

THE CONSTITUTION OF THE SOCIETY FOR THE PROTECTION OF MARKHAM AND LITTLE FRANCIS

1. NAME

The name of the Society shall be The Society for the Protection of Markham and Little Francis, hereafter referred to as 'the Society'.

2. OBJECT

The Object of the Society shall be to assist in the provision of an open space at Markham and Little Francis for recreational activities or other leisure time pursuits and community events for the inhabitants of the environs of Markham and Little Francis and for the public benefit.

3. MEMBERSHIP

3.1 Ordinary membership is open to all residents of the Borough of Weymouth and Portland and all residents of the District of West Dorset upon payment of a subscription as set at a General Meeting of the society.

3.2 Associate membership is open to anyone not resident in the Borough of Weymouth and Portland or in the District of West Dorset on payment of a subscription as set at a General Meeting of the society.

4. THE EXECUTIVE COMMITTEE

4.1 The Society shall have an Executive Committee (hereafter referred to as "the Committee") of not less than 4 and not more than 10 Ordinary Members elected annually at an Annual General Meeting by the Ordinary Members to direct ongoing activities and foster the object of the Society. All members of the Executive Committee shall be appointed as Trustees of the Society.

4.2 The Executive Committee shall be composed of the:

- a. Chairperson
- b. Secretary or Joint Secretaries
- c. Treasurer
- e. A number of other Ordinary Committee Members as agreed at a General meeting of the Society.

- 4.3 The Committee may co-opt additional members where the need arises and/or appoint other Ordinary or Associate Members of the Society to carry out specialist tasks or tasks that require special co-ordination.

5. RESPONSIBILITIES OF THE COMMITTEE MEMBERS

- 5.1 The Chairperson: The Chairperson shall oversee the general running of the Society and shall be answerable to the Committee.
- 5.2 Secretary/Joint Secretaries: A Secretary shall take minutes at all meetings of the Society. The Secretary or Secretaries will be responsible for all the correspondence of the Society and shall keep a record of it.
- 5.3 Treasurer: The Treasurer shall have responsibility for all the Society's finances including the collection of subscriptions. The Treasurer shall provide reports to the Committee on the financial standing of the Society as required and a detailed report of the Society's financial status at the Annual General Meeting.
- 5.4 One member of the Committee, who may be a co-opted member, may be designated as the Press Liaison Officer for the Society. The Press Liaison Officer, following consultation with Committee, shall be responsible for representing the Society in communications between the Society and the media. This does not preclude the Community Correspondents of the Daily Echo who are also members of the Society reporting upon the activities of the Society.
- 5.5 Ordinary Members: The Ordinary Members of the Committee shall be delegated any other duties by the Chairperson as seen fit.

6. TRUSTEES OF THE SOCIETY

- 6.1 All Trustees shall be members of the Executive Committee.
- 6.2 All Trustees shall familiarise themselves with the responsibilities of a Trustee as detailed by the Charity Commission.

7. CONFLICTS OF INTEREST

- 7.1 Trustees must not receive any benefit from the Society in return for any service they provide to the Society unless they have the express authority of the remainder of the Committee to do so. A benefit includes any property, goods or services which have a monetary value, as well as money.
- 7.2 A conflict of interest will be deemed to have occurred in which a Trustee's personal interest, or interests which they owe to another body, and those of the Society arise simultaneously or appear to clash.

- 7.3 In the event of a conflict of interest the Trustee concerned is to declare it to the Committee.
- 7.4 If a Trustee declares a conflict of interest or if such conflict is identified by any other member of the Society, the Committee shall determine to what extent that Trustee shall be involved in further discussions and or activities affected by that conflict.

8. ELIGIBILITY, NOMINATION, AND ELECTION OF OFFICERS

- 8.1 Only fully paid-up Ordinary Members of the society shall be eligible for election to the Committee.
- 8.2 Candidates for election to any office must be nominated and seconded by an Ordinary Member of the Society. The Secretary must receive nominations at least 3 days before the meeting at which the election is to take place. If two or more candidates run for the same position, a vote will be taken of the members present at the General Meeting.

