

Constitution for the Manhood Peninsula Action Group

1. Name

The name of the group shall be **the Manhood Peninsula Action Group**. The group is an unincorporated association

2. Aims

The aims of the Manhood Peninsula Action Group will be:

- To actively campaign to protect the Manhood Peninsula from over-development, in terms of housing and traffic.
- To campaign for adequate infrastructure, particularly in terms of sewage and roads
- To build alliances and/or affiliate with other relevant groups, local and national
- To raise funds, if required, by contributions, grants, subscriptions to support campaigns, employ expert advice and further the aims of the group
- To promote and protect the unique environment of the Manhood Peninsula, harbours and coastal plain
- To be non-political
- To do all such other lawful things as shall further the attainment of the aims

3. Membership

Membership (as a Supporter) is open to anyone who supports the aims of the Manhood Peninsula Action Group as defined in this constitution.

There will be an annual Supporter fee set at a minimum of £10 which will be reviewed at each Annual General Meeting.

Membership (as a Supporter) will begin as soon as the Supporter form and first annual donation has been received.

A list of all Supporters will be kept

Ceasing to be a Supporter

Supporters may resign at any time in writing to the secretary.

Any Supporter who has not paid their Supporter fee for one year will be contacted by the committee, who will then decide whether that Supporter is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings, and any Supporter may be asked to resign from the group if an apology is not given or if the behaviour is repeated. The individual Supporter concerned shall have the right to be heard by the committee, accompanied by a friend, before a final decision is made.

Any behaviour, which detrimentally affects the aims of the Group, or brings it into disrepute, will not be permitted. The same procedure as in the paragraph above will then apply.

Friends

Any member of the public may become a Friend of the Manhood Peninsula Action Group. This only requires notification of a wish to be added to the Manhood Peninsula Action Group mailing list. Friends do not have a vote but may attend General Meetings.

4. Equal Opportunities

The Manhood Peninsula Action Group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Officers and committee

The business of the group will be carried out by the Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of the Chair, Treasurer and Secretary and up to 4 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee. The committee shall be quorate with a minimum of 3 attendees.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers and for keeping records of Supporters and Friends
- Treasurer who shall be responsible for maintaining accounts

The committee may fill any casual vacancy on the Committee, including vacancies amongst the Officers. Any person appointed shall serve until the conclusion of the next Annual General Meeting

Any committee member not attending a meeting without apology for three months will be contacted by the committee and required to resign unless a sound reason for absence is given.

The Committee meetings will be open to any Supporter of the Manhood Peninsula Action Group wishing to attend, who may speak but not vote.

All officers and committee members will serve for a three-year term and then must submit themselves for re-election at an Annual General Meeting.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All Supporters will be notified electronically at least 3 weeks before the date of the meeting, giving the venue, date and time.

The Chair shall be elected at the AGM along with up to 6 other committee members.

Nominations for the Chair and Committee may be made to the Secretary before the meeting, or at the meeting. All nominees must be proposed and seconded by two Supporters

The quorum for the AGM will be 10% of the Supporters or 10 Supporters, whichever is the greater number.

At the AGM:

- The Committee will present a report of the work of the Manhood Peninsula Action Group over the year.
- The Committee will present the accounts of the Manhood Peninsula Action Group for the previous year.
- The Chair and Committee for the next year will be elected.
- An appropriate independent person will be appointed to examine the accounts and the meeting will determine their remuneration (if any) for the following year
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Extra-ordinary General Meetings

The Secretary will call an Extra-ordinary Meeting at the request of the majority of the committee or at least eight other Supporters giving a written request (electronic) to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All Supporters will be given two weeks-notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The business to be discussed must be specified in the notice and that should be the only item on the agenda.

The quorum for the Extra-ordinary General Meeting will be 10% of the Supporters or 10 Supporters, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all Supporters and will be held at least once every 3 months or more often if necessary. Meetings may be open to Friends and non-members, who have no voting rights and may be excluded if confidential issues are discussed.

All Supporters will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the Supporters or 5 Supporters, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that members present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

Members unable to attend a meeting who would like to vote on any issue are permitted to via electronic means however this must be conducted through the Chairperson as it would if the individual were present.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee. The signatories must not be related nor members of the same household.

All payments will be authorised by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

The financial year shall run from 1 April 2021

All money raised by or on behalf of the Manhood Peninsula Action Group is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or an Extra-ordinary General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special/Emergency General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Manhood Peninsula Action Group on:

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed