



CREDITON TOWN TEAM CONSTITUTION

1. Name of the Organisation

Credition Town Team

2. Area of Benefit

Credition Town Team's immediate area of benefit is the parish of Credition, although it is recognised that its benefit may extend to adjacent parishes that rely on Credition for resources and services. (See map of parishes at http://www.devon.gov.uk/mid_devon_parishes.pdf.)

3. Vision Statement

To keep and develop Credition as a thriving, sustainable town that fosters vibrant businesses and recreational, cultural and educational activities for present and future generations, where all people, whether from the local area or as visitors, can live together in peace, harmony and prosperity.

4. Objects

The promotion for the benefit of the public of the regeneration and sustainability of Credition town and its environs, particularly in areas in need of social and economic enhancement, by all or any of the following means:

1. Improving the general health and wellbeing of the people of Credition through the promotion of arts, culture, heritage, sport and other community activities;
2. Contributing to the regeneration and sustainability of Credition town and its environs, particularly promoting local enterprise and community involvement.
3. Encouraging community cohesion which engenders civic pride in Credition and which enhances the reputation of the town, and Mid Devon generally, celebrating our links with towns with which it is twinned or has links;
4. The protection or conservation of the environment;
5. Such other means as may from time to time be determined subject to these being for public benefit and predominantly charitable in intent.

5. Powers of the Organisation:

Credition Town Team shall have powers to:

- 5.1 Publish and distribute information.
- 5.2 Raise funds.
- 5.3 Run events.
- 5.4 Recruit volunteers.
- 5.5 Employ staff.
- 5.6 Buy or lease premises and equipment.

5.7 Enter into contracts.

5.8 Undertake any trade, business, enterprise, project or venture which could contribute to the delivery of the Vision Statement

5.9 Participate in any other activity in pursuance of the Objects.

6. Membership, Eligibility & Fees

6.1 Membership of the Cridon Town Team is open to any person with an interest in Cridon. The Executive Committee may invite people to become members or will consider applications from those wishing to join. New members need to be approved by a majority of the Executive Committee.

6.2 No membership fee will be charged.

6.3 A member shall cease to be a member if s/he:

6.3.1 Does not attend any meetings in the previous 6 months. However, membership may be kept active with a written request to the Secretary;

6.3.2 Resigns;

6.3.3 Is requested to resign following a majority vote at the Executive Committee that the membership should be ended. The member may appeal this decision at the next Executive Committee meeting.

6.4 Members will be required to declare if they have any interest in an agenda item and/or a project for appraisal, and/or any AOB item at any Cridon Town Team meeting (AGM, Extraordinary General Meeting, Executive Committee meeting, or Sub-Group meeting).

7. Annual General Meeting

7.1 An Annual General Meeting must be called by the Executive Committee and held within 15 months of the previous Annual General Meeting.

7.2 The Secretary shall give at least 21 days' notice of the Annual General Meeting to all the members.

7.3 The business of each Annual General Meeting shall include:

- Chairperson's Annual Report;
- Reports of the elected officers;
- Reports of the sub-group co-ordinators;
- Review of the accounts;
- Election of officers to the Executive Committee.

7.4 The Treasurer shall present regular statements of the accounts, showing receipts, payments and all transactions.

7.5 The Treasurer shall prepare an annual statement of accounts, which, after examination by a suitably qualified independent person appointed by the Executive Committee, shall be presented to the Annual General Meeting.

8. Extraordinary General Meetings

8.1 The Executive Committee or not less than one-third of its members may call an Extraordinary General Meeting of the Cridon Town Team.

8.2 At least fourteen (14) days' written notice must be given to all members stating the date, time, place and business of the Extraordinary General Meeting.

8.3 If the Executive Committee fails to give notice within seven days of the request by one third of its members, such members shall be entitled themselves to give notice of and to convene the meeting.

9. Executive Committee Officers

9.1 The duty of the Executive Committee is to ensure the functions of the Crediton Town Team are carried out effectively and efficiently and that the organisation works towards its Vision Statement.

9.2 The Executive Committee shall have no more than 10 regular members, of which no more than three may be currently elected representatives at town, district, county or national level.

9.3 Officers elected at the Annual General Meeting shall be:

- Chair, Vice-chair, Secretary and Treasurer.

9.4 Sub-groups may nominate a member to attend the Executive committee, and up to 4 sub-group nominees can be co-opted to the Executive Committee in a non-voting capacity.

