CONSTITUTION

Preamble: The development of an organisation to promote and run a Drop in Community Reading and Library Facility for the residents of Monk Fryston and Hillam.

Article 1 Name

What the Dickens

Article 2 Purpose

What the Dickens is a project aimed at a creating a free resource centre built around literature and information for the two villages.

Its aim is to provide a free, convivial meeting place based as a drop-in centre within the Monk Fryston and Hillam Community Centre

Article 3 Membership

Membership is open to all residents of Monk Fryston and Hillam regardless of age, gender or ability to make financial contributions

Active members will be a team of volunteers who will agree to open and man the centre at agreed times following guidelines drawn up by the executive committee

Non active membership will apply to those wishing to participate on a nonregular drop-in basis by wishing to make contributing donations of books, cakes etc.

Article 4 Officers

What the Dickens will be directed and managed by an executive board of four members invited by and including the Project Manager. There will be no renumeration for any office, nor will any action be taken for any acts done in good faith. No meeting shall take place without a quorate of three officers. Terms of office are voluntary and officers may choose to resign from the Board at any time It will be the responsibility of the board to ensure the safe and efficient running of What the Dickens within the financial and resource restrains of the project.

The Board will elect the following officers

Chair person; The chairperson may convene a meeting at any time. Where voting takes place the chairperson will have the second or casting vote. Where the chairman of the group is present he/she must preside.

Secretary Duties of the clerk include summoning and attending meetings keeping the council minutes, taking charge of council books any deeds and documents and providing copies to or extracts from the same to any person entitled or agreed to by the committee

Legal and safeguarding: One member of the committee will oversee and ensure compliance with relevant legislation including Health and Safety and Safeguarding.

Financial officer: Duties of the financial officer include assisting budget preparation, manage cash control, ensure all accounts are accurately and timely managed, conduct a periodical analysis to identify any variances in funding, prepare and present quarterly financial statements to the board.

This to be done with the help and support of the executive board

Article 5 Meetings. Initially and during the start -up period meetings may be required monthly After the start date a minimum of four meeting a year will be held. Any meeting may be called at the request of any board member and take place at the registered address of the project unless previously agreed by the committee. Three committee members must be present to be quorate.

Article 6 Amendments Any amendments to the constitution must be presented to a full board meeting