

Aylsham Community Shed

Unincorporated Association Constitution

1 NAME

The organisation's name is **Aylsham Community Shed**

2 THE PURPOSES OF THE ORGANISATION ARE:-

(a) To promote social inclusion for public benefit through the provision of a facility particularly for, but not exclusively for, men at risk of being socially excluded.

(b) To prevent social exclusion by promoting the opportunity for friendships, social engagement and skill sharing in a safe and enjoyable environment, in which members can meet and carry out creative projects acceptable to the Shed and of their own choosing, individually, jointly and for the benefit of the wider community.

(c) To promote good health and wellbeing to its members through active participation and, from time to time, providing opportunities for relevant health organisations to raise awareness of good health strategies for the benefit of the Shed.

3 MANAGEMENT COMMITTEE

The organisation shall be managed by a Management Committee (henceforth referred to as 'the Committee') who are appointed at the Annual General Meeting (AGM) of the organisation.

4 CARRYING OUT THE PURPOSES

In order to carry out the organisation's purposes, the Committee have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the organisation
- (3) co-operate with and support other organisations and charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

5 MEMBERSHIP

The organisation shall have a membership. People who support the work of the organisation and are aged 18 or over, can apply to the Committee to become a member. Once accepted by the Committee, membership lasts for 3 years and may be renewed. The Committee will keep an up-to-date membership list.

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

6 ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 10% of members present at the AGM.
- (3) Every member has one vote.
- (4) All business requiring a vote shall be determined by a simple majority
- (5) The Committee shall present the annual report and accounts.
- (6) Any member may stand for election as a Committee member.
- (7) Members shall elect between 3 and 10 Committee members to serve for the next year. All Committee members stand down at the first AGM and one third of Committee members stand down at each subsequent AGM, but may stand for re-election. If the number of Committee members is not three or a multiple of three, then the number nearest to one-third shall retire from office. The Committee members to retire by rotation shall be those who have been longest in office since their last appointment or reappointment.

7 MANAGEMENT COMMITTEE MEETINGS

- (1) The Committee must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. The Committee will act by majority decision.
- (2) At least 3 Committee members must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If Committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the Committee may appoint additional Committee members as required. They will stand down at the next AGM.
- (5) The Committee may appoint sub-committees as and when necessary. All such sub-committees shall report to the Committee who shall devise their rules for working.
- (6) A meeting may be held by suitable electronic means agreed by the Committee in which each participant may communicate with all the other participants. Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.
- (7) A Committee member will no longer hold office if absent from 3 consecutive meetings of the Committee and/or for good and sufficient reason three quarters of the Committee pass a resolution that such Committee member shall be removed from office provided that a Committee member faced with removal shall have the right to be heard by the other Committee members before a vote is taken.
- (8) The Committee may make reasonable additional rules to help run the organisation. These rules must not conflict with this constitution or the law.

8 **MONEY AND PROPERTY**

- (1) Money and property must only be used for the organisation's purposes.
- (2) The Committee must keep accounts. The most recent annual accounts can be seen by anybody on request. Annual accounts will be presented at the AGM and quarterly Committee meetings.
- (3) The accounts financial year shall run from **1 April to 31 March**
- (4) Committee members cannot receive any money or property from the organisation, except to refund reasonable out of pocket expenses.
- (5) Money must be held in the organisation's bank account. All cheques must be signed by 2 Committee members who are not related.
- (6) The Committee may purchase indemnity insurance for its Committee members as a cost to the organisation should it be deemed appropriate or necessary

9 **GENERAL MEETINGS**

If the Committee consider it is necessary to change the constitution, or wind up the organisation, they must call a General Meeting so that the membership can make the decision. The Committee must also call a General Meeting if they receive a written request from the majority of members. 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.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to an organisation or charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) The Committee may also call a General Meeting to consult the membership.

10 **SETTING UP THE ORGANISATION**

This constitution was adopted on 8th February 2023 by the people whose signatures appear below. They are the first members of the organisation and will be the Committee until the AGM, which must be held within one year of this date.

Signed

Print name and address

