

# CONSTITUTION

Adopted by the Management Committee of Bishops Cannings Youth Action Group on 1<sup>st</sup> January 2008.

## 1. Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in this constitution.

## 2. The Name

The association's name is "Bishop's Cannings Youth Action Group" (and in this document is referred to as YAG).

## 3. Area of benefit

The parish of Bishop's Cannings and surrounding area.

## 4. The Objective

YAG's objectives, are:

- i) To create a cohesive community that has many cross-links and where people from different race, age and background, feel free and happy to mix together in housing, in education, in leisure facilities;
- i) To promote and manage a youth club within the organisation for young people in the 9 to 19 years age range;
- ii) To encourage all types of young people to join the Youth Club, including those with special needs or, of minority ethnic origin;
- iii) To train and support youth workers in organising and supervising the activities of the Youth Club, and assist them in the provision of an appropriate and attractive programme of activities;
- iv) To promote the formation of a youth committee and otherwise to provide opportunities for youth club members actively to participate in the management of their club and activities.
- v) To liaise with other community groups as may be appropriate;
- vi) To support and encourage participation in any wider grouping of youth organisations established to promote and assist work among young people and/or discuss issues which affect them
- vii) To support and encourage activities that will lead to employment opportunities for young people.
- viii) To raise funds by seeking grants and/or organising special efforts to assist with the provision of facilities and equipment for YAG and to help meet its running costs.
- ix) To promote such other charitable purposes as may from time to time be determined

## 5. Committee Structures

*Management Committee*

YAG shall be managed by a Committee of not less than 4 persons elected annually at the Annual General Meeting.

The Committee shall appoint a Chairman, Secretary and Treasurer and such officers as they deem necessary.

The Committee shall meet at least 2 times a year.

The Committee shall have the power to co-opt as additional members who, in the opinion of the committee, are able to render special service.

The duties of the Committee shall be to safeguard the interests of members, by providing facilities, leadership and finance and by encouraging members to take a full and active part in the running of their Youth Club, by devising methods of achieving the objects of the YAG, exercising with members a general oversight and assisting in the development and extension of activities.

Where, in exercising its duties, a vote is required, the resolution shall be by way of simple majority of the members present. Where there is no majority the chairman shall have the casting vote. In any decision where a vote is required, a quorum shall be three.

#### *Nominations for the committee*

Nominations for election to the Management Committee shall be made not less than seven days before the AGM.

#### *Provision for the Youth Committee to sit on the Management Committee*

The Youth Committee may appoint 3 members of that committee to sit on the Management committee:

- Duties of the Youth representatives shall be an advisory role to the Management Committee on the conduct of the day to day running of the general affairs of the Youth Club, and matters of policy and finance, as appropriate.
- Youth representative's responsibilities are subject to the ultimate oversight and responsibility of the elected Management Committee.

### **6. Rights of the Management Committee**

In order to implement its objectives, the Management Committee of YAG has the following rights;

- i) to raise funds and to invite and receive contributions;
- ii) to buy or lease and to maintain any equipment or materials necessary for the achievement of the objects;
- iii) to sell, lease or dispose of all or part of the property of the YAG;
- iv) to employ such paid workers (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects;
- v) to appoint a Youth Committee of young people who are members of the youth club and approve a constitution;
- vi) to charge members subscriptions;
- vii) to publish literature including books, periodicals, pamphlets a website and other materials in printed or electronic formats;
- viii) to organise conferences, debates, seminars and such other special events as the Management Committee may determine;
- ix) to co-operate with other organisations in furtherance of the any of the objects or of similar purposes;
- x) responsibility to identify and develop such policies and rules as are necessary for the running of the organisation, and procedures for implementing them;
- xi) power to do all such other lawful things as shall further the objects of the YAG.

