

LITTLEBURY RESIDENTS GROUP (LRG)

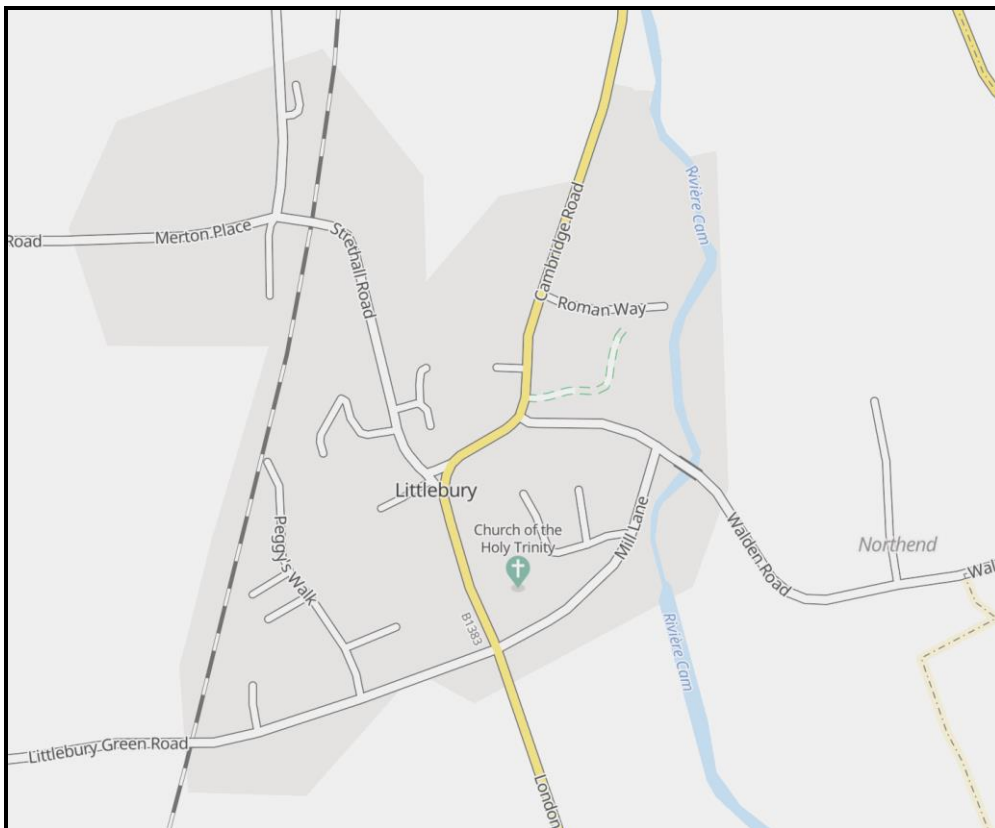
CONSTITUTION

1. Name

- 1.1. The name of the Group shall be Littlebury Residents Group (LRG).

2. Area

- 2.1. The Group's focus covers the village of Littlebury and its surrounds as defined in the map below:



3. Aim

- 3.1. The aim of the Group shall be the promotion of community action to resist any inappropriate development in, and around, the village of Littlebury on the grounds that the Group considers this would have an adverse impact on the village's characteristics.

4. Powers

4.1. In order to achieve its aim, the Group may:

- Raise money.
- Open bank accounts.
- Take out insurance.
- Employ staff and retain professional advisers.
- Organise courses and events.
- Work with similar Groups and exchange information and advice with them.
- Do anything that is lawful which will help it to fulfil its aim.

5. Membership

5.1. The Group shall comprise the Management Committee and any individual over 18 without regard to disability, political or religious affiliation, race, sex or sexual orientation who is:

- a resident of Littlebury Parish;
- interested in helping the Group to achieve its aim;
- willing to abide by the rules of the Group; and
- willing to pay any subscription agreed by the Management Committee.

5.2. Each member of the Management Committee, together with all those individuals mentioned in paragraph 5.1 shall be referred to in this Constitution as “the Supporters” (and “Supporter” in the singular”).

5.3. Supporters shall conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated and will be grounds for suspension of individual Supporters.

5.4. The right of any Supporter to have further involvement in the Group may be terminated for good reason by the Management Committee: Provided that the Supporter concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

5.5. Any money raised by, or on behalf of, the Group will be used to further the Group’s aims.

5.6. Supporters cannot receive any payment from the Group other than for bona fide expenses agreed by the Committee and approved in advance.

- 5.7. Membership is subject to approval by the Committee and is open to residents of Littlebury Parish. Membership will end when a Supporter stops living in the Parish. Requests to grant exceptions to this paragraph 5.7 will be considered by the Committee in accordance with the voting rules set out below.
- 5.8. Statements to the media or other organisations on behalf of the Group should be made by the Chair (or Vice Chair) or by other committee members with the prior approval of the Management Committee.
- 5.9. Correspondence sent on behalf of the Group must be signed (or electronically signed) by the Secretary, Chair (or Vice Chair), having been agreed by the Management Committee and recorded in a log by the Secretary.

