

FRADLEY HERITAGE GROUP

CONSTITUTION

Date of issue: 21ST March 2017

Name

The name of the organisation will be Fradley Heritage Group, hereafter referred to as The Group.

Aim

To promote community awareness of Fradley, it's culture and heritage.

Purpose

The purpose of The Group will be to work in partnership with the Parish Council and other local organisations to carry out the following tasks:

- 1 Create 'Fradley History Society' as a sub-group of The Group, investigating, documenting and displaying information regarding the history of Fradley Parish.
- 2 Create 'Fradley Cultural Society' as a sub-group of The Group, investigating, promoting and supporting Fradley community and businesses.
- 3 Create 'Fradley Environment Group' as a sub-group of The Group, investigating, promoting and delivering on environmental issues in Fradley
- 4 Open a bank account in the name of The Group (with 2 signatories required)
- 5 Identify sources of funding and apply for grants to finance The Group
- 6 Identify ways of involving the whole community and gather the views, opinions and any evidence base from groups, organisations and residents.
- 7 Identify and promote ways of communicating with Fradley residents in order to gain further support for and to feed-back progress of the sub-groups.

Membership

Membership of The Group is open to all people (over 16 yrs old).

The Group will comprise of no fewer than 6 members and a maximum of 20 members

A person will cease to be a member of The Group having notified the Chair or Secretary in writing of his or her wish to resign.

Except by prior arrangement with The Group, any person not attending three consecutive meetings will cease to be a member of The Group.

Officers

The Group will elect a Chairman, Vice Chairman, a Secretary and a Treasurer. All other Group members will have a specific role, to be agreed by the Group or Officers.

If an Officer resigns, then the position should be filled as soon as possible, but must be agreed by the majority of The Group at a standard or extraordinary meeting.

If it becomes necessary to replace an Officer, for whatever reason, then the replacement must be discussed and agreed by the majority of The Group at a standard or extraordinary meeting.

Meetings

The Group will meet every month or as required. Extraordinary meetings can be called at any time to discuss specific issues.

The Group will aim to meet every second Monday of the month and an Agenda/reminder will be forwarded by email to all members of The Group at least one week prior to the meeting.

Every matter will be determined by a majority of votes of The Group members present (including invited members). In the case of equality of votes, the Chair of the meeting will have a casting vote.

The Group reserves the right to close the meeting to the public temporarily to discuss confidential or sensitive issues.

The Group must have a minimum of 4 members present at a meeting to be quorate.

The Secretary will keep a record of meetings and circulate minutes to members via email at least one week before the following meeting.

Non-Steering Group persons attending meetings

Persons wishing to observe Group meetings may do so, provided that the business of the meeting is not disrupted. The Group may invite any person or organisation/representative to attend a meeting if it sees fit. Persons wishing to attend a meeting should advise the Chairman/Secretary in advance.

Sub-Groups

It is intended that 3 sub-groups will be set up:

Fradley History Society

Fradley Cultural Society

Fradley Environment Group

The Group should set up each Sub-Group with a nominated Chair and Deputy. At least one member of The Group will sit on each Sub-Group.

The Chair and Vice Chair of The Group will be ex-officio members of each Sub-Group.

Sub-Groups do not have the power to authorise expenditure on behalf of the Group.

Members of The Group and Sub-Groups will be expected to carry out their duties in an open and balanced manner. Any potential conflicts of interest, pecuniary or other involvement which would impair any individual's ability to take a balanced and unbiased view of any chosen task, should be advised in advance to the Chair.

Finance

The Treasurer will keep a clear record of expenditure, supported by invoices.

For expenditure within a limit of £50; expenditure may be authorised by any two Officers

In the case of expenditure above £50, authorisation will be required by The Group. At least one quotation should be provided and purchasing arrangements will be made between the Treasurer and Chair.

All expenditure must be validated by invoices/receipts.

The Group bank account must have the Chair, Vice-Chair and Treasurer as named signatories, with 2 signatories required on cheques.

Changes/disputes to the Constitution

This constitution may be altered and additional clauses may be added with the consent of the officers of The Group plus at least two thirds of the remaining members present.

If a dispute or query arises that is not covered by the Constitution, then The Group will seek to resolve this as soon as possible with an additional clause written into the Constitution to cover future eventualities.

Dissolution of the Steering Group

Upon dissolution of The Group, any remaining funds will be disposed of by The Group, in accordance with the decisions reached at an Extraordinary Meeting open to Fradley residents. No individual member of The Group will benefit from the dispersal. The return of any unused funding given as grants to The Group may need to be considered if this was part of the condition of the grant.

Principal Officers

Chairman - Mr/Mrs/Miss/Dr

Signed:

Vice-Chairman - Mr/Mrs/Miss/Dr

Signed:

Treasurer - Mr/Mrs/Miss/Dr

Signed:

Secretary - Mr/Mrs/Miss/Dr

Signed: