



EAST WOODHAY SOCIETY

CONSTITUTION

1. Name

The name of the Group shall be the East Woodhay Society.

2. Aims

The East Woodhay Society aims to benefit residents of the Parish by: -

- (i) promoting social activities in order to encourage a community spirit
- (ii) campaigning on issues of local importance, particularly those involving Planning and the Environment
- (iii) undertaking activities which improve our local environment
- (iv) supporting a charity nominated by the membership.

In order to achieve this, we will work to increase the EWS membership, arrange a number of events, raise money, canvass and communicate with residents within East Woodhay, work with other organisations within the parish, promote local activities, reference the Parish and Neighbourhood Plans as well as material from local government and other groups such as AONB.

3. Membership

Membership shall be open to all who are interested in actively furthering the purposes of the Society and who are approved by the Committee. The Committee may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the Society to refuse the application.

Only those aged 18 years or over shall be entitled to vote at any meeting of the Society.

Subscriptions are payable for the calendar year January to December

The Committee will keep a register of names and other relevant details of members, which will be administered as per the East Woodhay Society Data Protection Policy. This policy must be held so that it is available to members.

All members are eligible to vote at the AGM and any Special Meeting provided that they are current members.

Membership of East Woodhay Society can be ceased during the year if:

- (a) the member resigns by written notice to the Society
- (b) the member is removed from membership by a resolution of the Committee that it is in the best interests of the Society that his or her membership is terminated
- (c) the subscription is unpaid six months after it is due



4. Subscriptions

The Subscription amount shall be determined at the AGM for the coming year for the following categories:-

Full Membership per household per annum
Full Membership per individual per annum

If no comment is made about the subscription at the AGM then the amounts will be the same as the previous year.

5. Meetings

An Annual General Meeting shall be held in or about October/November of each year to review the Committee reports, including accounts and to elect Officers and Members of the Committee.

Special General Meetings of the Society can be held at the request of the Committee or at the written request of six or more members.

The Committee shall give at least 7 days notice to members of all Meetings of the Society. Five per cent of members personally present shall constitute a quorum for a meeting of the Society.

6. Officers and Committee

The Society and its property shall be managed and administered by a committee comprising of Officers and other members elected in accordance with this constitution.

The Officers of the Society shall consist of:-

Chair
Honorary Secretary
Honorary Treasurer

All of the officers shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting.

7. The Appointment of Officers

Nominations for the election of Officers shall be made to the Chair either before or at the Annual General Meeting. Such nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. If the nominations exceed the number of vacancies, a vote shall take place.

The elections of Officers shall be completed prior to the election of further Committee members.

Nominees for elections as Officers or members of the Committee shall declare at the Annual General Meetings at which their election is to be considered any interest which is likely to be of concern to the Society.

The Committee shall consist of the Officers and not less than two and not more than seven other members.



The Committee shall have the power to co-opt other committee members during the year and, in exceptional circumstances (such as a resignation), replace an Officer during the year. This will be informed to all members via a newsletter.

The Committee shall meet not less than four times a year and the date of the next meeting determined as part of the Committee Meeting agenda.

In the event of equality in the votes cast, the Chairman shall have a second or casting vote.

8. Powers of the Committee

The Committee shall be responsible for the management and administration of the Society and they have the following powers to further the aims:

- (a) To promote pride in the parish of East Woodhay.
- (b) To campaign on areas which are of benefit to members of the society.
- (c) To arrange events which promote a sense of community amongst the residents of the parish
- (d) To arrange, promote, raise money on behalf of for a charity or assist in promoting activities of a charitable nature
- (e) To act as a co-ordinating body and to co-operate with the local authorities, planning committees, and all other statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society.
- (f) To publish papers, reports and other literature.
- (g) To communicate events and activities within the parish area
- (h) To make surveys and prepare maps and plans and collect information in relation to any place, erection or building of beauty or historic interest within the area of benefit.
- (i) To hold meetings, lectures and exhibitions.
- (j) To provide knowledge to educate and to give advice and information.
- (k) To raise funds and to invite and receive contributions from any person or persons by way of subscription, donation and otherwise; provided that the Society shall not undertake any permanent trading activities in raising funds for its primary purpose.

9. Sub-Committees

The Committee may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chairman and Secretary of each sub-committee shall be appointed by the Committee and all actions and proceedings of each sub-committee shall be reported to and confirmed by the Committee as soon as possible. Sub-committees shall be subordinate to and may be regulated or dissolved by the Committee.

10. Declaration of Interest

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Society (including any meeting of any Committee or Sub-Committee) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

11. Expenses of Administration and Application of Funds



The Committee shall, out of the funds of the Society, pay any proper expenses of administration and management of the Society. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Committee in furtherance of the purposes of the Society.

12. Investment

All moneys at any time belonging to the Society and not required for immediate application for its purposes shall be invested by the Committee on any reasonable investment it deems appropriate.

13. Accounts

The Committee are responsible for ensuring that accounts are prepared once a year. The accounts must have either an independent examination or annual audit, by a competent, independent accountant. The Committee will present the accounts each year to the members at a General Meeting

14. Insurance

The committee shall be responsible for taking out, and ensuring that it stays in force, an insurance policy in the Society's name covering Public Liability at any event that the Society organises to which members and public attend. The current policy lists the type of events that we organise as quizzes, organised walks, BBQ's, picnics, theatre trips, film race nights and barn dances. If the committee decide to organise an event which falls outside these general descriptions the insurance company must be informed before the event takes place. The committee shall before the annual renewal date ensure that the policy is fit for purpose and cost effective by obtaining at least one other quotation.

15. Risk Assessments

For every event, the committee shall be responsible for organising a risk assessment.

16. Financial Reserves

The committee via the treasurer should ensure a reserve sum of £600 is held within a savings account attached to the Society Main Account as cover for any Event failure. Each prospective event should be analysed for worse-case scenario losses. No event can proceed whose prospective loss would reduce the total Society Funds below £600.

17. Responsibility

The committee accepts no responsibility for the quality of good or services or views expressed via the information it shares through any medium including verbal, written, email and social media.

18. Amendments

This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Society, providing that 28 days notice of the proposed change has been given to all members, and provided that no amendment may be made



to the alter the Objects if the change would not be within reasonable contemplation of the members of or donors to the Society.

19. Notices

Any notice required to be given by this Constitution must be:

1. In writing or
2. Given using electronic communication

20. Dissolution

If the members resolve to dissolve the Society the Committee will remain in office and be responsible for the winding up affairs of the Society in accordance with this clause.

The Committee must collect in all the assets of the Society and must pay or make provision for all the liabilities of the Society.

The Society will transfer any remaining money:

1. Directly for items which support the aims of the Society within the community.
2. Transfer to any charities for purposes the same as or similar to the Society.
3. In no circumstances shall the assets of the Society to be paid to or distributed among the members of the Society.