



THE CONSTITUTION OF AYR FIELD COMMUNITY GROUP

Version 1 - adopted 11th January 2006

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1. Name

The name of the group shall be Ayr Field Community Group.

2. Aim

To improve the green space generally known as Ayr Field and its Environs together with the associated community facilities for the benefit of the inhabitants of St Ives.

3. Objectives

The group exists to:

- (a) Involve, engage and encourage participation by local inhabitants in the improvement of the area;
- (b) Encourage a sense of community by promoting equal opportunities for all and oppose any form of discrimination;
- (c) Enhance and protect community access to Ayr Field;
- (d) Promote sport, community recreation and play facilities;
- (e) Propose, encourage and facilitate environmental and physical improvement, management and maintenance by working with statutory and non statutory agencies;
- (f) Link with similar groups and other partners to exchange information and advice, developing best practice where possible;
- (g) Promote and carry out, or assist in the promotion and carrying out of research, surveys and investigations, and publish the useful results thereof;
- (h) Organise or assist in organising meetings, training courses, events, exhibitions and publish or assist in publishing reports, periodicals, recordings, books or other documents or information;
- (i) Publicise, promote and evaluate the work of Ayr Field Community Group;
- (j) Make rules and standing orders for categories of members and their rights;
- (k) Open bank accounts for the purpose of the group and projects;
- (l) Raise funds and receive contributions where appropriate to finance the work;
- (m) Pay for goods and services in connection with the work of the group;
- (n) Take out insurance for the purpose of the group and projects;
- (o) Employ and pay any person or persons, not being a member of the Management Committee, to supervise, organise and carry out work on behalf of the group and make all reasonable and necessary provision for the payment of remuneration of such persons where necessary;
- (p) Promote and organise co-operation in the achievement of the above objects and to that end to work in association with local authorities and voluntary organisations engaged in the furtherance of the objects in the area of benefit;
- (q) Work towards achieving the aims of Ayr Field Community Group while remaining a non party political group at all times;
- (r) Do all such other lawful things as may be necessary for the attainment of the above objects or any of them.

4. Membership

- (a) Membership of Ayr Field Community Group shall be open to anyone who is interested in the group aim and willing to abide by the rules of the group, irrespective of political party, nationality, religion or political opinion.
- (b) All memberships shall be free and open to all inhabitants of St Ives who subscribe to the aims and objectives of the Ayr Field Community Group.
- (c) Non voting junior membership will be open to inhabitants below the age of 18 with the written permission of their parent or legal guardian. These members will be called 'Junior Members'.
- (d) Voting Individual membership will be open to inhabitants aged 18 or over, each member shall have one vote at general meetings. These members will be called 'Adult Members'.
- (e) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- (f) Registration and termination of membership. Any member of the group may resign his/her membership by giving to the secretary of the group written notice to that effect.

The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the group, PROVIDED THAT the member shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

5. Management

- (a) Ayr Field Community Group shall be administered by a Management Committee of not less than three (3) Adult Members and not more than fifteen (15) Adult Members, including officers, elected at the groups Annual General Meeting.
- (b) The minuted number of officers on the Management Committee shall be:
The Chairperson
The Treasurer
The Secretary
and such other officers the group shall deem necessary at the meeting.
- (c) The Management Committee shall meet at least four (4) times a year and will be responsible for the management of Ayr Field Community Group.
- (d) At least three (3) Management Committee members must be present for a Management Committee meeting to take place.
- (e) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.
- (f) The Management Committee shall have the power to set up sub- groups and working parties as deemed necessary who shall be accountable to the Management Committee.
- (g) Committee Members must be at least 18 years old.
- (h) Any member of the Management Committee who fails to attend three (3) consecutive meeting without reasonable excuse shall lose his/her place on the Management Committee.
- (i) The Management Committee shall have the power to co-opt individual members of Ayr Field Community Group to the Management Committee until the conclusion of the next Annual General Meeting.

- (j) Individual Members of the Management Committee shall have the power to make interim decisions that meet the aims of the group between meetings, where necessary. Such actions will be reported back at the next Management Committee meeting and appropriate action will follow.
- (k) A proposal to remove any Member of the Management Committee between one AGM and the next can be made by any member of the group. The proposal and reasons must be made in writing to a member of the Management Committee. The proposal will be determined at a Special General Meeting where the Committee Member will have the opportunity to respond. The final decision will be made by all members present at the Special General Meeting and will be decided by a simple majority secret ballot.

6. Finance

- (a) Any money obtained by the group shall be used only for the group.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) Any cheque issued shall be signed by at least two of any three nominated signatures, noting that each nominated signatory must be from a different household.
- (d) The Management Committee will ensure that the group stays within the budget.

7. Management Committee Meetings

- (a) The Management Committee shall meet at least four (4) times each year.
- (b) The quorum for a meeting shall be three (3).
- (c) The committee shall be accountable to the members at all times.
- (d) All meetings must be minuted and available to any interested party.
- (e) All Management Committee members shall be given at least seven (7) days notice of a meeting unless it is deemed an emergency meeting.

8. General Public Meetings

- (a) The committee shall call at least one general public meeting each year, the purpose of these meetings is for the Management Committee to (i) account for the actions of the group and consider the regeneration and development of Ayr Field according to the groups objectives; (ii) Encourage discussion within the community of ideas, issues, problems and solutions according to the groups objectives.
- (b) The Chair of the group shall normally chair these meetings.
- (c) At least fourteen (14) days notice of such a meeting must be given and advertised in at least five (5) public places.
- (d) All meetings, including AGMs, must be minuted and available to any interested party.
- (e) The quorum for a General Public Meeting shall be at least eight (8) persons of which no more than four (4) shall be Management Committee members.

9. Annual General Meeting

- (a) Ayr Field Community Group shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days notice of the AGM.
- (c) The business of the AGM shall include:
 - (i) Receiving a report from the Chairperson of the groups activities over the year.
 - (ii) Receiving a report and presentation of the last financial years accounts from the Treasurer on the finances of the group.
 - (iii) Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than four (4) shall be committee members.
- (e) Alterations to the Constitution can be determined at the AGM with a vote as clause 11 (b).

10. Special General Meeting

- (a) Each SGM shall be held by a majority decision of the Management Committee to determine:
 - (i) any breach of code of conduct by member or Committee member and appropriate action to be taken and
 - (ii) any other appropriate matters.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days notice of the SGM, unless in an emergency when reasonable notice shall be served.
- (c) The quorum for Special General Meeting shall be at least eight (6) persons of which no more than three (3) shall be committee members.
- (d) Each SGM will be minuted and reported back to the next meeting of the Management Committee.

11. Alteration of the Constitution

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 12) must be delivered to the secretary in writing. The secretary in conjunction with at least (2) two other committee members shall then decide on the date of a general meeting to determine such proposals, giving at least four weeks (28 days) clear notice. All members will be invited to attend.
- (b) Any changes to this constitution must be agreed by at least two-thirds of those members present and voting at any general meeting.

12. Dissolution

The group may be wound up at any time if agreed by two-thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims, working in the same area of benefit or as near to the area of benefit as possible.

13. Adoption of the Constitution

This constitution was adopted by the members present at the AGM held on:
11th January 2006

Signed:

- Chair)
- (Secretary)
- (Treasurer)
- (Member)
- (Member)
- (Member)
- (Member)
- (Member)
- (Member)