed.

(L) DISSOLUTION

On completion of the work and the publication of the Parish Plan the Committee shall

If the Committee decides that it is necessary or advisable to dissolve the Group it shall call a meeting of all members of the Group to decide the future of the Group. of which ~~n~~Not less than twenty-one days notice (stating the terms of the resolution to be proposed) shall be given. If ~~the proposal~~ a proposal to dissolve the Group is confirmed by a two-thirds majority of those present and voting, the Committee shall have the power to realise any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Group as members of the Group may determine, or failing that shall be applied for some other charitable purpose.

(M) ARRANGEMENTS UNTIL THE FIRST ANNUAL GENERAL MEETING

Until the first ~~a~~Annual ~~g~~General ~~m~~Meeting takes place this constitution shall take effect as if references in it to the Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted by the persons whose signatures appear at the bottom of this document.

SIGNED:

Name: **Position:**

Address:

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Post Code: **Tel. No:**.....

Signature:..... **Date:**

Name: **Position:**

Address:

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Post Code: **Tel. No:**.....

Signature:..... **Date:**

Name: **Position:**

Address:

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Post Code: **Tel. No:**.....

Signature:.....

Date:

Name:

Position:

Address:

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Post Code:

Tel. No:.....

Signature:.....

Date: