

CONSTITUTION OF LOWER WALKLEY COMMUNITY GROUP

1. **Name**

The name of the group shall be Lower Walkley Community Group

2. **Aim**

To protect manage and improve areas of land in lower Walkley, in particular land on Morley Street.

Objectives To develop and maintain areas of land in Lower Walkley to benefit the community and for purposes of recreation, food growing and production and wildlife conservation.

- To be inclusive of all members of the local community, to represent the views of all the community.
- To educate and share knowledge of food growing and promote local food production as a community activity. To promote the health and well-being of all participants and local people, working together regardless of age, ethnic origin, ability, gender, belief or political affiliation
- To manage the area organically with no use of inappropriate chemicals.
- To endeavour to maintain and improve access to the community areas at all reasonable times.
- To share out all produce harvested as decided by the management committee.
- To organise community activities.
- To encourage a healthier approach to growing, producing, cooking and eating food.
- To liaise with other stakeholders concerned with surrounding areas.
- Conserve wildlife and encourage biodiversity.
- Enhance or support the biodiversity of the area

3. **Powers**

- (a) Raise funds and receive contributions where appropriate to finance the work.
- (b) Open bank accounts
- (c) Work with statutory and non statutory agencies
- (d) Work with groups with similar aims
- (e) Publicise and promote the work.
- (f) Manage a communal public accessible space
- (g) Take out appropriate insurance
- (h) Take any action that is lawful and within current Sheffield City Council Allotment Policy, which would help it to fulfil its aims.

5. **Membership**

- (a) Membership of Lower Walkley Community Group shall be open to anyone who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.
- (b) Every member shall have one vote at general meetings.
- (c) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- (d) Registration and termination of membership.
 - (1) Any member of the association may resign their membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the association written notice to that effect.
 - (2) The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

6. **Management**

- (a) Lower Walkley Community Group shall be administered by a Management Committee of not less than four (4) people and not more than seven (7) members elected at the group's Annual General Meeting.
- (b) Committee Members must be at least 18 years old.
- (c) The Officers of the Management Committee shall be current members and are:
 - The Chairperson
 - The Treasurer
 - The Secretary

And any such other officers the group shall deem necessary at the meeting.
- (d) The Management Committee shall be accountable to members at all times.
- (e) The Management Committee is empowered to co-op any other interim members as needed, provided that the maximum number of the committee is not exceeded
- (f) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.

7. **Finance**

- (a) Any money obtained by the group shall be used only for the furtherance of the group's aims.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) The group bank account(s) shall have four signatures from the Management Committee, one of whom shall be the Treasurer.
- (d) Any cheque issued shall be signed by at least two of four nominated signatures.
- (e) The Management Committee will ensure that the group stays solvent and within an agreed budget as set by the Management Committee.

8. **Management Committee Meetings**

- (a) The Management Committee shall meet at least four (4) times a year.
- (b) At least four (4) Management Committee members must be present for the Management Committee meeting to take place.
- (c) All meetings must be minuted and available to any interested party.
- (d) All committee members shall be given at least seven (7) days notice of a committee meeting unless it is deemed an emergency.
- (e) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.

9. **General Public Meetings**

- (a) The management committee shall call at least two general public meetings each year, the purpose of these meetings is for the group to account for its actions and consider developments according to the group's objectives.
- (b) The Chair of the group shall normally chair these meetings.
- (c) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.
- (d) All meetings, including AGMs, must be minuted and available to any interested party.
- (e) The quorum for a General Public Meeting is six (6), with at least three (3) Management Committee members present.

10. **Annual General Meeting**

- (a) Lower Walkley Community Group shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.

- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
 - (1) Receiving a report from the Chairperson of the group's activities over the year.
 - (2) Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - (3) Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be committee members.

11. **Alteration of the Constitution**

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 12) must be delivered to the secretary in writing. The secretary in conjunction with all other Management Committee Officers shall then decide on the date of an AGM or Extraordinary General meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting.

12. **Dissolution**

- (a) Proposals for dissolution must be delivered to the secretary in writing. The secretary in conjunction with all other Management Committee Officers shall then decide on the date of a AGM or Extraordinary General meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) The group may be wound up at any time if agreed by two thirds of those members present and voting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

13. **Adoption of the Constitution**

Until the first AGM takes place the persons whose names and signatures appear at the bottom of this document shall act as the Management Committee referred to in this Constitution.

This constitution was adopted by the members present on:

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Signed:(Chair)

Name:

Address

Signed:(Secretary)

Name:

Address

Signed:(Treasurer)

Name

Address

Signed:(Management Committee Member)

Name:

Address

Signed:(Management Committee Member)

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