

# **Constitution for Woodbury Community Hall (Axminster).**

## **1. Name**

The charity's name is:- Woodbury Community Hall (Axminster), registered charity no. 301021.

## **2. Purposes**

The purposes of the charity are:- to provide and maintain a hall for the use of the general public for activities to the benefit of the community i.e. sport, art, entertainment, social, meetings, etc.

## **3. Trustees**

- a. The charity is managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.
- b. In order to carry out the charitable purposes, the trustees have the power to:
  - i. raise funds, receive grants and donations
  - ii. apply funds to carry out the work of the charity
  - iii. co-operate with and support other charities with similar purposes
  - iv. do anything which is lawful and necessary to achieve the purposes

## **4. Membership**

People from Woodbury (EX13) and adjacent areas who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Membership is open to regular users or a group of users who use the hall for 6 separate occasions per calendar year. For each group of users up to 2 members are permitted.

Once accepted by the trustees, membership lasts for a minimum of 1 year and may be renewed. The trustees keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

## **5. Annual General Meeting - AGM**

- a. The AGM is held on a yearly basis with 14 days notice given to all members telling them what is on the agenda. Minutes of the AGM are kept by the secretary.
- b. Members can raise any issue for inclusion in the AGM agenda giving 7 days notice prior to the meeting.
- c. There must be at least 5 members present at the AGM.
- d. Every member has one vote.
- e. The trustees present the annual report and accounts.
- f. Any member may stand for election as a trustee.
- g. Members elect between 3 and 10 trustees from the membership to serve for the next year. Trustees will retire at the next AGM but may stand for re-election.
- h. Members elect a chair, vice chair, treasurer, minute secretary and booking secretary from the trustees.

- i. The constitution is reviewed and amended as necessary at the AGM.

## **6. Trustee and Membership meetings**

- a. Trustees hold a minimum of 3 meetings each year.
- b. Trustees act by majority decision with the chair having the casting vote.
- c. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes are kept for every meeting.
- d. In the absence of the chair and acting chair must be agreed.
- e. If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- f. The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

## **7. Money and property**

- a. Money and property must only be used for the charity's purposes.
- b. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- c. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- d. Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

## **8. Extraordinary General meetings**

- a. If the Trustees consider it is necessary to change the constitution, or wind up the charity, they will call an Extraordinary General Meeting so that the membership can make the decision. Trustees will also call an Extraordinary General Meeting if they receive written requests from the majority of members.
- b. 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.
- c. Winding up - any money or property remaining after payment of debts must be given to a charity, or charities, with similar purposes to this one.
- d. Changes to the Constitution - can be made at AGMs or Extraordinary General Meetings. No change can be made that would make the organisation no longer a charity.
- e. Extraordinary General Meeting - called on written request from a majority of members.
- f. Trustees may also call an Extraordinary General Meeting to consult the membership.

This constitution was reviewed and adopted on ..... by the Trustees and members in attendance at the meeting.

Signed by Chairman.

..... Name: .....

Note: Signed copy held by the committee secretary.