9. FINANCES

- 9.1 The Financial Year of the Society shall commence on the 1st of April of each year.
- 9.2 Any money obtained by the Society shall be used only for the Society.
- 9.3 The Society shall have a bank account in the name of The Society for the Protection of Markham and Little Francis.
- 9.4 Four Committee Members, including the Treasurer, shall be nominated to sign cheques issued by the Society.
- 9.5 Any cheque issued by the Society shall be signed by 2 of the nominated Committee Members.
- 9.6 The Society shall not overdraw the bank account.

10. ANNUAL GENERAL, GENERAL AND COMMITTEE MEETINGS

- 10.1 The Annual General Meeting (AGM) of the Society shall be held in April of each year.
- 10.2 Notice of the AGM shall be issued at least fourteen (14) clear days in advance. Notice shall be given through the local press or otherwise publicised to the members giving the date and time of the meeting and the fact that elections to the Committee will take place thereat.
- 10.3 The matters to be discussed at the AGM must be publicised to members not less than three (3) days prior to the meeting.
- 10.4 The AGM and General Meetings shall be open to anyone but only paid up Ordinary Members of the Society shall be entitled to vote.

- 10.5 Associate members shall have the same privileges as full members, except the privilege of voting in meetings, to hold office in the Society, or to nominate or vote in elections.
- 10.6 At the AGM officers shall read their reports of the Society's activities for the year, and the election of a new Committee shall take place.
- 10.7 The Committee shall meet at least twice a year and as frequently as circumstances require. The quorum for such meetings is deemed to be half the committee members.
- 10.8 An Extraordinary General Meeting of the Society may be called by the Committee or by 15 members of the Society presenting a signed petition to the Committee. Notices shall be issued at least 10 clear days in advance.
- 10.9 In the event of a tied vote at any type of meeting, where a simple majority is required to determine the outcome, the Chairperson shall have a second vote.
- 10.10 The minutes of all meetings shall be available for Ordinary Members to read. However, the Chairman may exclude an item from the minutes of a Committee Meeting if it is decided that public knowledge of that item would be detrimental to the Aim of the Society.

11. EXCLUSION OF A MEMBER

- 11.1 Any member considered to have acted contrary to the aims of the Society or to have brought the Society into disrepute or to have disregarded the constitution will be asked to state his or her case to the Committee. If the accusation is proven, or if the member fails to attend the hearing without good cause, he or she may be excluded from all future meetings of the Society. Alternatively, the Committee may impose a suspension of any length.
- 11.2 If a Committee member is absent from a Committee Meeting or a Society Meeting on three consecutive occasions without supplying apologies, he/she will be deemed to have resigned from the Committee.

12. DISSOLUTION

- 12.1 If the Trustees resolve to dissolve the Charity, the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.
- 12.2 The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.

- 12.3 The Trustees must apply any remaining property or money:
- a. directly for the Objects,
 - b. by transfer to any Charity or charities for purposes the same as or similar to the Charity, and
 - c. in such other manner as the Charity Commission for England and Wales (“the Commission”) may approve in writing in advance.
- 12.4 The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a)–(c) inclusive in sub-clause 12.3 above.
- 12.5 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a Charity).
- 12.6 The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity’s accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity’s final accounts.

13. AMENDMENTS

- 13.1 The Charity may amend any provision contained in this Constitution provided that:
- a. No amendment may be made that would have the effect of making the Charity cease to be a Charity at law;
 - b. No amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the Charity;
 - c. No amendment may be made to clauses 2, 7, 9, 12, or 13 without the prior written consent of the Commission;
 - d. Any resolution to amend a provision of this constitution is passed by not less than two thirds of the members present and voting at a general meeting.
- 13.2 A copy of any resolution amending this constitution shall be sent to the Commission within twenty one days of it being passed.