

Falcon Centre Action Group

Constitution (as a small unincorporated association) as adopted at the inaugural meeting on 17 February 2021

1. Name

The name of the group shall be the **Falcon Centre Action Group**

2. Aims

The aims of the Action Group will be:

To benefit the residents of Wylam and the surrounding area without distinction of sex, sexual orientation, race or of political, religious or other opinions by providing, in conjunction with local authorities, voluntary and other organisations as appropriate, facilities for recreation, education, arts and culture, heritage, environment, health and wellbeing and community based business activity in the former school building and site (known as the Falcon Centre) on Falcon Terrace, Wylam or elsewhere in the village and to encourage a community spirit, with the overall objective of improving the conditions of life for the residents.

3. Membership

Membership is open to anyone who:

- is aged 16 years old or over;
- lives in Wylam or the surrounding area; and
- supports the aims of the Action Group.

There will be no subscription fee to become a member. Membership will begin as soon as the membership form has been received by the Secretary. A list of all members will be kept by the Membership Secretary.

Members may resign at any time by writing or email to the Secretary.

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 or to resign from the Action Group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

The Action Group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and Committee

The business of the Action Group will be carried out by a Committee elected at the Annual General Meeting.

The Committee will consist of 8 members, and be composed of 4 officers and 4 ordinary committee members. Up to 2 additional members may be co-opted onto the Committee at the discretion of the Committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings;
- Secretary, who shall be responsible for organising meetings, the distribution of all papers, the taking of minutes and any other necessary administrative tasks;
- Membership Secretary, who shall be responsible for keeping records of members and for contact with them;
- Treasurer, who shall be responsible for maintaining accounts and for overseeing financial arrangements.

In the event of an elected officer or an elected Committee member standing down during the year a replacement can be appointed by the remaining members of the Committee from within its own numbers or by co-option from the wider membership, to serve until the next AGM.

Any committee member not attending a meeting without apology for six months will be contacted by the committee and asked if they wish to resign.

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

6. Meetings

6.1. Annual General Meetings

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

All members will be notified in writing or by email at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

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

At the AGM:

- The Committee will present a report of the work of the Action Group over the preceding year;
- The Committee will present the accounts of the Action Group for the preceding year;
- The officers and Committee for the next year will be elected;

- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or alternatively by at least 8 other members giving a written or email request to the Chair or Secretary stating the reason for their request.

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

All members 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 the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 Ordinary General Meetings

Ordinary General Meetings for the purpose of updating members on progress and/or seeking feedback on proposed actions are open to all members and at least 1 will be held between consecutive Annual General Meetings.

All members 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 an Ordinary General Meeting shall be 10% of the membership or 10 members, whichever is the greater number.

6.4 Committee Meetings

The Committee will meet as necessary but not less than 4 times between consecutive Annual General Meetings. Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings by telephone, email or post at least 7 days before the meeting. The quorum for Committee meetings is three Committee members.

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 everyone 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 and eligible to vote, but subject to Items 9 and 10. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Action Group at a bank agreed by the Committee. Three cheque signatories and/or online banking authorised persons will be agreed by the Committee, one to be the Treasurer. The signatories must not be related or members of the same household.

All payments must be signed or authorised by 2 of the signatories.

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

All money raised by or on behalf of the 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 a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary by email or 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 to succeed. There shall be no casting vote.

10. Dissolution

If a Committee meeting, by simple majority, decides that it is necessary to close down the Action Group it must then call a Special General Meeting to do so. Such a Special Meeting may also be requested by 8 or more members under Item 6.2. The sole business of this meeting will be to dissolve the group. The proposal to dissolve the group will require a two thirds majority of those present and entitled to vote to succeed. There shall be no casting vote.

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 community-based organisation with similar aims. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the inaugural meeting of the Falcon Centre Action Group on 17 February 2021:

Name Steve Grinter
Position Chair
Date [To be completed]
Signed [To be completed]

Name Vicki Strassheim
Position Secretary
Date [To be completed]
Signed [To be completed]