

## CONSTITUTION

To be adopted by Bridge Parish Council on the 9<sup>th</sup> February 2006

### 1. Adoption of the Constitution

The association and its property will be administered and managed in accordance with the provisions in this constitution.

### 2. The Name.

The association's name is "Bridge Youth Group"(and in this document is called the Club)

### 3. Area of benefit: The Parish of Bridge

### 4. The Objects

The Club's objects (the Objects) are:

- i) To promote and manage a Youth Club within the organisation for young people of both sexes, in the 9 to 16 years age ranges;
- ii) To encourage 'unattached' young people to join the Youth Club, paying particular attention to provision for those with special needs, or of minority ethnic origin;
- iii) To support the youth workers in organising and supervising the activities of the Club, and assist them in the provision of an appropriate and attractive programme of activities;
- iv) To encourage the formation of a Club Members' Junior Committee and otherwise to provide opportunities for Youth Club members actively to participate in the management of their Club and activities.
- v) To liaise with other sub-committee and sections of the organisation as may be appropriate;
- vi) To support and encourage participation in any wider grouping of youth organisations established to promote and assist work among young people and/or discuss issues which affect them
- vii) To recommend for the consideration of the Management Committee the establishment of additional activities and sections which would be of particular interest to unemployed and other young people
- viii) To raise funds by seeking grants and/or organising special efforts to assist with the provision of equipment or facilities for the Youth Club and to help meet its running costs.
- ix) To promote such other charitable purposes as may from time to time be determined

## 5. Powers

In order to implement its objects, the Bridge Youth Group may exercise the following powers:

- i) power to raise funds and to invite and receive contributions;
- ii) power to buy or lease and to maintain any equipment or materials necessary for the achievement of the objects;
- iii) power to sell, lease or dispose of all or part of the property of the Club;
- iv) power to employ such paid workers (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects
- v) authority to charge members subscriptions
- vi) authority to publish literature: books, periodicals, pamphlets and other materials in printed, records or electronic format
- vii) authority to organise conferences, debates, seminars and such other special events as the Management Committee may determine
- viii) authority to co-operate with other organisations in furtherance of the any of the objects or of similar purposes;
- ix) responsibility to provide indemnity insurance cover for the members of the Management Committee (or any of them) out of the funds of the Club: Provided that any such insurance shall not extend to any claim arising from any act or omission which the members of the Management Committee (or any of them) knew to be a breach of duty or breach of trust or which was committed in reckless disregard of whether it was a breach of duty or breach of trust or not.
- x) Responsibility to identify and develop such policies as are necessary for the running of the organisation, and procedures for implementing them
- xi) power to do all such other lawful things as shall further the objects of the group.

## 6. Membership

Membership of the Club shall be open to young people between the ages of 9 and 16 years residing in the parish of Bridge and other persons or bodies interested in furthering the work of the Club.

Membership of the Club shall be open, irrespective of sex, sexual orientation, race, nationality, disability, or political, religious or other opinion.

Members will agree to abide by the rules of the Club regarding membership and behaviour.

## Subscriptions

The main Committee will determine the amount of subscription payable by members.

## Termination of Membership

The main Management Committee and/or Youth workers (whether paid or unpaid) shall decide if someone's membership is to be suspended or terminated. Membership may be suspended or terminated on the following grounds:

- Absence of 3 or more consecutive sessions, as detailed in the rules of membership
- Behaviour deemed unacceptable or that is in breach of the rules of the membership

## 7. Complaints Procedure

i) If in the opinion of the staff, the behaviour of any person involved in any Youth Club activity could be deemed as unacceptable, that person may be asked to leave if appropriate and be excluded Youth Club activities until a management Committee meeting can be called to discuss the problem. This meeting must be called within 14 days of the reported incident. A letter to the person involved must be sent out to their given address 3 days after the incident, explaining the situation and inviting them to attend the Management Committee meeting.

Members have a right to be heard by the deciding body, accompanied by a friend if desired, before a final decision is made.

Any decision made by the Management Committee regarding the situation will be final.

ii) If any person involved in Youth Club activities has reason to make a complaint of any kind, this complaint must be put in writing to any Management Committee officer, giving names, dates and details of the complaint. This will be acknowledged as soon as possible and the complaint will be fully investigated within 14 days. If there is any reason for a delay the complainant will be kept informed.

