

Croston Old School
RESTRICTED FUND
Croston Village Festivities Group
Constitution dated 12th March 2012

Name

The name of the restricted fund shall be "**Croston Village Festivities Group**", hereafter referred to as the Fund.

Aims

1. To facilitate and promote Christmas festivities in Croston Village
2. To encourage a strong community spirit with a clear sense of belonging and responsibility for all who live in Croston
3. To work together for the good of all the residents of Croston
4. To work with local people in assessing the priority of needs
5. To explore ways of working together with other agencies in order to meet these needs
6. To help develop patterns of working between groups which are based on trust and mutual support

Membership

1. Membership of the Fund shall be open to all members of the local community.
Nominations for membership will take place at a meeting open to the public.
2. All such members shall have an equal vote.
3. The Secretary shall keep a register of members.

Officers

1. Officers shall be elected to carry out the business of the Fund.
2. The posts of Chairman, Vice-Chairman, Secretary and Treasurer shall be appointed.
The positions will be known as Officers of the Fund.
3. One of the Officers shall be a trustee of Croston Old School.
4. No Officer shall hold more than one position at any one time.

5. The Officers shall be elected at the Annual General Meeting.
6. All Officers shall serve for a period of one year and may stand again for re-election
7. Once elected, the Officers may co-opt a further 3 members as required. These may be from outside the membership, but if so, they will have no voting rights.
8. Officers shall carry out all duties appropriate to their position in the Fund and any other duties that may arise from committee or general meetings.
9. The Fund shall meet not less than 4 times a year.
10. Minutes of Meetings shall be available to all members.
11. Vacancies arising during the year can be filled by the Fund from either their numbers, the membership or by co-opting from outside the membership.

Finance

1. All money raised by or on behalf of the Fund is to be used only to further the aims of the Fund.
2. The Fund's financial year shall end on 31st December each year.
3. The Treasurer shall present a Receipts and Payments Account of the Fund at the Annual General Meeting.
4. The bank account will be maintained under the name of "Croston Old School – Croston Village Festivities Group at the Royal Bank of Scotland, Croston Branch.
5. Cheque signatories will be nominated by the Fund, one of whom must be the Treasurer. There shall be three signatories. These shall not be from the same household nor the same family.
6. All cheques and instructions to the Group's Bankers shall require two of the agreed signatures.
7. The Treasurer shall have the accounts checked by an independent person with adequate financial experience.
8. The accounts shall be made available to members at the Annual General Meeting.

Annual General Meetings

1. There shall be an Annual General Meeting held in March or April each year, at which the Officers will report on its work, present a statement of accounts, and resign.
2. The Annual General Meeting shall elect the Officers for the next year.
3. The Annual General Meeting shall vote on any recommendations and amendments to the Constitution and carried by a simple majority.
4. The Secretary will notify all members of the Fund and the local community of the date of the meeting not less than 28 days before the Annual General Meeting.

General Meetings

1. A General Meeting may be called by the Fund to report on current activities. The Secretary will publicise any such General Meetings at least 10 days in advance.
2. Extraordinary meetings can be called at the discretion of the Officers of the Fund, or the written request of at least two of the members of the Fund.

Quorum

1. No General Meeting or Annual General Meeting shall take place if less than 4 members are present.
2. No Committee meeting shall take place if fewer than half the committee members are present and/or less than 2 members who are residents of Croston are present.

Changes to the Constitution

1. Amendment or addition to this Constitution shall only be made at the Annual General Meeting.
2. Notice of a proposal to amend the Constitution shall be given to the Secretary in writing at least 2 weeks before an Annual General Meeting.
3. The Secretary shall give the Fund members one weeks' notice in writing of such proposals.
4. This constitution may be amended or additional clauses may be added with the consent of two-thirds of the Fund present.

Voting

- 1. Any member may make a proposal, which must be seconded or supported by someone else.
- 2. Only members present, entitled to vote, may vote.
- 3. No member entitled to vote may exercise more than one vote.
- 4. In the event of an equal vote, the Chair shall have the casting vote.

Dissolution

- 1. Upon dissolution of the Fund any remaining funds shall be disposed of in accordance with decisions reached at an Extraordinary Meeting open to the public. No individual shall benefit from the dispersal.

Approval and adoption of the Constitution

This Constitution was adopted by **Croston Village Festivities Group**, on

..... Date

Signed:

..... Chairman

..... Member

..... Member