

# PlayStillingfleet Constitution

## 1. Name

The name of the group shall be **PlayStillingfleet**.

## 2. Aims

The primary aim of PlayStillingfleet will be:

‘To support the establishment and maintenance of a children’s playground in Stillingfleet Parish.’

This will be achieved by:

- The lobbying of Stillingfleet Parish Council to deliver a playground.
- Undertaking research to support the delivery of a playground.
- Fundraising towards the capital costs of delivering a playground.
- Fundraising towards the revenue costs of on-going maintenance of a playground.
- Participating in the maintenance of a playground in ways permissible under the warranties of the equipment, and which do not invalidate Stillingfleet Parish Council’s insurance of the site.

The secondary aim of PlayStillingfleet will be:

‘To support projects which deliver benefits to the wider Stillingfleet parish or the wider local community.’

## 3. Membership

Membership is open to any member of Stillingfleet Parish. A list of all members will be kept by the membership secretary.

### Ceasing to be a member

Members may resign at any time in writing (including email) to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behavior is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

## **4. Equal Opportunities**

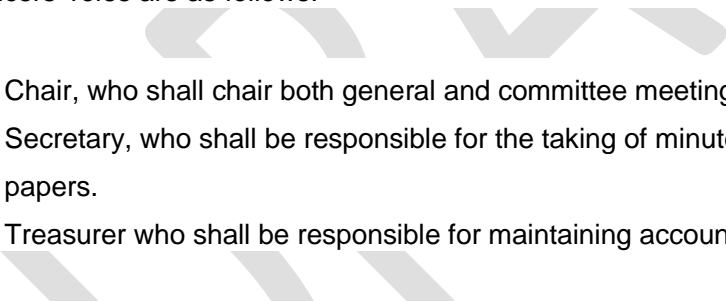
Playstillfleet will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **5. Officers and committee**

The business of PlayStillfleet will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary, and not less than four times a year.

The Committee will consist of a minimum of 3 members.

The officers' roles are as follows:

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- Chair, who shall chair both general and committee meetings.
  - Secretary, who shall be responsible for the taking of minutes and the distribution of all papers.
  - Treasurer who shall be responsible for maintaining accounts.

In the event of Committee member standing down during the year a replacement will be elected by the next General Meeting of members.

Any Committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of PlayStillfleet.

## **6. Meetings**

### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held 12 months following the previous AGM.

All members will be notified in via email 2 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership.

At the AGM:-

- The Committee will present a report of the work of PlayStillingfleet over the year.
- The Committee will present the accounts of PlayStillingfleet for the previous year.
- The Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership.

## **6.3 General Meetings**

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given one weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 2 members of the Committee.

## **6.4 Committee Meetings**

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is 2 Committee members.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

## **8. Finances**

An account will be maintained on behalf of the Playstillingfleet at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), prior approval must be agreed and Minuted at a Committee/General meeting.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of PlayStillingfleet is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **9. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## **10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to Stillingfleet Parish Council.

This constitution was agreed at the Inaugural General Meeting of the PlayStillingfleet on:-

Date ...../...../.....

Name and position in group .....

Signed .....

Name and position in group .....

Signed .....