

# Constitution of *The “Most Easterly Community Group”*

## **1. Name**

The name of the association is ‘*Most Easterly Community Group*’ (referred to below as ‘The Group’ or MECG). The Group is a not-for-profit organisation.

## **2. Aims**

- 1) To foster a sense of belonging and neighbourliness amongst the diverse communities of the former North Lowestoft Heritage Action Zone (HAZ area) and to work together to improve the area’s social and physical environment.
- 2) To promote the area as a ‘positive place to live, work and play’.
- 3) To represent the common interests of residents, businesses and organisations in the area to official bodies
- 4) To liaise with other relevant groups to achieve these ends

## **3. Powers**

The Group shall achieve these aims by opening a bank account, raising funds, holding events, acquiring equipment and working in partnership with other like-minded institutions, *groups and organisations*.

## **4.A Membership**

The boundaries of the group are the former North Lowestoft Heritage Action Zone area (see ‘fish’ map attached) – referred to below as ‘The Area’. Membership is open to:

- 1) any resident of the area,
- 2) anyone working in the area
- 3) anyone having a business in the area
- 4) or anyone with positive *and active* interest in the area.

By joining all members agree to the aims of the group.

Anyone wishing to join should provide personal details i.e. name, address, telephone number and email if they have it. The committee will ensure that any new member is made aware of the constitution of the Group. The committee will ensure that members’ details are kept confidential unless otherwise agreed.

Personal data will be used in accordance with the General Data Protection Regulations 2018 [GDPR].

Activities of the Group will be publicised in The Area and circulated to members through a variety of communication channels and as widely as possible.

#### **4.B Ceasing to be a member of the Group**

Members may resign at any time and should inform the secretary to have their name taken off the mailing list.

Members cease to be members if they move away from the area, unless Membership criterion 4.4 can be appropriately invoked.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

#### **5. Equality and Diversity**

The Group and individual members of the Group will not discriminate against anyone or any other group on the basis of gender, race, ethnic or national origin, religion, sexuality, disability, or age.

#### **6. Management**

The Most Easterly Community Group will be administered by a Management Committee of not less than six people (and no more than 12) who will be elected at the Group's Annual General Meeting or at an appropriate General Meeting in the event of a Management Committee member's resignation. All those standing must be proposed and seconded.

The officers of the Management Committee shall be:

- Chairperson
- Treasurer
- Secretary
- and any other officers the Group deem necessary

The Management Committee shall meet a minimum of three times a year.

If the Chair or Secretary cannot attend a meeting then a member of the Committee will stand in for them.

## **7. Duties of Officers**

The officers' roles are briefly as follows:

1. Chair, who shall chair both general and committee meetings
2. Secretary, who shall be responsible for the taking of minutes and the distribution of all papers, and keeping Action Minutes
3. Treasurer who shall be responsible for maintaining accounts, and reporting them to the Management Committee at each MC Meeting and at the AGM (Fuller descriptions available as a separate document)

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

## **8. Finance**

An account will be maintained on behalf of the Group at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by the appropriate number of signatories required by our bank.

For cheque payments, the signatories will sign the cheque.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Management Committee meeting.

All money raised by or on behalf of The Group is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **9. Meetings**

### **9.1. Annual General Meetings**

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

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time. The AGM Agenda will be circulated at least 7 days before the meeting and will include the previous AGM's minutes. Nominations for the committee can be made to the Secretary before the meeting as well as at the meeting.

At the AGM:-

- The Committee will present a report of the work of The Group over the year.
- The Committee will present the accounts of The Group for the previous year.
- The officers and Committee for the next year will be elected.

## **9.2 Management Committee Meetings**

Committee meetings will take place at least three times in a 12 month period

- Meetings will be have an Agenda and will be minuted.
- Committee meetings may be called by the Chair or Secretary
- The quorum for Management Committee will be three members.

## **9.3 General Meetings**

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary. All members will be given notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 5 members.

## **9.4 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within twenty-one days of the request. All members will be given 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 10 members.

## **10. 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 on a particular topic, and a decision is not reached the issue will go back to the committee for further reflection. The committee will bring the issue back for discussion to a meeting at a later date.

Should any of the officers be absent for a meeting, other committee members will be authorized to stand in.

