



Ettington Community Hub

The Constitution

1. Name

1.1 The charity's name is Ettington Community Hub

2. The purposes of the charity are:

- 2.1 To link people living in the parish of Ettington and Fulready, who require support, with those who can provide it.
- 2.2 To support wellbeing in our community by strengthening and creating links between community and support groups who work with our community.
- 2.3 To be available to respond at a local level as and when required.
- 2.4 To offer opportunities for all in our community to live a healthy and valued life.

3. Trustees

3.1 The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4. Carrying out the purposes

4.1 In order to carry out the charitable purposes, the trustees have the power to:

- raise funds, receive grants and donations
- apply funds to carry out the work of the charity
- co-operate with and support other charities with similar purposes
- do anything which is lawful and necessary to achieve the purposes

5. Membership

5.1 The charity shall have a membership.

- People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for one year and may be renewed.
- The trustees will keep an up-to-date membership list.
- Membership will not be limited in any way on grounds of race, sex, age, sexual orientation or political opinion.
- Members shall have the right to resign at any time for whatever reason by notifying the Secretary.
- The Trustees have the right to expel a Member/Associate member for conduct contrary to the interest of the Charity. Expelled member(s) would have the right to appeal to a fully convened meeting.

6. Annual general meeting – AGM

- 6.1 The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- 6.2 There must be at least one fifth of members present at the AGM.
- 6.3 Every member has one vote.
- 6.4 To qualify for voting rights, the member should have attended one meeting per year.
- 6.5 The trustees shall present the annual report and accounts.
- 6.6 Any member may stand for election as a trustee.
- 6.7 Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7. Trustee meetings

- 7.1 Trustees must hold at least 4 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- 7.2 There must be at least 3 trustees.
- 7.3 At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting (members may request minutes via email).
- 7.4 If trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.
- 7.5 During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- 7.6 The trustees may also choose to appoint an Adviser or Advisers (person(s) who shall have associate membership status only and who shall have nonvoting rights) to sit on the committee and help advise the Charity in a non-directive way. At any time, the Charity and its committee can choose to dissolve the post of Adviser, or choose other Adviser/Advisers.
- 7.7 The trustees will have the right to take out any insurance necessary to cover trustees' liability, if required.
- 7.8 The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8. Money and property

- 8.1 Money and property must only be used for the charity's purposes.
- 8.2 The Treasurer, assisted as necessary, shall keep proper accounts of the finances of the Charity. There shall be a bank or building society account opened in the name of the Charity. All cheques must be signed by 2 trustees. No signatories will be related in any way and not live in the same household.
- 8.3 Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- 8.4 The income and the assets of Ettington Community Hub can be used only for the furtherance of the Charity's aims. No part of the Charity's income or property shall be transferred directly or indirectly by way of bonus or other distribution to its members.
- 8.5 Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- 8.6 Money must be held in the charity's bank account.

9. General meetings

- 9.1 If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision.
- 9.2 Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept. Members may request minutes via email.

9.3 Associate membership may be conferred by members on chosen individuals who are supportive of the Charity's aims and who are willing to act in an advisory, but non-directive capacity to assist the Charity. Associate members shall not have the right to vote at General Meetings.

10. Winding up

10.1 The meeting shall have the power to realise any assets held by or on behalf of the Charity. Any assets remaining after all proper debts and liabilities have been satisfied shall be given or transferred to another charitable organisation with similar aims or, if this cannot be done, shall be applied for some other charitable purpose. Any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.

11. Changes to the Constitution

11.1 These can be made at AGMs or General Meetings. No changes to the constitution can be made that would make the organisation no longer a charity.

This constitution was adopted on August 1st 2020 until the AGM, which must be held within one year of this date.

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