6. Management

- 6.1. The Group shall be administered by a Management Committee of not less than 4, and not more than 10, individuals elected either at the Group's A.G.M. or at any time by the Management Committee.
- 6.2. The Officers of the Management Committee shall be:
 - the Chairperson (or Chair),
 - the Vice Chair,
 - the Treasurer; and
 - the Secretary,

each appointed at the AGM or at other times by the Management Committee.

- 6.3. The Management Committee may co-opt onto the Committee, up to 4 individuals (thereby increasing the maximum number of individuals on the Committee to 14), in an advisory capacity that it feels will help to fulfil the aim of the Group.
- 6.4. The Management Committee shall meet at least 2 times a year.
- 6.5. At least 3 Management Committee members must be present for a Management Committee meeting to take place.
- 6.6. Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chair shall have a 2nd vote. The Management Committee has the power to make decisions using electronic media outside of committee meetings. Any vote held by electronic or other means must be logged and recorded by the Secretary and formally approved at the next meeting (general or committee).
- 6.7. The Management Committee shall have the power to remove any member of the Committee for good reason, subject to the member in question having the right to

present his case to remain to the Management Committee, supported by up to two additional representatives.

- 6.8. The Management Committee may appoint any other Supporter of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.
- 6.9. Subject always to the provisions of paragraph 6.11 below, provided the Management Committee meets in person at least 2 times a year, the Chair may, at his discretion, allow for other committee meetings to take place by email. In that case, the proposal/s for consideration, together with all decisions taken, shall be circulated to the Management Committee by the Secretary by email. Where relevant email comments are made on the proposal/s which might have a bearing on the decision/s taken, these will be circulated to the Management Committee and a reasonable opportunity allowed for further email debate before the proposals are put to the Management Committee by email for their decision.
- 6.10. The Management Committee may arrange for any of the meetings referred to in this Constitution to take place by Zoom or other suitable electronic means where it is reasonable to do so having regard to circumstances at the time.
- 6.11. The Management Committee may communicate with Supporters in any way but, generally (and in particular where Supporters' consent is required) shall, for reasons of cost and practicality, only be obliged to do so by email or at a General Meeting.
- 6.12. Management Committee members must not divulge any Group business which is treated as confidential to other persons or organisations.
- 6.13. Management Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.

7. The Duties of the Officers

- 7.1. The duties of the Chair shall be to:
 - Chair meetings of the Management Committee and the Group;
 - Represent the Group at functions/meetings that the Group has been invited to; and
 - Act as the spokesperson of the Group when necessary.
- 7.2. If the Chair is absent, the Vice Chair or other committee member will assume responsibility for the Chair's duties.
- 7.3. The duties of the Vice Chair shall be to:

- Support the Chair in his duties as required and to act for the Chair, including acting as spokesperson, when the Chair is unavailable:

7.4. The duties of the Secretary shall be to:

- Keep a Supporters list including Supporters' contact details;
- Prepare, in consultation with the Chair, the agenda for meetings of the Management Committee and the Group;
- Take and keep minutes of all meetings;
- Keep a record of all actions and their latest status (whether from face to face or virtual meetings or from email or other electronic communications)
- Keep a record of all correspondence, consultation and activities carried out on behalf of the Group, and provide them as required by the Committee or General Meetings; and
- Collect and circulate any relevant information within the Group.

7.5. The duties of the Treasurer shall be to:

- Supervise the financial affairs of the Group; and
- Keep proper accounts that show all monies received and paid out by the Group.

8. Finance

- 8.1. All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- 8.2. Any bank accounts opened for the Group shall be in the name of the Group.
- 8.3. Any cheques issued shall be signed by the Treasurer and 1 other nominated member of the Management Committee. Where any online payment is proposed, it shall first be authorised by email exchange made between the Treasurer and 1 other nominated member of the Management Committee.
- 8.4. The Group shall ensure that its accounts are made up to 31st December in every year and presented to Supporters for their consideration and approval at the next A.G.M., such approval to be by a majority vote of all Supporters then present.

9. Annual General Meeting

- 9.1. The Group shall hold its A.G.M. within 2 months of 31st December or, where the Management Committee determines that circumstances warrant an extension of this date, by no later than the next following 31st May.

9.2. All Supporters on the Group's email database shall be given at least 14 days notice of the A.G.M. and shall be entitled to attend and vote.

9.3. The business of the A.G.M. shall include:

- receiving a report from the Chair on the Group's activities over the year;
- receiving a report from the Treasurer on the finances of the Group;
- electing or re-electing a new Management Committee; and
- considering any other matter as may be decided.

9.4. At least 6 committee members and/or Supporters must be present for the A.G.M and any other General Meeting to take place

10. Special General Meeting

10.1. A Special General Meeting for all Supporters may be called by the Management Committee or 6 Supporters to discuss an urgent matter. The Secretary shall give all Supporters on the Group's email database at least 48 hours notice of any Special General Meeting together with notice of the business to be discussed.

11. All decisions by majority

11.1. All decisions at all meetings shall be reached by majority vote and in the case of a tie, the Chair shall have a casting vote.

12. Alterations to the Constitution

12.1. Any changes to this Constitution must be agreed by at least two-thirds of Supporters present and voting at any General Meeting.

13. Dissolution

13.1. The Group may be wound up at any time if agreed by two-thirds of those Supporters present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to a local charity.