## **12. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

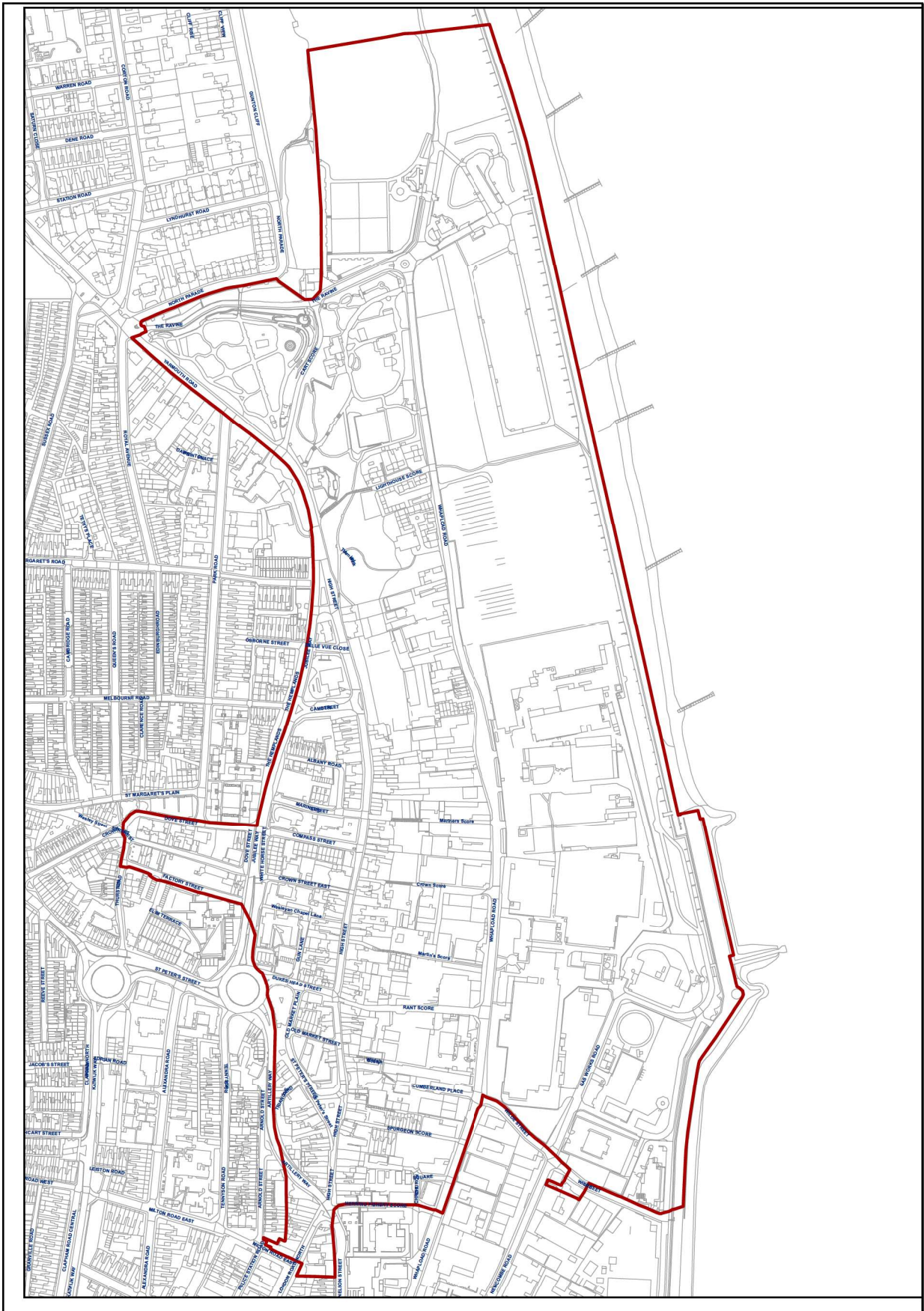
Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

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

## **13. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group 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 will be agreed at the meeting that agrees the dissolution.



Map of former HAZ – 'area' of the Group

This constitution was agreed at the Inaugural Annual General Meeting of the Most Easterly Community Group.

Date *29 July 2019*

Name and position in group [Redacted]

Signed [Redacted]

Name and position in [Redacted]

Signed [Redacted]

Name [Redacted]

Signed [Redacted]

It was amended at the first Annual General Meeting of the Most Easterly Community Group on 28th March 2022.