

Hatherleigh Parish Pump

1. Aims

The newsletter will be distributed, via volunteers to the residents of Hatherleigh and surrounding areas, without fear or prejudice, for local residents, organisations and companies to

1. to advertise their future community events free of cost.
2. report on their events free of costs.
3. to express their concerns about local issues free of cost.
4. to advertise commercial activities at a cost
5. The editor accepts copy on trust
6. The editor can reject any copy, with discussion with the officers if the Editor requests, then the article under discussion if printed will be the responsibility of the Committee as a whole.
7. To provide a newsletter which allows all local views and ideas to be expressed.
8. The editor will only reject copy if he/she decides it is illegal, indecent, not of relevance to the area or for space reasons. If the contributor disagrees he can ask for a review by the committee. If the committee unanimous agree with the editor the contributor will be informed. If NOT the contributor will be asked to meet with the committee, to explain. The editor is restricted by space and may reject items for this reason and will try and contact the contributor, if they live in the area.

2. Equal Opportunities

Hatherleigh Pump will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

3. Officers and committee

The responsibilities of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than once a year.

The Committee will consist of at least 3 members, and be composed of more committee members.

All officers will be of a voluntary nature although remunerations may be voted up on at the AGM

The officers' roles are as follows:-

1. Chair/editor, who shall chair both general and committee meetings and editor the magazine.
2. Secretary, who shall be responsible for the taking of minutes and the distribution of all papers and shall be responsible for keeping records of members
3. Treasurer who shall be responsible for maintaining accounts
4. Advertising executive to keep record of advertisers and to chase payments due and keep the editor and treasurer informed of payments received etc.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of the community wishing to attend, who may speak but not vote. Any resident can be a committee member up to a limit of 15, if they move out of the area they will automatically step down.

5. Meetings

All meetings are open to all the residents parishes covered by the Parish Pump, except at AGM and EGM meetings only the Committee Members can vote.

At AGMs and SGMs all present residents over 16 can vote.

All meetings will be advertised in the Pump whenever possible.

5.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM and advertised in the pump.

All committee members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for officers may be made to the Secretary or Editor ideally before the meeting or at the meeting.

The quorum for the AGM will be 3 members.

At the AGM:-

1. The Chairman/editor will present a report of the work of Pump over the year.
2. The Treasurer will present the accounts of "The Parish Pump" for the previous year.

3. The officers and Committee for the next year will be elected.
4. Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed
5. Any remunerations be voted on all attending the meeting.

5.2 Special General Meetings

The Editor will call a Special General Meeting at the request any of the committee officers, stating the reason for their request.

The meeting will take place within twenty-eight days of the request.

All committee members will be given three weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be at least 3 committee members

6. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of committee members (at AGMs and SGMs all residents) present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

7. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer, whose residence will be the official address of Hatherleigh Parish Pump). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each annual general meeting.

All money raised by or on behalf of The Pump is only to be used to print and distribute the magazine. Also expenses, Gratis payments and donations to local causes, should be discussed then decided upon at the AGM.

All bank statements will be made available to any resident given reasonable notice.

8. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

9. Standing Orders

No standing orders will be issued, all amendments to the constitution will incorporated in the constitution and the New Constitution will then substitute all previous constitutions.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the Pump it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Annual General Meeting held on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed