

## NAME

The name of the Organisation shall be [BISHOPSTEIGNTON.ORG.UK](http://BISHOPSTEIGNTON.ORG.UK) Website.

## AIMS

The aims of the Organisation shall be :

- a) To produce a village website which is easy to use, up to date and which promotes village life and all its activities.
- b) To be non political and unbiased in village politics
- c) To be a "Not-For-Profits" organisation.
- d) To direct funds raised to local community projects.

## POWERS

To further these aims the Organisation shall have power to:

- (a) Open a bank account
- (b) Obtain, collect and receive money or funds by way of contributions from advertisers and donations and any other lawful method towards the aims of the organisation.
- (c) Decide on the contents of the website, the Webmaster having the final decision.
- (d) Do all such lawful things as will further the aims of the Group.

## MEMBERSHIP

- (a) Chair: Webmaster. The person who maintains the web-site.
- (b) Treasurer: Web-Treasurer. The person who deals with advertisers, is responsible for issuing invoices and receipts, banking monies and producing cheques for donations and expenses.
- (c) Secretary: Web-Administrator(s). The person(s) who check accuracy of site and deal with general communications.

## MANAGEMENT

- (a) A Management Committee elected annually at the Annual General Meeting (AGM) shall manage the Organisation.
- (b) The committee shall consist of a chair, secretary, treasurer
- (c) The committee shall meet at least 2 times each year.
- (d) At least 2 committee members must be present at a committee meeting to be able to make decisions.
- (e) A proper record of all transactions and meetings shall be kept.

## GENERAL MEETINGS

- (a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.
- (b) Notices of the AGM shall be published three weeks beforehand and a report on the Organisation's financial position for the previous year will be made available at the same time.
- (c) A Special General Meeting may be called at any time at the request of any member of the committee. A notice explaining the place, date, time and reason shall be sent to all members two weeks beforehand.
- (d) One third of membership or two members being present, whichever is the greater, shall enable a General Meeting to take place.
- (e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

## ACCOUNTS

- (a) The funds of the Organisation including all donations, contributions and bequests, shall be paid into an account operated by the management committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- (b) The funds belonging to the group shall be applied only to further the aims of the Organisation.
- (c) A current record of all income, funding and expenditure will be kept.

## DISSOLUTION

- (a) The Organisation may be dissolved by a resolution passed by a simple majority of those present and voting at a Special General Meeting.
- (b) If confirmed, the committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to the Group or some other charitable purpose(s) as the Group may decide.

Signed by Chair.....BN..... Date.....8/7/16.....

Signed by Secretary.....HC..... Date.....8/7/16.....

Signed by Treasurer.....HC..... Date.....8/7/16.....