

CONSTITUTION

Name

The name of the Association is

The East Riding Association of Rural Community Buildings (hereinafter known as the Association)

Definitions

A community building is defined as a building which is leased or owned by the community, managed by Charity Trustees and is wholly, or substantially, for the use of the benefit of the community.

The term organisation refers to organisations which are custodians of buildings which are wholly, or substantially, for the use of the benefit of the community.

The area of benefit

The Association is established for the following purposes in the area administered by the East Riding of Yorkshire Council

Objectives

- To encourage and share best practice of managing a community building through networking, peer support, training and information
- To research and implement, where possible, any cost saving and income generating initiatives for the benefit of the member organisations
- To influence at local, regional and national level and raise the profile of community buildings within the area of benefit
- To work with member organisations and others in order to achieve these objectives

Powers of the Association

- Raise funds and accept gifts and donations
- Purchase, rent or take lease on property necessary for the achievement of the objects
- Take out any necessary insurances
- Employ and pay individuals for specific purposes
- Appoint sub-groups for specific purposes
- Co-opt individuals to the Management Group for specific purposes
- To open and operate bank accounts and other facilities for banking
- To obtain, acquire and purchase all necessary permits, licences as required
- Do anything which is considered necessary and lawful in order to achieve the Objectives

Membership

Membership of the East Riding Association of Rural Community Buildings will be available to the community buildings and village halls within the area of benefit who

are members of Humber and Wolds Rural Community Council Village Hall and Community Buildings Membership Scheme, during the operation of the scheme.

The Management Group will maintain a registered Membership Role.

Every member organisation has the right to one vote at all general meetings and must be represented to exercise that vote. Voting will be conducted by a show of hands.

Management Group

The Association will be managed and overseen by a Management Group whose role is to manage the Association in the best interest of its members and to further the objectives.

This group will consist of not more than twelve members and not less than five and will include the honorary roles of:

Chairperson
Secretary
Treasurer

In the first instance the Management Group will be elected by nominations at the inaugural Annual General Meeting (AGM). The Management Group will then be elected by the membership at subsequent AGMs from a list of nominations submitted not less than fourteen days in advance of the AGM. Nominations must be submitted in writing and signed by both the sponsor, who must be a member and the individual being nominated. At the first meeting of the Management Group following the election, the Management Group will elect its honorary officers. The election will be by simple majority.

Humber & Wolds Rural Community Council will be entitled to one representative on the Management Group who will have full voting rights.

The Management Group has the power to co-opt individuals who need not be Association members if it is felt they have a particular contribution to make. Co-optees will not have voting rights and their position must be reviewed annually.

All members of the Management Group shall retire from office together at the end of the AGM next after the date on which they came into office but they may be re-elected.

The proceedings of the Management Group shall not be invalidated by any vacancy among their number.

Meetings

The Management Group- In addition to the Annual General Meeting of the Association the Management Group will meet as regularly as is deemed necessary but in any event at least twice during the year. At least five members of the Management Group must be present at a meeting to form a quorum.

All matters that require a decision will be determined by a majority of votes of the members of the Management Group present and eligible to vote. In the case of equal votes the chairperson will have a second or casting vote. Members of the

Management Group and co-opted members will declare any apparent conflicts of interest with any agenda item prior to its discussion and not vote on the matter. The Chairperson will decide if the member can remain present whilst the item is under discussion.

Minutes of each Management Group meeting will be published on the HWRCC website.

Annual General Meeting- The Association will hold an annual general meeting each year and no later than 31st December. The Association's year will be 1st September to August 31st.

The Management Group must give all registered members of the Association at least twenty eight days notice of the annual general meeting including the opportunity to make nominations for the Management Group. All registered members of the Association will be eligible to attend and vote at the annual general meeting.

The Management Group will present to each annual general meeting a Treasurers report and the accounts for the preceding year, independently examined if required.

Special General Meetings – The Management Group of the Association may call a special general meeting. In addition members of the association (a minimum of 5) may request a Special General Meeting in writing to the Secretary stating the business to be discussed. At least fourteen consecutive days notice of any Special General Meeting must be given to members of the Association and this notice must state the business to be discussed at that meeting.

Procedures at General Meetings

The Chairperson will normally chair all general meetings and the Secretary will take minutes. Other people may be appointed to do these tasks if required.

A quorum for a general meeting will be 25% of the association membership.

Voting will be decided by a majority of votes cast. In the case of equal votes the chairperson will have a second or casting vote.

Finance

The funds of the Association will be held in a bank account(s). Accounts will be in the name of The East Riding Association of Rural Community Buildings and operated by the Management Group. At least four members of the Management Group will be authorised to act as signatories to the account(s) and at least two signatories will be required on all transactions. Association funds will be used only to further its Objectives in accordance with this Constitution and all expenditure must be agreed by a majority of the Management Group.

The Management Group can recommend to an Annual General Meeting that a subscription from all registered members be levied, the amount being decided at the AGM. Subsequent decisions on the level of subscriptions can only be made at an AGM. The intention to levy or change a subscription will be notified to all registered members at least twenty eight days before the AGM.

The Treasurer will keep a record of all the Group's transactions and prepare an annual statement of accounts. The statement of accounts will be examined independently if required under Charity Law.

Amendments to the Constitution

This constitution may be amended by a resolution passed by a majority of not less than two thirds of Association members present and voting at the annual general meeting. Similarly at a Special General Meeting called for the purpose provided that notice of such alteration will have been in writing not less than twenty one clear days before the meeting at which the alteration is to be proposed.

At least fourteen clear days notice in writing of such a meeting setting out the terms of the alteration will be sent by the Secretary to each member of the Association.

Dissolution

If the Management Group by a majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the East Riding Association of Rural Community Buildings it will call a Special General Meeting of the Association giving twenty one consecutive days notice of such a meeting and stating the resolution to be proposed.

If the proposals are approved by two thirds of those present the Management Group shall have the power to dispose of the assets of the Association. Any Assets remaining after the payment of all debts and liabilities shall be given or transferred in equal proportions to registered members of the Association,