

STANLEY RESIDENTS' GROUP CONSTITUTION

NAME

The name of the group will be Stanley Residents' Group.

AIMS AND OBJECTIVES

Vision: Our vision is of a vibrant, inclusive, sustainable Stanley Village Community, with a distinctive local identity and a sense of belonging for all.

Mission and Core Purpose: Our purpose is to improve the village environment, provide opportunities for social engagement across the whole community, and help residents address concerns or issues that may arise within Stanley.

Values: Our values are central to the way we pursue our Mission, Stanley Residents' Group is respectful, inclusive, non-political, kind and welcoming to all, irrespective of race, gender, sexuality or other attributes. We care passionately about Stanley and its community of residents.

MEMBERSHIP

There are two types of membership: general and committee.

Both types of Membership are free and open to every resident in the area with no limitations by age, gender, sexuality, ability or ethnicity.

General membership is open (there is no formal application process) and made by individuals self-identifying as members because they are local or by joining the closed Facebook group.

Committee Membership is open (there is no formal application process) and made by showing interest and attending meetings. Those attending meetings will be added to a mailing list.

Committee membership will cease when members request to be removed from the mailing list by emailing the secretary.

The Secretary shall keep a register of committee members to include address and contact details.

Interested visitors are also welcome to offer advice and support at meetings.

All committee members will be expected to maintain an appropriate level of behaviour at all times and treat other members with respect, in accordance with equal opportunities policy. Bullying, harassment or intimidation will not be tolerated. The chair has the right to suspend anyone behaving in an offensive way, breaking

equal opportunities policy or bringing the group into disrepute from participation in group activities for a period of three months. Repeat violations will result in membership of the committee being withdrawn and the refusal to attendance at future meetings. The individual will have the right to be heard by the committee, accompanied by a friend, before a final decision is made.

Equal Opportunities

We are committed to treating all people equally and with respect, and will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

OFFICERS AND COMMITTEE

The committee runs the Group and consists of the following Officers and members

- Chair, whose role is to convene committee meetings and facilitate their smooth running; and to guide the committee in its management of the Group.
- Vice Chair, whose role is to provide additional support for the smooth running of meetings, to guide the committee in its management of the Group, and to convene and manage meetings in the Chair's absence.
- Secretary, whose role is to manage all communications about the Committee, including agenda, minutes and notifications.
- Treasurer, whose role is to manage the finances of the Group.
- Any other officers as may be deemed necessary by the members
- Members, who attend the meetings.

An Annual General Meeting shall be held each January to elect the officers. Posts are elected every year. Candidates must be nominated or self-nominated and seconded. All committee members will be eligible to attend and vote. Only members in attendance shall be eligible to vote and each member shall have one vote.

Notice of the AGM shall be in writing by the Secretary giving members at least 14 days notice of the meeting date.

An extraordinary (E)GM may be called, giving at least 14 days' notice of the meeting data.

MEETINGS

The Stanley Residents' Group Committee members shall meet as and when required but at least once each quarter. The AGM shall be held in January for the purpose of reviewing the finances and activities of the year.

Meeting times, dates and venues shall be agreed at the end of each meeting. Notice of meetings will be given at least 2 weeks in advance via emails to committee members and public notices (Facebook and notice boards).

A quorum for the AGM and other meetings shall be 5 members, including at least 2 officers.

Meetings will follow an agenda agreed at least 2 days in advance.

Questions arising at the 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 made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the Group (or delegate) shall have an additional casting vote.

Minutes of the meetings will be published within 2 weeks via email to Committee members, and publicly via the Facebook group and Community Noticeboard.

FINANCE

A bank account shall be opened in the name of the group with a cheque book obtained. Cheques will require two of the three officers' signatures. The signatories must not be related nor members of the same household.

For other payments (such as BACS, cash withdrawal, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.

The treasurer shall be responsible for keeping the accounts of the group and a financial statement shall be given to the committee each quarter and the full membership at the AGM. It will be published along with the minutes of the meeting.

Any member may view the accounts on request and the treasurer shall provide the information requested within seven days.

All money raised by or on behalf of the group is only to be used to further the vision, mission and values of the group, as specified in this constitution.

Money will be raised by donations, raffles of donated items, fund-raising community events and by grant applications.

DISSOLUTION

The group may be dissolved by agreement of not less than three quarters of the committee members. Any residual funds of the group shall be donated to either a charity or group of similar aims and objectives as agreed by remaining members at a special meeting to be arranged should the need arise.

Two independent executors, who shall not be members of the group, shall be elected to oversee the disbursement of any residue funds should the group cease to exist.

DATA

Any data we collect will be controlled by the secretary who can be contacted by emailing stanleyresidentsgroup@gmail.com.

We will only collect data provided directly to us by individuals by email or in person, with their express consent to be on our mailing list. We will only collect photographs of individuals and use them (for example, on our website) with their express consent. We will provide a Fair Processing Notice wherever personal data (including photographs) is provided. Consent can be withdrawn at any time by emailing the secretary and contact details will be removed from mailing lists or website within 28 days.

We will not share data with anyone else for any other purpose. It will be stored in a password-protected computer.

AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution may be made at the Annual General Meeting, or an Extraordinary General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

Agreed by the committee on 18th November 2019

Signed



Nicola Sinclair, Chair