

# Biggleswade Community Group Constitution

## 1. NAME

The Group is called Biggleswade Community Group

## 2. AIMS

**Biggleswade Community Group** operates as a charity and runs on a 'not for profit' basis.

Its main aims are:

To publish important information to residents in a way that is accessible to all.

To assist with accessing, understanding and responding to important information, both online and via other media such as paper documents.

To help tackle social exclusion and the resulting isolation and loneliness by offering support and assistance to all and signposting where help is available

To work with other local community organisations and support services that have similar aims, enabling new initiatives.

To Offer assistance to those readers of the Biggleswade Community News, who cannot access online or other services and encouraging them to seek the Group's help via our email or telephone service.

## 3. OPERATION

The Group operates as a not-for-profit organisation run by a Managing Committee of Trustees, who are appointed rather than elected. There is no wider membership. It is not incorporated and therefore cannot enter into contracts or own property in its own right.

The Trustees will be responsible for all decisions but will consult others when required.

### 3.1 Trustees

A minimum of three and a maximum of seven Trustees will be appointed. Potential trustees will be identified and approached if there is agreement among the existing trustees.

The Trustees should keep in regular contact. All trustees must be consulted and a majority must agree before making significant changes or undertaking new activities.

Trustee Meetings will be arranged as and when required and minutes will be taken and circulated. An Annual General Meeting will take place after the end of each calendar year.

### **3.2 Friends**

Individuals or organisations will be invited to become 'friends' and will receive regular updates. When appropriate they will be consulted prior to Trustees' decision making.

### **3.3 Working Groups**

Activities will be carried out by volunteers with appropriate skills and interests. Groups will be formed as required to undertake specific tasks and report to the Trustees.

### **3.4 Partnership**

Opportunities will be sought to work in partnership with suitable local organisations on projects to enhance community wellbeing.

## **4. EQUAL OPPORTUNITIES**

Biggleswade Community Group is open to all and will not discriminate on grounds of disability, religious or political belief, age or gender.

## **5. OFFICERS**

The business of the group will be carried out by the Trustees plus officers appointed to specific roles

Officers' roles may include:

**Chair** – who will chair meetings

**Treasurer** – who will be responsible for maintaining accounts and producing an annual financial statement to the AGM.

**Secretary** – who will take minutes and be responsible for their circulation, together with that of any accompanying documentation.

Newsletter Editor – to produce and circulate the monthly newsletter.

Publicity Officer – To raise awareness via local media etc.

## **6. MEETINGS**

### **6.1 Annual General Meetings**

An AGM will be held as soon as possible after the year end. The annual report will be presented and adopted. It will be published on the web site and made available to anyone with an interest.

### **6.2 Other Meetings**

Meetings will be convened as required for matters such as the operation of working groups, consultations and liaison with other organisations. Notes will be taken and a report given to the Trustees.

## **7. RULES FOR PROCEDURE AT MEETINGS**

At least three Trustees should attend trustee meetings to be quorate. Apologies for absence should be given in advance of the meeting.

All debates and questions will be discussed openly. . All questions that arise at any meeting will be discussed and the meeting will seek to find general agreement that everyone can accept.

If a consensus cannot be reached a vote will be taken by all trustees and a decision will be made by a simple majority.

## **8. FINANCES**

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

All monies raised by or on behalf of the Biggleswade Community Group are only to be used to further the aims of the group as specified in item 2 of this Constitution.

Any monies donated for a specific purposes are to be ringfenced and used only for that purpose. A copy of the financial report may be made available to interested parties such as funders on agreement by the Trustee

An account will be maintained on behalf of the Group, at a selected bank. All payments will be approved by the trustees.

All cheques require two signatures. The Treasurer will carry out all online payments, bank transfers, cash withdrawals, but is required to obtain approval by the Trustees,

## **9. THIS CONSTITUTION**

Amendments to this Constitution may only be made at the Annual General Meeting or at a Special General Meeting.

## **10. DISSOLUTION**

If the Trustees decide that it is necessary to close down the Group, they will call a Special General Meeting, to debate and decide on the dissolution.

If it is agreed to dissolve the Group, all remaining money and assets, once outstanding debts have been paid, will be donated to a local charity or charities, agreed at the above Special General Meeting

---

This Constitution was agreed and signed by the Trustees