

# **Constitution**

## **Bishop Wilton Community Shop Project Group**

### **1. Name**

The name of the Group is the Bishop Wilton Community Shop Project Group

### **2. Purpose**

The purpose of the Group will be to plan for and, if viable, set up a shop in Bishop Wilton that is community owned, operated and managed, responding to the needs of Bishop Wilton's residents and visitors.

### **3. Powers**

In order to achieve its purpose the Group may:

- (1) raise money
- (2) open bank accounts
- (3) acquire and run buildings and other structures
- (4) take out insurance
- (5) employ staff
- (6) organise courses and events
- (7) work with similar groups and exchange information and advice with them
- (8) incur other expenditure wholly and exclusively relating to its purpose
- (9) do anything lawful which will help the Group in fulfilling its purpose.

### **4. Membership**

- (1) Membership of the Group will be open to any individual of sixteen years of age or over without regard to disability, political or religious affiliation, race, sex or sexual orientation who is:
  - interested in helping the Group to achieve its purpose and
  - willing to abide by the rules of the Group.
- (2) The membership of the Group may be terminated for good reason by the Management Committee, provided that the member concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

### **5. Management**

- (1) The Group will be administered by a Committee of no fewer than three and no more than nine individuals elected at the Group's Annual General Meeting (AGM).
- (2) The Officers of the Committee will be: the Chairperson, the Treasurer and the Secretary.

- (3) The Committee may co-opt up to three individuals, in an advisory and non-voting capacity, that it feels will help to fulfil the aim of the Group.
- (4) The Committee may establish sub-committees to be chaired by a member of the Committee, who can co-opt any member of the Group or other individual onto such a sub-committee.
- (5) The Committee will meet as often as required but at least twice a year.
- (6) At least half of the elected Committee members must be present for a Committee meeting to take place.
- (7) Voting at Committee meetings will be by a show of hands. Where there is a tied vote then the Chairperson will have a second vote.
- (8) The Committee will have the power to remove any member of the Committee for a proper reason.
- (9) The Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed membership of the Committee is not exceeded.

## **6. The Duties of the Officers**

(1) The duties of the Chairperson will be to:

- chair meetings of the Group and the Committee;
- represent the Group at functions/meetings to which the Group has been invited;
- act as the spokesperson of the Group when necessary.

(2) The duties of the Secretary will be to:

- maintain, consistent with data protection and other legal requirements, a record of the membership of the Group;
- prepare, in consultation with the Chairperson, the agenda for meetings of the Committee and the Group;
- take and keep minutes of meetings of the Group and the Committee;
- collect and circulate any relevant information within the Committee.

(3) The duties of the Treasurer will be to:

- supervise the financial affairs of the Group;
- keep proper records showing all moneys received and paid out by the Group.

## **7. Finance**

- (1) All moneys and other property received by or on behalf of the Group will be applied to further the purpose of the Group and for no other purpose.
- (2) Any bank accounts opened for the Group will be in the name of the Group.

- (3) Any cheque issued/electronic payment made will be signed/authorised by the Treasurer and one other nominated member of the Committee.
- (4) Where a member of the Committee is a minor, that person is disqualified from transacting any financial, contractual or other legally binding business on behalf of the Committee or the Group as a whole.
- (5) The Group will ensure that its accounts are audited or independently examined every year.
- (6) The Group may pay reasonable out of pocket expenses, including travel and childcare costs, to members carrying out activities which are exclusively on behalf of the Group, provided that the Treasurer has agreed to the payment of expenses before such an activity is undertaken or any expenditure incurred in respect to that activity. Receipts must be provided for all approved expenditure before expenses may be paid to a member.

## **8. Annual General Meeting**

- (1) The Group will hold an Annual General Meeting (AGM) in the month of November and the annual accounts will be received at that meeting for the year ending 31 March.
- (2) All members will be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- (3) The business of the AGM will include:
  - receiving a report from the Chairperson on the Group's activities over the year;
  - receiving a report from the Treasurer on the finances of the Group;
  - electing the Committee;
  - considering any other matter as may be decided.
- (4) At least four members must be present for the Annual General Meeting and any other General Meeting to take place.

## **9. General Meetings**

- (1) There will be two General Meetings (excluding the AGM) each year.
- (2) All members will be entitled to attend and vote.

## **10. Special General Meeting**

A Special General Meeting (SGM) may be called by the Committee or three members to discuss an urgent matter. The Secretary will give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

## **11. 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.

## **12. 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 a similar aim.

## **13. Adoption of the Constitution**

The inaugural meeting of the Bishop Wilton Community Shop Project Group took place on  
and adopted this Constitution.

**Signed:**

**Chairperson**

**Treasurer**

**Secretary**