

Constitution of Langwith Bassett Community Hall Management Committee

1. Name

The name of the Group is Langwith Bassett Community Hall Management Committee ('The Committee').

2. Aims and Objectives

a) To administer the Langwith Bassett Community Hall ('the Hall') in accordance with its lease and agreements between the Langwith Society ("the Society") and the Langwith Bassett Parochial Church Council ("the PCC") for the benefit of the wider community.

b) To administer the Hall under the declared intent of being committed to take positive action to fight unlawful discrimination in every aspect of its work.

c) To promote general charitable purposes for the benefit of Whaley Thorns, the various Langwiths and surrounding areas and in particular to provide opportunities for the aforementioned residents to participate fully in the life of their community which address their needs be it, social, economic, cultural or educational.

3. Membership

Not less than 8 (eight) and no more than 12 (twelve) elected or appointed members of the Committee. 4 (four) members will be nominated annually by the Society and 4 (four) members will be by the PCC. User groups, residents, funding bodies etc. will be encouraged to occupy the other 4(four) remaining places.

N.B. The Langwith Society and the Parochial Church Council are co-tenants under the community hall lease with trustees of the Chatsworth Settlement.

4. The Committee

a) Subject to any provisions and conditions imposed from time to time by the Society and/or the PCC the policy and general management of the Hall shall be directed by the Committee.

b) The first policies The Committee are charged with Formulating, in writing, under the declared intents are:

- i Equal Opportunities
- ii Health and Safety
- iii Child Protection
- iv Hire Agreement for Lettings

c) The first members of the Committee shall be the eight nominees of the Society and the PCC

d) The Choice of Chairman (Chair) to be a nominated and seconded from the body of the Committee and will serve for a year but there will be no bar on re-election.

e) In addition the Committee will elect the following Officers;

- Vice chair
- Secretary
- Treasurer

The Chair and other officers of the Committee will be appointed at the first meeting after 31st December annually or other appropriate times as the committee might agree.

- f) In addition the committee shall have the power to co-opt Persons to serve on the committee in accordance with clause (2) Co-opted members will be appointed on an annual basis in accordance with the Committee.
- g) In addition a member who has been expelled by a majority decision shall not be deemed eligible for membership of the Committee in any future capacity.
- h) The Committee shall meet at ordinary meetings not less than 4 (four) times a year.
- i) Every member shall have the right to cast a vote.
- j) The proceedings of the Committee shall not be invalidated by any defect in the appointment, co-option or qualification of any members thereof (subject to a presence of a quorum of members given in sub clause)
- k) The Committee shall appoint staff should in its opinion be necessary and shall determine his/her or their remuneration, duties and conditions of service or voluntary service under the declared intent of being an Equal Opportunities Employer.

5. Ordinary Meetings

- a) The Committee shall meet at ordinary meetings not less than 4 (four) times a year.
- b) If on 4 (four) consecutive meetings, a member of the officers fails to attend without reasonable cause, it will be deemed that he/she has vacated his/her office, provided that a member faced with removal shall have the right to be heard by other members of the Committee before a vote is taken.
- c) The Chair shall act as Chair at meetings of the Committee. If the Chair is absent from any meeting the Vice Chair will Chair the meeting or failing that, one of the other members of the Committee agreed before any other business is transacted.
- d) Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the Chair of the meeting shall have a second casting vote.
- e) The Committee will keep minutes of the proceedings at meetings of the Committee and any sub groups. These shall be taken by the Secretary of the Committee or sub group or another member or designated person in the Secretary's absence.

6. Open Meetings

The Committee shall call open meetings at least twice in a calendar year in the Hall to which all members of the public will be invited. Any agenda will be formulated by the Committee in ordinary meeting.

7. Annual General Meeting and Election Procedure

- a) This should take the form of an open meeting after nomination forms and invitations are circulated and advertised through The Langwith District for the benefit of any persons interested in helping the Committee attaining its aims. 28 (twenty eight) days' notice of an Annual General Meeting (AGM) must be provided.
- b) In addition to the Society and PCC nominated members a maximum of two committee members can be elected at AGMs. Where there are more than two nominations a Ballot shall ensue.
- c) All persons attending the AGM shall be entitled to vote on the Ballot.
- d) AGM elected members shall serve to the next AGM
- e) AGMs must be convened no later than 15 (fifteen) months after the previous AGM
- f) An AGM should be held in each Calendar Year
- g) The Committee shall present to each AGM a Report of the Committee for the preceding year or period.

8. Quorum

- h) A quorum will be 4 (four) of the total members of the Committee.
- i) No business shall be transacted at any meeting of the Group unless a quorum of members is present.

9. Financial Year etc.

- a) Each financial year shall run from 1st January to the last day in December.
- b) All monies raised by, or on behalf of the Group shall be used to further the objectives of the group.
- c) Accounts of all monies received and spent will be monitored by the Treasurer.
- d) All finances will be received in to an account to be determined by the Committee.
- e) The Committee shall present for consideration and approval to the Society and the PCC the Annual Report and independently examined or audited (as appropriate) accounts of the Management Committee for the preceding year. These accounts should be prepared under recognized accounting principles.
- f) Signatures of cheques. Cheques must always be signed by the Treasurer plus one other authorised signatory. There will be 4 (four) named signatories. Where possible the signatories on a cheque should comprise of a Society and a PCC nominee.
- g) No overdraft, loan or other liabilities other than normal trade should be incurred without prior written approval of the Society and the PCC.

h) As agreed in order for the original lease to be dissolved by the PCC the PCC will have the right to 70 hours free of charge use of the Hall annually in perpetuity.

10 Amendment of Constitution


This constitution can only be amended by a resolution of the Society and the PCC members of the Committee carried by 75% of the members and with approval of the Society and the PCC.

11 Dissolution

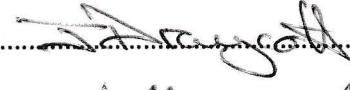
If the Committee decides at any time by a resolution carried by 75% of the Society and the PCC members of the Committee that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Management Committee it should call a meeting of the Society and the PCC and orderly hand over assets as directed, after fulfilling terms of lease applicable to trustees of the Chatsworth Settlement


This constitution was amended on the *14th January 2019* by the Langwith Bassett Parochial Church Council and the Langwith Society.

SIGNED ON BEHALF OF THE LANGWITH SOCIETY AND THE LANGWITH BASSETT PAROCHIAL CHURCH COUNCIL

.....  CHAIRMAN LANGWITH SOCIETY

.....  SECRETARY LANGWITH SOCIETY

.....  CHAIRMAN LANGWITH BASSETT PAROCHIAL CHURCH COUNCIL

.....  SECRETARY LANGWITH BASSETT PAROCHIAL CHURCH COUNCIL