

Ermington Sustainable Saturdays Group Constitution

NAME

The name of the group shall be the Ermington Sustainable Saturdays (ESS) Community Group, hereafter referred to as the Group.

OBJECTS

The objects of the Group shall be:

- to provide a regular community event for benefit of the inhabitants of the parish of Ermington and its surrounds;
- to provide an outlet for locally produced crafts, plants, food and similar;
- to promote education and training amongst parishioners
- to provide an outlet for services to the community
- to foster community spirit.

POWERS

In furtherance of the objects, but not otherwise, the Management Committee may exercise the power to:

- Invite and receive contributions and raise funds where appropriate, to finance the work of the Group, and to open a bank account to manage such funds.
- Set the level contribution that producers make when selling their produce at the ESS
- Purchase all necessary items to run a viable community event
- Hire suitable premises to run the ESS event
- Publicise and promote the work of the Group and organise meetings, training courses, etc.
- Work with groups of a similar nature and exchange information, advice and knowledge with them.
- Employ volunteers (who shall not be members of the Management Committee) as
- are necessary to conduct activities to meet the objects.
- Take any form of action that is lawful, which is necessary to achieve the objects of the Group.

MEMBERSHIP

- Membership shall be open to anyone who has an interest in assisting the Group to achieve its aim and is willing to adhere to the rules of the Group.
- Where it is considered membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting.
- Members shall have the right to appeal via an independent adjudicator determined by
- mutual agreement of the management committee.
- Any member of the group may resign his/her membership by providing the Secretary with written notice.

MANAGEMENT COMMITTEE

- The Group shall be administered by a management committee of no less than three (3) people and no more than five (5), who must be at least 18 years of age. Members will be elected for a period of up to one year, but

may be re-elected at the Group's AGM. Should a member of the management committee leave during the term of office the management committee can co-opt a new member until the next AGM when such member can be formally elected.

OFFICERS

The Group shall have a committee consisting of:

- The Chairperson
- The Treasurer
- The Secretary
- The Marketing/Press Officer
- and any additional officers the Group deems necessary at the meeting required to carry out the required activities.

MEETINGS

- The committee shall meet at least six times a year. Meetings shall enable the Group to discuss actions and monitor progress to date, and to consider future developments.
- All members shall be given at least fourteen (14) days' notice of when a meeting is due to take place, unless it is deemed as an emergency.
- Two-thirds of committee members must be present in order for a meeting to take place.
- It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence.
- All meetings must be minuted and accessible to interested parties.
- The AGM shall take place no later than three months after the end of the financial year. At least fourteen (14) days' notice must be given before the meeting takes place.
- All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

FINANCE

- Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Group.
- All funds must be applied to the objects of the Group and for no other purpose.
- Bank accounts shall be opened in the name of the Group. Any cheques relating
- to the Group's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Treasurer; Secretary or Marketing/Press Officer.
- Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent auditor who is not a member of the Group. An annual financial report shall be presented at the AGM. The Group's accounting year shall run from 01 April to 31 March.

ALTERATION OF THE CONSTITUTION

- Any changes to this constitution must be agreed by a majority vote at a special general meeting.
- Amendments to this constitution or must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the
- date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

DISSOLUTION

- The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to Ermington Parish Magazine or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted at an AGM held at Ermington on (insert date) by:

Signed: Chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member