

“ACTIVE FILEY” CONSITUTION

NAME

The name of the organisation shall be Active Filey

AIMS

The aims of the Group shall be to promote health, fitness and wellbeing in Filey and the surrounding villages. The Group's focus will be on sporting activities, such as cycling and running, providing opportunities for participation for all ages and abilities.

POWERS

To further these aims the committee shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.
- (b) Associate local authorities, voluntary organisations and residents in a common effort to carry out the aims of the Group.
- (c) Do all such lawful things as will further the aims of the Group.

MEMBERSHIP

- (a) Voting membership shall be open to anyone over the age of 18 who supports the aims of the group.
- (b) The Committee shall have the power, for good reason, to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made and has the right to be accompanied by a friend.

MANAGEMENT

- (a) The Group shall be administered by a Committee of not less than three and not more than eight, elected at the Group's Annual General Meeting (A.G.M.).
- (b) The committee shall consist of a minimum of chair, secretary, treasurer.
- (c) The Committee may co-opt onto the Committee, up to four individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group.
- (d) The committee shall meet at least 3 times each year.
- (e) At least 2 Committee members must be present at a meeting to be able to make decisions.
- (f) A proper record of all transactions and meetings shall be kept.
- (g) Voting at Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- (h) The Committee shall have the power to remove any member of the Committee for good and proper reason.
- (i) The Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

Duties of the Officers

a) The duties of the Chairperson shall be to:

- Chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to and
- act as the spokesperson of the Group when necessary.

b) The duties of the Secretary shall be to:

- keep a membership list
- prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Group
- take and keep minutes of all meetings and
- collect and circulate any relevant information within the Group.

c) The duties of the Treasurer shall be to:

- supervise the financial affairs of the Group and
- keep proper accounts that show all monies received and paid out by the Group.

GENERAL MEETINGS

(a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.

(b) Notices of the AGM shall be published at least fourteen days beforehand and a report on the Group's financial position for the previous year will be made available at the same time.

(c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.

(d) One third of membership or four members being present, whichever is the greater, shall enable a General Meeting to take place.

(e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

(f) The business of the A.G.M. shall include:

- receiving a report from the Chairperson on the Group's activities over the year
- receiving a report from the Treasurer on the finances of the Group
- electing a new Committee and
- considering any other matter as may be decided.

ACCOUNTS

(a) The funds of the group including all donations, contributions and bequests, shall be paid into an account operated by the Committee. All cheques drawn on the account must be signed by at least two members of the Committee.

(b) The funds belonging to the group shall be applied only to further the aims of

the group.

(c) A current record of all income, funding and expenditure will be kept.

DISSOLUTION

(a) The Group may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.

(b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

ADOPTION OF THE CONSTITUTION

Signed by Chair..... Date.....

NAME: _____

ADDRESS: _____

Signed by Secretary..... Date.....

NAME: _____

ADDRESS: _____

Signed by Treasurer..... Date.....

NAME: _____

ADDRESS: _____