### **7. Obligations**

The Management Committee shall provide indemnity insurance cover for the members of the Management Committee out of the funds of the YAG, provided that any such insurance shall not extend to any claim arising from any act or omission which the members of the Management Committee (or any of them) knew to be a breach of duty or breach of trust or which was committed in reckless disregard of whether it was a breach of duty or breach of trust or not;

### **8 Membership of the Youth Club**

Membership of the Youth Club shall be open to young people between the ages of 9 and 19 years residing in the parish of Bishops Canning's and other persons or bodies interested in furthering the work of the Club.

Membership of the Youth Club shall be open, irrespective of sex, sexual orientation, race, nationality, disability, or political, religious or other opinion.

Members will agree to abide by the rules of the Youth Club regarding membership and behaviour. These rules will be drawn up by the Youth Committee and be approved by the Management Committee.

## **9 Subscriptions**

The Management Committee will determine the subscription, if any, payable by members.

## **10 Paid Staff**

The Management Committee has responsibility for appointing and dismissing paid staff and fixing their rate of pay and terms and conditions.

No paid staff may be a member of the Management Committee although staff may be in attendance, if invited.

## **11 Accounts**

The Management Committee shall cause to be kept proper accounts of all monies belonging to the YAG, to be presented at all Management Committee meetings.

## **12 Annual General Meeting (AGM)**

The Management Committee must hold an Annual General Meeting within 12 months of the date of the adoption of this Constitution.

An Annual General Meeting must be held in each subsequent year and within 15 months of the preceding annual general meeting.

At least three weeks notice must be given of the AGM.

The purpose of the AGM shall be to;

- receive the annual Management Committee report
- to receive the audited or independently examined balance sheet and statement of accounts for preceding year, with estimates of receipts and expenditure for the current financial year
- to elect officers and fill vacancies
- to keep the membership informed
- to decide on any resolutions which may be submitted to the meeting

Those people entitled to vote shall be voting members of the Management Committee. Each member shall have one vote. All votes at general meetings are on a simple majority basis though the Chair shall have a second or casting vote in the event of a tie.

General Meetings may be convened at any time by the Management Committee and shall be convened by them on receipt of a requisition signed by any member.

## **13 Special General Meetings**

The Chair of the Committee or the Secretary may at any time at their discretion, and shall within 21 days of the secretary receiving a written request to do so, signed by not less than 2 members having the power to vote and giving reasons for the request, call a Special General Meeting of the Management Committee for the purposes of altering the Constitution in accordance with Clause 14 hereof or of considering any other matter which may be referred to it or for any other purpose.

Special General Meetings may only consider the business for which they have been called, and this should be clearly noted on the notice of the meeting which should be sent to all members, sections and affiliated groups, and to statutory authorities which have any appointed representatives to the management committee. Three weeks notice of a Special General Meeting should in normal circumstances be given, although if the reason for calling the special general meeting is that an emergency has arisen, shorter notice may in such circumstances be given.

## **14 Changes to the Constitution**

Notice of proposed amendments to the Constitution must be given in writing not less than 28 days before the meeting at which it is first to be considered. The above Constitution shall only be altered by resolution passed by a two-thirds majority of the members in General meeting.

Notice of each such meeting must have been given in accordance with normal procedure, but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

#### **15 Dissolution of the Club**

The Management Committee has the right to dissolve the YAG. The procedure to dissolve the YAG shall be by simple majority at a general meeting.

In the event of the YAG being dissolved, a meeting of the Management Committee shall be called to realise the assets of the YAG and discharge all debts and liabilities of the YAG.

Assets provided by outside organisations should be offered back to those organisations, and

Any monies and property remaining after satisfaction of all debts shall not be paid or distributed amongst the Members of YAG, but shall be given or transferred to either the Parish Council or to some other voluntary organisation having objects similar to those of the Club.

Signatures of the founding management committee:

Gary Mansell

Tanya Wynyard

Olwyn Menzies

Steve Peachy

Alex Glover

Ric Ward

Date: