

## **Very early Draft Constitution - Friends of Melksham Assembly Hall**

### **\* Identity**

The name of the group is the Friends of Melksham Assembly Hall, sometime abbreviated to FoMAH.

### **\* Objectives**

The purpose of the group is to facilitate the provision, operation and support of a meeting place or places in Melksham, Wiltshire, England for the benefit of members of that and other communities in the region with provision for a wide range of legitimate activities and to research, promote, motivate and champion for that best provision.

### **\* Philosophies in reaching that objective**

*This section needs to be expanded and noted as philosophies and not absolutes.*

Affordable  
Not in competition  
User representation  
Partnership  
Membership of associations  
Not for profit  
Mental and physical health and quality of life  
Environment caring  
Equality for all

### **\* Governance**

To be run by a committee elected by a membership with day to day operations delegated to the officers or individuals

We can charge Membership fees  
We can open and run a bank account  
We can apply for Charitable status or CIC or appropriate alternative  
We can apply for grants and fundraising  
We can employ people

Individuals and organisations can apply for membership and will be approved by the committee or delegated officers.

Membership is open to people who support the objectives of FoMAH and the group's approach to meeting those objectives.

Membership can be withdrawn by the committee if they have reasonable grounds to believe it's in the best interest of the group to do so.

## **\* Meetings and appointments**

The group will formally meet from time to time, and at least once per calendar year in an Annual General Meeting at which officers and committee will be elected. This meeting will be held in or near Melksham at a date set and published at least 3 weeks prior and to an agenda set at least 2 weeks prior. Nominations for the various officer roles and the committee will be accepted with a proposer and seconder up to 3 days prior to the meeting and if there are multiple nominations for a role or for more committee places than available then a secret vote of member will take place. Should there be insufficient valid nominations, roles may be filled by nomination by a proposer without a seconder, or failing that by a volunteer or co-option. If considered appropriate, roles may be combined.

The purpose of the AGM will also be to receive reports from the chair, the treasurer, and others and to consider any changes to the constitution which have been proposed. Such proposals must be notified to the secretary at least 14 days prior to the meeting, and indicate the support of at least 5 voting members.

The AGM will be minuted and the minutes circulated via the internet, with a vote to approve them as being an accurate record within 4 weeks of the meeting.

As well as formal business, the AGM will be an opportunity for furthering the aims of the group via networking sessions and speakers.

### Officer roles:

Chair

Vice chair

Secretary

Treasurer

### Other committee roles:

Membership Secretary

Minute Secretary

Technical Expert(s)

Council Liaison

Webmaster and Media

Volunteer organiser

Event organiser

## **\* Finance, annual accounts and audit**

The committee shall be responsible for the overall operation of the Group, including but not limited to:

- \* raising funds, including receiving grants and donations
- \* procurement of technology services to facilitate operation
- \* protection of members' data in accordance with legislation.

Income streams may include (but not be limited to) corporate members, advertising revenue, marketing and sales of promotional and other products, donations and grants applied for. Income streams will only be accepted where they are in line with the objectives set out in this constitution.

Expenditure may include (but not be limited to) **more to add and change** web hosting and domains, software licenses and specialist programming and support services, marketing and advertising, insurance and covering voting member's reasonable expenses incurred for activities undertaken on behalf of the group. It shall also cover the cost of the AGM and any EGMs.

The group shall insure its members and volunteers against risks incurred in their duties undertaken for the group. Volunteers will be required to consider safety and risk in their activities.

The treasurer is also authorised to operate a bank account on behalf of the forum with transactions confirmed by another moderator. The treasurer may hold other roles within the group

A set of unaudited accounts and a budget / forecast for the following year and years shall be produced by the treasurer. It will be the responsibility of the whole committee to ensure that the forum's financial position is secure.

### **\* Winding up**

Should the group vote at an AGM or EGM to disband (by a majority of two thirds of those present and at least 30 votes), the remaining team will undertake as orderly wind down as practical. The remaining team will distribute any residuary funds amongst community organisations with the geographic area which have similar aims to the group as they see fit.

Should the number of voting members be less than 45, a simple majority of those attending the AGM or EGM will suffice for a decision.

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