The Management Committee will convene a special meeting to which the complainant will be invited. A full report of the meeting including details of any decisions will be sent to the complainant. This will be done within 4 weeks of the date of the complaint. The decision of the Management Committee will be final.

## 8. Committee Structures

### Management Committee

The Club shall be managed by a Committee of not less than 3 persons elected annually by ballot at the Annual General Meeting.

The Committee shall appoint a Chairman, Secretary and Treasurer and such officers as they deem necessary.

The Committee shall meet at least 2 times a year.

The Committee shall have the power to co-opt as additional members, such persons as, in the opinions, are able to render special service.

The duties of the Committee shall be to safeguard the interests of members, by providing premises, leadership and finance and by encouraging members to take a full and active part in the running of their Club, by devising methods of achieving the objects of the Club exercising with members a general oversight and assisting in the development and extension of activities.

Nominations for election to the Management Committee shall be submitted in writing, countersigned by the person nominated, not less than seven days before the AGM.

### Provision for Junior Membership on Management Committee

Provision for junior member representation may be undertaken as necessary, subject to the following:

- i) Only those members with membership of at least 10 weeks membership shall be considered to join the Management Committee
- ii) Up to 3 junior representatives only may sit on the Management Committee
- iii) Junior representatives to be elected annually by ballot by members and Management Committee or co-opted by Management Committee only with Junior representative agreement.
- iv) No person under 18 years may be appointed as a charity trustee or have any voting right.

Duties of the Junior representatives shall be an advisory role to the Management Committee on the conduct of the day to day running of the general affairs of the Club, and matters of policy and finance, as appropriate.

Junior representatives responsibilities are subject to the ultimate oversight and responsibility of the elected Management Committee.

### Paid Staff

The Management Committee has responsibility for appointing and dismissing paid staff and fix their rate of pay and terms and conditions.

No paid staff may be a member of the Management Committee although staff may be in attendance, if invited.

### 9. Accounts

The Management Committee shall cause to be kept proper accounts of all Monies belonging to the Club, to be presented at all Management Committee meetings.

### 10. AGM

The main Committee must hold an Annual General Meeting of the Club within 12 months of the date of the adoption of this Constitution.

An Annual General Meeting must be held in each subsequent year and within 15 months of the preceding annual general meeting.

At least three weeks notice must be given of the AGM.

The purpose of the AGM shall be to

- receive the annual Management Committee report

- to receive the audited or independently examined balance sheet and statement of accounts for preceding year, with estimates of receipts and expenditure for the current financial year
- to elect officers, fill vacancies
- to keep the membership informed
- to decide on any resolutions which may be submitted to the meeting

Those people entitled to vote shall be voting members of the Management Committee. Each member shall have one vote. All votes at general meetings are on a simple majority basis though the Chair shall have a second or casting vote in the event of a tie.

General Meetings may be convened at any time by the Management Committee and shall be convened by them on receipt of a requisition signed by any member.

### 11. Special General Meetings

The Chair of the Committee or the Secretary may at any time at their discretion, and shall within 21 days of the secretary receiving a written request to do so, signed by not less than 2 members having the power to vote and giving reasons for the request, call a Special general meeting of the Club for the purposes of altering the Constitution in accordance with Clause 12 hereof or of considering any other matter which may be referred to it or for any other purpose.

Special General Meetings may *only* consider the business for which they have been called, and this should be clearly noted on the notice of the meeting which should be sent to all members, sections and affiliated groups, and to statutory authorities which have any appointed representatives to the main committee of the Club.

Three weeks notice of a Special General Meeting should in normal circumstances be given, although if the reason for calling the special general meeting is that an emergency has arisen, shorter notice may in such circumstances be given.

### 12. Constitution

Notice of proposed amendments to the Constitution must be given in writing not less than 28 days before the meeting at which it is first to be considered.

The above Constitution shall only be altered by resolution passed by a two-thirds majority of the members in General meeting.

Notice of each such meeting must have been given in accordance with normal procedure, but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

### 13. Dissolution

The procedure to wind up the Club, on the ground of expense or otherwise it is necessary or advisable to dissolve the Club, shall be by simple majority at a General meeting.

In the event of the Club being dissolved, a meeting of the Committee shall be called to realise the assets of the Club and discharge all debts and liabilities of the Club.

Any monies and property remaining after satisfaction of all debts shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

Signatures:

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