

East Suffolk One Constitution Document

1. Name of the Organisation: **East Suffolk One**

2. Aim:

To provide a great sounding radio station for East Suffolk, connecting people with local content and keeping our community in mind every day. This by providing a platform to raise awareness and profile of the work of local charities, groups and organisations in Lowestoft, Beccles, Leiston, Bungay, Halesworth, Southwold and surrounding villages of Suffolk.

3. Objectives and Charitable Purposes of the Organisation:

- Engage with the community via online radio output, website and through a social media presence to support local charities, groups and organisations.
- Reach out to local groups and young people to help them develop skills for working in community radio.

Methods of Achieving Objectives

- To maintain a 24 hour, seven days a week high quality online radio station.
- To update and maintain local content, including interviews and online features such as Community Connections. This promotes local charities to make a difference in our communities by engaging with individuals who take part.
- Produce up to date local news and local weather bulletins for the radio station and online.
- To organise and hold meetings as and when required
- To undertake training, when identified as a need - this achieved virtually at present.
- To raise awareness of the group among other local voluntary groups and organisations, so that new and existing initiatives can be identified – and to exchange information and advice with them.
- The group shall have the power to raise funds by means of contributions, grants and fundraising, by lawful means.
- All funds and property of the group shall be used solely to promote its objectives as outlined within this Constitution Document.

4. Area of benefit

There are many societal benefits that the group brings – primarily, we will have the ability to strengthen community cohesion to help make a difference in our communities. Also, building on social capacity by providing a platform to raise profiles and awareness of community charities, groups and organisations. We will also seek to provide some opportunities for volunteering and learning new skills with the local community.

5. Powers

East Suffolk One may hire or purchase premises or equipment; hire tutors and facilitators; fundraise; attend training; charge for activities; facilitate events and workshops; and collaborate with other groups and organisations in order to carry out its objectives.

6. Application of income and property:

None of the income or property of East Suffolk One may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of 'the group'.

7. Accounts:

The Treasurer shall present to each ordinary meeting an up-to-date statement of the accounts.

The Treasurer will ensure independent accountants will prepare annual statements of accounts, which would be presented at an Annual General Meeting.

Where funds are received by donation, grant, sponsorship, gift or otherwise for specifically defined purposes, such funds shall be used only for the purposes defined by the donor(s). Any unspent balance shall be returned to the donors or to their trustees.

8. Membership

Anyone over the age of eighteen who lives, works, volunteers or is otherwise connected to the local community may apply to be a member of the group.

Membership may be revoked if a member is found to have brought the organisation into disrepute.

Anyone applying for membership must supply their name, position (if an organisation), address including postcode and telephone number (if they have a telephone) in order that the Secretary can ensure that they are notified of meetings and data can be kept for funding application and voting purposes.

Everyone abides by the group's Safeguarding, Equality and Diversity Policies.

Cost of membership

The Management Committee has set no annual subscription fee.

9. Management Committee

Election of Officers

The current group is very small and no formal 'Management Committee' has yet been formed.

However, if and when a 'Management Committee' is required to be formed, any individual who is eligible for full membership may stand for election as a 'Management Committee' member. When this happens, they would inform the group members of their intention to stand for election.

There would be a minimum of 3 Management Committee members and a maximum of 6 committee members. Each of these members will have one vote.

All those standing for election should seek a proposer and seconder to nominate them as suitable candidates to undertake the tasks required

The quorum at General Meetings of the Association shall be 4 and at meetings of a Committee would be 3.

The Management Committee would elect, from their number:

A Chair:

- Who would ensure meetings run smoothly, everyone has their say and decisions are made.
- Acts as a contact point for the organisation.
- Represents, or arranges for others to represent, the organisation.

A Secretary:

- Who informs everyone about meetings.
- Takes minutes or ensures that minutes are taken.
- Ensures records of membership are kept.
- Helps the Chair make sure paperwork gets done.

A Treasurer:

- Who oversees the money of the group, that is, makes sure that it is being spent with the agreement of the committee and makes regular reports to the committee about this.

The whole committee is responsible for decisions on how the group meets its charitable purposes and objectives, including how the money is spent.

10. Disqualification and removal of Committee members

- A Management Committee would cease to 'hold office' if he or she:
- Is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (undeclared bankruptcy, regardless if you are declared or undischarged bankrupt; offences involving conviction for fraud or deception or removed from office by the Charity Commission) or any statutory re-enactment or moderation of that provision
- Ceases to be member of the group - East Suffolk One
- Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs
- Resigns as Committee Member by notice to East Suffolk One (but only if at least two Committee members remain in office when the notice of resignation takes place).

11. **Committee meetings**

- East Suffolk One would meet a minimum of 4 times per year.
- At least two committee members must be present in order to make a decision, and this must include at least one officer (Chair, Secretary or Treasurer).
- The Chairperson shall have the additional casting vote in the case of votes being equal
- If within fifteen minutes of the start of a meeting the Chair is not present, then those present will elect a Chair from their number for that meeting.
- If a member is not present at a meeting then the Secretary should ensure that they have the date for the next meeting. Members have a responsibility to contact the secretary to ask about the date of future meetings
- Members have a duty to keep the secretary informed of current contact details

12. **Extraordinary Meetings / General Meetings**

- All the members would be given at least 28 days notice of the meeting.
- An Extraordinary meeting or Annual General Meeting would be considered quorate if one third of the membership attend. If there is no quorum, then the meeting would be re-advertised and held between 14 to 28 days later. This meeting will be considered quorate, irrespective of the number attending.

At the Annual General meeting the committee should:

- Tell members what they have done

- Ask the membership to agree that money has been spent well and that they agree the money has been accurately accounted for
- Thank founders that provided help 'in kind' and anyone else who has helped
- Ask the membership to vote a new committee/re-elect committee members to carry out the objectives
- Ask the membership to agree to an independent examination of the accounts
- Ask for new ideas

Constitution could be amended or changed at the AGM, or extraordinary meeting called for that purpose

13. **Dissolution**

If the Management Committee or those remaining in the group decides that there is no further need for this community project, or insufficient people can be found to take committee responsibilities, then a group decision or Extraordinary meeting would be held to agree that the group may be closed. (see clause 12 for rules governing Extraordinary meetings) Any money, equipment or other materials may be given to other group/s in the East Suffolk One area, which seeks to promote similar objects. Those remaining in the group or present at an Extraordinary meeting will decide which group or groups this would be.

Arrangements until the first Annual General Meeting of East Suffolk One

Until the first Annual General Meeting takes place, this constitution shall take effect as the terms of reference for East Suffolk One.

Signed..... Chairperson -

Signed Secretary -

Signed Treasurer -

DATE

The Constitution will be adopted at the inaugural general meeting to take place 'virtually'.

DATE:

Name, address and signature of Chair

Name	Address	Signature

Name, address and signature of all committee members

Name	Address	Signature