

# Saltby 2000 Constitution

## 1. NAME AND STATUS

- 1.1 The name of the organisation shall be: "Saltby 2000" which is an *unincorporated association* as defined by English case law.

## 2. OBJECTIVES

- 2.1 To promote the wellbeing of the residents of Saltby and foster sustainable community cohesion and social inclusion through the provision of events and other associated opportunities.
- 2.2 To generate income through event activity, donations and grant applications to further objective 2.1.
- 2.3 To administer a community fund in pursuance of the objectives stated above. Saltby 2000 itself shall be not be aligned to any exclusive political party, religious position or business.

## 3. GENERAL ORGANISATION AND MANAGEMENT

- 3.1 The overall management of Saltby 2000 shall be vested in the members of a management committee which will include three nominated officers (See Section 4).
- 3.2 Membership of the management committee shall be refreshed annually, usually at or around the time of the Annual General Meeting (A.G.M.). Proposed new members must be nominated by three current committee members.
- 3.3 The management committee has the power to co-opt members as they feel necessary, and to appoint such sub-committees as may be deemed necessary.
- 3.4 The management committee (of whom three currently serving shall form a quorum) shall usually meet on a monthly basis, or more frequently if necessary.
- 3.5 Public meetings will be held as appropriate (one of which will be the A.G.M – See Section 7). All residents of the village are welcome to attend such meetings. Contributions from attendees may be addressed through the Chair. Minutes will be published and readily available.
- 3.6 If a committee member by his/her actions or failure to act, is judged by the full committee to not be fulfilling his/her role or is bringing Saltby 2000 into disrepute, he/she may be removed from office by a majority vote.
- 3.7 Changes to the constitution can only be made by quorate consent (as defined within Point 3.4).

## **4. OFFICERS**

- 4.1 Saltby 2000's Management Committee shall consist of at least three elected Officers – a Chair, a Secretary, and a Treasurer – and other committee members.
- 4.2 All residents of Saltby and its immediate environs over the age of sixteen are eligible to serve. Nomination by three committee members will be the normal means of entry.
- 4.3 If any committee member wishes to resign, they will give one month's notice and, where feasible, attend one further meeting in order to hand-over responsibilities effectively. Documents and records will be transferred in a timely manner.
- 4.4 In the event of a vacancy occurring among the elected officers, nominations for replacement will be sought for the next meeting of the committee. In the case of more than one nomination being received, a ballot will be undertaken at the meeting.
- 4.5 At each Committee meeting the principal officers and committee members will be responsible for reporting on actions and presenting update reports on their activity and areas of responsibility.

## **5. FINANCE**

- 5.1 The financial year for Saltby 2000 shall be 1<sup>st</sup> October to 30<sup>th</sup> September.
- 5.2 The bankers for Saltby 2000 are NatWest Bank PLC.
- 5.3 All cheques, or the digital equivalent thereof, must be signed/approved by two of the officers of Saltby 2000.
- 5.4 The Treasurer shall produce a statement of accounts whenever requested by the Committee, together with all relevant vouchers, documents, books and online statements, which will be inspected and signed by the Chair.
- 5.5 An Annual Summary Statement of Saltby 2000's accounts shall be presented to the A.G.M.
- 5.6 Funds donated to or raised by Saltby 2000 should be used primarily for the purposes laid out in Section 2, which will normally concern activities or events managed by Saltby 2000 as an entity. Requests for grant funding of activities beyond the scope of Saltby 2000's objectives will be considered on a case-by-case basis. Applicants may be invited to a committee meeting to discuss the planned activity and ascertain the likelihood of it representing good value to the village community.
- 5.7 No individual member may commit Saltby 2000 association to any contract or expense without the recorded consent of the committee.
- 5.8 While the aim will always be for the fullest transparency possible, for reasons of affordability Saltby 2000 will not seek external audit of accounts; nor will the Freedom of Information Act apply.

5.9 Queries about specific lines of income or expenditure should ideally be raised in person at a public meeting, or by prior invitation at an ordinary meeting, where proper discussion can follow. In extremis, written requests for information may be considered by the Committee without the inquirer present; in such circumstances the right is reserved to respond at the level of detail commensurate with the sums concerned.

## **6. MINUTES**

6.1 Minutes will be taken by the Secretary to record all decisions transacted at:

- Annual General Meetings
- Committee meetings
- Extraordinary General Meetings

6.2 Minutes of meetings will be circulated to committee members after each meeting and will be made available to any Saltby resident requesting them.

6.3 Minutes of public meetings and the A.G.M. will be made available to residents as appropriate, for example through posting on the village website and/or notice board and emailed/printed for residents requesting them.

## **7. ANNUAL GENERAL MEETING**

7.1 The A.G.M shall be held when deemed appropriate by the Committee. It shall receive and consider a report and statement of accounts from the Committee for the previous financial year and provide a forum to discuss plans for the forthcoming year.

7.2 The Secretary should receive agendas items for the A.G.M. at least seven days prior to the date thereof. The agenda for the A.G.M. shall be published at least two days prior to the A.G.M.

7.3 Where necessary as a result of limited time or space, the Committee may opt to issue a written annual report for consideration at a subsequent public meeting

7.4 Three committee members shall constitute a quorum at any general meeting.

7.5 An Extraordinary General meeting may be called at any time at the written request of three members of the Committee.

7.6 Where the Chair deems a public vote necessary or helpful, this may be a show of hands or a secret ballot as appropriate.

7.7 For any vote where the ballot is split at equal sides, the Chair will have the casting vote.

7.8 Non-members of the Committee may attend the A.G.M. and participate in the discussions, and where a ballot is called all residents attending will be entitled to vote.

7.9 Saltby 2000 is not a public body and there is no provision for a vote of confidence.

## **8. DISSOLUTION**

- 8.1 The Committee can, at any time, decide by a simple majority that on the grounds of expense or otherwise it is necessary or advisable to suspend or dissolve Saltby 2000.
- 8.2 If suspension or dissolution is enacted then notices of this decision will be made publicly via electronic notification, posting on the village notice board and posted by hand to otherwise excluded residents.
- 8.3 If a decision to suspend or dissolve Saltby 2000 is confirmed by a simple majority of the committee, outstanding funds will be either held in trust, made available for the benefit of Saltby village or disbursed to appropriate local charities at the committee's discretion

## **9. DOCUMENT REVIEW**

- 9.1 This constitution will be reviewed and updated at least annually by the Committee.