

Wood Street First Constitution

Working Together For a Better
Community

CONSTITUTION OF WOOD STREET FIRST

ADOPTED ON: This Constitution was adopted as the Constitution of the Wood Street First Panel at a panel meeting held at St Gabriel's Hall, Wood Street, Walthamstow, E17. On Tuesday the 31st day of March in the year of two thousand and fifteen.

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1 Name

The name of the Group shall be Wood Street First.

2 Aims

The aims of the Group shall be to:

- a) Improve the area of Wood Street Ward in the London Borough of Waltham Forest for the benefit of its inhabitants and visitors.
- b) Foster community spirit and action in the Wood Street Ward.
- c) To give advice and support to local Charitable Community Groups
- d) Assisting in the setting up of Charitable Community Groups and Projects in our Ward.

3 Powers

In order to achieve its aims the Group may:

- a) Raise money, obtain Funding, Grants and Sponsorship.
- b) Open bank accounts.
- c) Implement agreements and procedures documents Take out insurance.
- d) Employ Staff, Entertainers, Contractors and Equipment Suppliers.
- e) Acquire and manage buildings and Equipment.
- f) Organise courses, meetings, presentations and events.
- g) Work with other groups and individuals, and exchange information.
- h) Loan Wood Street First Event Equipment to local Charitable Community Groups.
- i) Do anything that is lawful which will help it to fulfil its aims.

4 Membership

- a) Membership of the Group shall be open to any person who lives or has an active interest in the Wood Street Ward, and who is interested in helping the Group to achieve its aims and is willing to abide by the rules of the Group.
- b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief as per the Wood Street First Equal Opportunities Statement.

- c) Not with standing a) and b) above in order to maintain Wood Street First as a non-religious and non-political group, member to the Wood Street First Management Committee is not open to any politician or religious leader of any political party or religious group. They can however be a volunteer with Wood Street First
- d) Offensive behaviour, including racist, sexist or inflammatory remarks, shall not be permitted at any meeting, and shall constitute a breach of reasonable behaviour. If the unreasonable behaviour persists then, following a vote, the member or members responsible shall be excluded from the remainder of the meeting.
- e) Every individual member shall have one vote per proposal at General Meetings.
- f) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

5 Management

- a) The Group shall be administered by a Management Committee consisting of 4 Officers (as indicated in b) below) and not more than 4 other members elected at the Group's Annual General Meeting (AGM) who shall be over 18 years of age.
- b) The Officers of the Management Committee shall be: the Chairperson, the Assistant Chairperson, the Treasurer and the Secretary.
- c) The Management Committee shall meet at least 4 times a year.
- d) The Chairperson shall chair all meetings of the Group, unless he/she is absent, in which case the Assistant Chairperson will chair. If neither Chairperson nor Assistant Chairperson is present, those present at the meeting will elect someone to chair the meeting.
- e) The quorum for Management Committee meetings shall be 4 members.
- f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- g) The Management Committee may by a two-thirds majority vote and for a good and proper reason remove any Committee member, provided that person has the right to be heard before a final decision is made.
- h) The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.
- i) The Management Committee may appoint one or more advisors to the Group, who can attend Management Committee meetings but do not have voting rights.

6 Duties of the Officers

- a) The duties of the Chairperson are to:
 - chair meetings of the Committee and the Group
 - represent the Group at functions/meetings that the Group has been invited to
 - act as spokesperson for the Group when necessary.

- b) The duties of the Assistant Chairperson are to:
 - chair meetings of the Committee and the Group, in the absence of the Chairperson
 - represent the Group at functions/meetings that the Group has been invited to, in the absence of the Chairperson
 - act as spokesperson for the Group when necessary, in the absence of the Chairperson.
- c) The duties of the Secretary are to:
 - take and keep minutes of meetings
 - prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
 - maintain the membership list
 - deal with correspondence
 - collect and circulate any relevant information within the Group.
- d) The duties of the Treasurer are to:
 - supervise the financial affairs of the Group
 - keep proper accounts that show all monies collected and paid out by the Group.

7 Finance

- a) Any money obtained by the Group shall be used only to further the aims of the Group.
- b) Any bank accounts opened for the Group shall be in the name of the Group.
- c) Three officers shall be nominated to have the power to authorise financial transactions. Any cheques issued/online payments shall be signed by two of these three officers. Use of the Group's debit or credit card, and any online purchases, require written approval (which can be given by email) of all three nominated officers.
- d) The Group will produce annual accounts of income and expenditure which shall be presented at the Annual General Meeting. The financial year shall be 1 April to 31 March.
- e) No panel member will benefit personally from any financial gain from the funds of the Group. All work and services provided to the Group is on a voluntary basis.

8 Annual General Meeting

- a) The Group shall hold an Annual General Meeting (AGM) in the month of March.
- b) All members shall be given at least fourteen days' notice of the AGM. (which can be given by email) and shall be entitled to attend and vote. The quorum for an AGM shall be 6 members.
- c) The business of the AGM. shall include:
 - receiving an annual report from the Chairperson on the Group's activities over the year
 - receiving an annual report from the Treasurer on the finances of the Group

- electing a new Management Committee and
- considering any other matter as may be decided.

9 Special General Meeting

A Special General Meeting may be called by the Management Committee or by any 4 members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting (which can be given by email) together with notice of the business to be discussed. All members shall be entitled to attend and vote.

10 Alterations to the Constitution


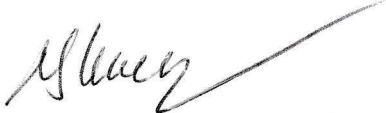





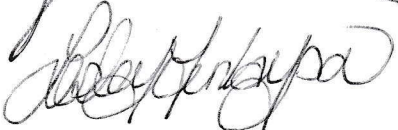
Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11 Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on

Produced on Tuesday the 31st day of March in the year of two thousands and fifteen:
Amendments to this document were made at the WSF M.C Meeting on Tuesday 10th January 2017
Further amendments to this document were made at the WSF AGM on Tuesday 24th April 2018

Signed		(Chair) Graham Hodgkiss
Signed		(Assistant Chair) Martin Kearney
Signed		(Secretary) Linda Brooks
Signed		(Treasurer) Adrian Stannard
Signed		(Committee Member) Eileen Jackson
Signed		(Committee Member) Anne Hexter
Signed		(Committee Member) Anthony Lane
Signed		(Committee Member) Lesley Finlayson

Date: Tuesday 24th April 2018