

CONSTITUTION

This is the Governing Document for;

BRUISYARD VILLAGE HALL

A. THE PURPOSES

Is to provide and maintain on a 'not for profit' basis a financially and environmentally sustainable community centre located at the centre of the village which will support and foster much greater social interaction, involvement in community affairs and self-help groups that will serve the needs of all in the community, particularly the young, elderly and disabled. The village hall will be provided for use without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for all in the community.

B. CARRYING OUT THE PURPOSES

In order to carry out the purposes, the Committee has the power to;

- (1) raise funds, receive grants and donations
- (2) buy or sell property, take on leases and employ staff
- (3) co-operate with and support other groups with similar purposes
- (4) do anything else within the law which is necessary to achieve the purposes

C. COMMITTEE MEMBERSHIP

The Committee will consist of;

- (1) Two Parish Councillors appointed by the Parish Council.
- (2) At least 3 elected members
and may include not more than
- (3) Two co-opted members.

The elected members must be elected at the Annual General Meeting (AGM). Any resident in the village aged 18 years and over may put themselves forward for election as a Committee member at the AGM. All attendees at the AGM who are resident in Bruisyard can vote. The term of office starts at the end of the annual general meeting at which they are elected and ends at the next AGM at which they may stand for re-election.

Co-opted members must be appointed at a duly constituted meeting of the Committee and their term of office starts from the date of their co-option and ends at the next AGM.

All members of the committee retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or reappointed.

D. ANNUAL GENERAL MEETING – AGM

- (1) The AGM must be held every year. The agenda will be displayed on the village notice boards and village website at least 14 days before the AGM. Whenever possible, the AGM will be held immediately following the Parish Annual General Meeting.
- (2) There must be at least 4 Committee members present at the AGM.
- (3) The Committee shall present the annual report and accounts.
- (4) Any resident in Bruisyard over the age of 18 years may put themselves forward for election as a Committee member at the AGM.
- (5) At least 3 residents in the village aged 18 or over shall be elected to the Committee.
- (6) The Parish Council will name the 2 Parish Councillors appointed to serve on the Committee.

E. COMMITTEE

- (1) The Committee shall hold at least 4 meetings each year. They will elect a chair, treasurer and secretary at their first meeting.
- (2) At least 3 Committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) The Committee must keep accounts which may be viewed by any resident in the village on request.
- (4) During the year, the Committee may appoint up to 2 co-opted members on to the Committee who will stand down at the next AGM but are eligible for re-election.
- (5) The Committee may take reasonable additional rules for the proper conduct and management of the Committee. These rules must not conflict with this constitution or the law.
- (6) The Secretary will keep a register of the name and address of committee members and the dates on which their terms of office begin and end.
- (7) All decisions made by the Committee will be agreed by a simple majority of the votes cast at the committee meeting. The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

F. MONEY

- (1) Funds must be held in the Bruisyard Village Hall account. All cheques must be signed by 2 Committee members. Payments made by online banking must require dual authorisation.
- (2) Funds cannot be used to pay Committee members except;
 - to refund legitimate expenses

- to pay a committee member in a self-employed caretaker role at an agreed hourly rate provided the committee member is not also a Parish Councillor.
- (3) Funds and property must only be used for the purposes given in section A above.

G. SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Committee for the following reasons. Notices about the Special General Meeting must be displayed on the village notice boards and on the village website at least 14 days before the meeting and list what change is proposed.

- (1) **Changing the Constitution** – The constitution may be changed by a two thirds majority of the residents in the village present and voting at a Special General Meeting.
- (2) **Emergency Special General Meetings** – to allow the residents in the village to decide on important issues concerning the Village Hall.
- (3) **Winding up** – in the unlikely event that the Village Hall may be wound up, any decision to do so must be taken by a two thirds majority of residents in the village present and voting at a Special General Meeting. Any money and property remaining after payment of debts must be given to a group with similar charitable purposes.

This constitution was adopted on 23rd October 2008 and updated by the Committee on 24 May 2021.

Changes

24 May 2021: To permit dual authorisation of payments made by online banking. To permit payments to a Committee member who is also the Caretaker.