

CONSTITUTION

(as amended and agreed at the Annual General Meetings of 31 March 1992 and 5 March 2018)

NAME

- 1 The Council shall be called "The Nayland with Wissington Community Council".

OBJECTS

- 2
 - a) To provide adequate recreational facilities, playing fields, playgrounds, community centres and other amenities of a similar character for the benefit of the community residing in Nayland and Wissington and the neighbourhood in the interests of social welfare and with the object of advancing education, furthering health, relieving poverty, distress, or sickness or in pursuing any objects which now or hereafter may be deemed in law to be charitable by improving the condition of life of the persons for whom the facilities are primarily intended.
 - b) To raise by subscription or otherwise funds for furtherance of the objectives of the Council.
 - c) Provided always that nothing in the foregoing shall authorise or empower the Council to participate directly or indirectly in any activity which is not charitable according to the laws of the United Kingdom for the time being in force and the whole of the property and funds of the Council shall at all times be used and applied for such purposes only as are charitable in accordance with such laws.
- 3 The income and property of the Council shall be applied solely towards the objects of the Council and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the Council.

CONSTITUTION

- 4 The Council shall consist of the following:
 - (i)
 - a) The officers of the Council, vis: The President, Vice Presidents, Chairman and Vice Chairman of the Council, Hon Treasurer, Hon Secretary to be elected annually at the Annual General Meeting of the Council.
 - b) An elected member of the Nayland with Wissington Parish Council.
 - c) Representatives of such voluntary organisations, clubs and sports organisations as may be invited by the Executive Committee. Such persons shall be known as Group Representatives and the organisations shall be listed as Schedule A to the Constitution.
 - d) Such persons as may be accepted for membership by the Council by virtue of their capacity to further the aims of the Council. Such persons shall be known as Individual Members. The total number of Individual Members shall not exceed one half of the total number of Group Representatives. Individual Members will be elected annually at the Annual General Meeting of the Council.
 - (ii) In the event of resignation, a representative elected under sub. paras. (i) b) and (i) c) may continue to act until another representative shall be appointed by the Parish Council or organisation concerned.

- 5 (i) The Council shall appoint an Executive Committee annually from the above. The Executive Committee shall consist of the following:
- a) The Chairman, Hon Treasurer and Hon Secretary who shall be Ex Officio members of the Executive Committee and of the Council.
 - b) Seven other Council Members.
- (ii) The Executive Committee shall have power to fill up by co-option any vacancy which may occur in its body during the year and shall have power to co-opt in an advisory capacity any person whom they shall think fit.
- (iii) A meeting of the Executive Committee shall be called at least once a quarter, but at any time, subject to seven days notice from the Hon Secretary, in either of the following ways:
- a) By order of the Chairman.
 - b) On receipt by the Hon Secretary of a requisition signed by one third of the members of the Executive Committee.
- (iv) The Executive Committee shall have power to appoint such sub-committees as they think fit and may delegate to such sub-committee such powers as they from time to time think desirable and may co-opt to such sub-committees non members of the Executive Committee.
- (v) The Executive Committee shall have power to appoint District Representatives to represent the Council.
- (vi) Any matter not covered on this Constitution or any question of interpretation shall be dealt with by the Executive Committee which may refer the matter in question to the Council for decision.

GENERAL MEETINGS

- 6 (i) A General Meeting of the Council shall be held once a year for the following purposes:
- a) Election of Officers.
 - b) Election of Executive Committee and Individual Members.
 - c) The presentation of audited accounts.
 - d) Any other business.
- (ii) Twenty-one days notice with an agenda shall be given of any general meeting of the Council and all resolutions and any alterations to the Constitution to be proposed thereat, shall be sent to the Officers and all members of the Council eligible to attend, together with the annual Report and audited statement of accounts to be presented thereat.
- (iii) The Council shall meet at least four times a year and at such other times as the Chairman shall direct. An Extraordinary General Meeting must be convened upon receipt of a requisition in writing by six or more members.

AFFILIATION

- 7 The affiliation fee for Group Membership shall be decided by the Executive Committee.

VOTES

- 8 Every question at general or other meetings shall be decided by a simple majority of the votes of all Council members present, and in case of equality of votes, the Chairman shall have a casting vote.

ALTERATION OF CONSTITUTION

- 9 Notice of any proposed alteration to the Constitution shall be submitted in writing to reach the Hon Secretary not less than four weeks before the date of the Annual General Meeting, or of an Extraordinary General Meeting called for that purpose.
- 10 The Hon Secretary shall cause Minutes to be made in a book provided for that purpose, of all resolutions and proceedings of all meetings and such Minutes shall, upon questions put and votes taken thereon, either at the meeting or some subsequent meeting, to be signed by the Chairman, and when signed shall be conclusive evidence of the correctness of the entry.

ACCOUNTS

- 11 Books of Accounts shall be kept by the Hon Treasurer. For the proper maintenance of a banking account, the following financial system shall be carried out by the Executive Committee of the Community Council:
 - a) An account shall be opened in the name of the Community Council to be called "The Nayland with Wissington Community Council Account" at a bank to be approved by the Executive Committee, into which fund all monies received on behalf of the Community Council shall be paid by the Hon Treasurer or other responsible person.
 - b) Cheques for the payment of all accounts shall be signed by the Chairman or Vice Chairman and by the Hon Treasurer or Hon Secretary.

At the Annual Meeting in every year, the Executive Committee shall lay before the Council a detailed statement of the accounts of the Council for the past twelve months. A copy of such statement shall accompany the notices of the Annual General Meeting.

HON. AUDITOR

- 12 The accounts shall be audited by an Hon Auditor to be elected by the Annual General Meeting each year.

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This Constitution was adopted as the Constitution of the Nayland with Wissington Community Council at a meeting duly convened at Nayland on 28 Sept 1966. Amendments were agreed at the Annual General Meeting of 31 March 1992 and at the Annual General Meeting on 5 March 2018.

Signed: *Rachel Hitchcock* Rachel Hitchcock - Chairman

..... *Lorraine Brooks* Lorraine Brooks - Secretary