10. Executive Committee Meeting Rules

10.1 The Executive Committee will meet every six weeks.

10.2 Voting shall be by a simple majority decided by a show of hands. The Chairperson shall have a casting vote in the event of a tie.

10.3 Officers and committee members will declare any interest relating to issues decided by vote.

10.4 All members of the Executive Committee should be sent notice of meetings at least 5 days in advance of such meetings, other than in an emergency by agreement with the Chairperson. The agenda will be determined by the Chairperson.

10.5 There shall be a quorum when at least 4 voting members of the Executive Committee are present at a meeting. In the absence of a quorum 15 minutes after the appointed time, the meeting will end at the direction of the Chairperson.

10.6 The Executive Committee shall keep minutes in which the dates, times and places of general meetings, along with decisions reached are noted for all members to refer to.

10.7 Members have the right to raise issues and have them placed on the Executive Committee agenda

10.8 The members may, by special resolution at an Annual General Meeting, or an Extraordinary General Meeting, direct the Executive Committee to take, or refrain from taking, specified action.

11. Appointment & Retirement of Officers

11.1 Officers of the Executive Committee will serve for 2 years. Any retiring Executive Committee member may stand for re-election at any AGM.

11.2 Executive Committee members should not serve for more than 6 consecutive years in the same post.

11.3 Co-opted members should serve for no more than 1 year at a time.

11.4 The Executive Committee may invite any persons with particular knowledge, experience or skill to attend its meetings on special issues. Such persons shall not have voting rights.

11.5 A person ceases to be an officer or member of the Executive Committee as soon as written notification is received by the Secretary that the member is resigning from office.

12. Sub-groups

12.1 The Executive Committee may set up sub-groups from time to time, establishing their terms of reference and any delegated responsibilities as appropriate.

12.2 Sub-group meetings will take minutes which will be reported to the next available meeting of the Executive Committee, including details of attendance and projects.

12.3 Sub-groups will appoint a co-ordinator, who will be responsible for ensuring members are informed of meetings, ensure minutes are taken and reports provided to the Executive Committee.

12.4 The Executive Committee may disband a sub-group from time to time, rescinding their terms of reference and any delegated responsibilities as appropriate.

13. Keeping Members of the Public Informed

Minutes of all meetings of the Crediton Town Team may, at the Executive Committee's discretion, be made public and placed on a Crediton Town Team website, or other web-site/s agreed by the Executive Committee.

14. Alterations to the Constitution

14.1 This constitution may be altered by means of a resolution agreed by a two thirds majority of those present and voting at a quorate Annual General Meeting or a quorate Extraordinary General Meeting held for that purpose.

14.2 Any alterations to this constitution shall take immediate effect, providing that such implementation shall not run counter to any other provision in the constitution.

15. Indemnity

15.1 Every member of the Crediton Town Team shall be indemnified out of the assets of Crediton Town Team against all losses or liabilities incurred by him/her in or about the execution and discharge of the duties of his/her office, except to the extent that such losses or liabilities shall be attributed to either:

- fraud or other matters in respect of which such person concerned shall be convicted of a criminal offence; or
- negligence; or
- actions knowingly beyond the scope of a specific authority or limit thereon on the part of such person.

15.2 No member of the Crediton Town Team will make financial commitments on behalf of Crediton Town Team without the written agreement of the Executive Committee. A business plan may be agreed, but no resulting financial commitment can be made without grants, donations or specific funding having been received.

16. Not for Profit / Winding Up

16.1 Crediton Town Team is an unincorporated not for profit organisation.

16.2 The funds of Crediton Town Team including all grants, donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the organisation at such bank or other financial institution as the Executive Committee shall, from time to time, decide. Funds belonging to the Crediton Town Team shall be applied only in furthering the Objects.

16.3 All instructions to a financial institution for withdrawal of funds shall be authorised by at least two signatories, approval to commit expenditure having previously been authorised by the Executive Committee. Signatories shall be appointed by the Executive Committee annually, at the Committee's first meeting following the Annual General Meeting.

16.4 Any surplus from Crediton Town Team activities will be applied to a general reserve for the continuation and development of Crediton Town.

16.5 If the Executive Committee decides that it is necessary or advisable to dissolve Crediton Town Team, it shall call an Extraordinary General Meeting. If the proposal is confirmed by a two-thirds majority at the Extraordinary General Meeting, the Executive Committee shall have the power to close the organisation.

16.6 In the event of winding up or dissolution of Crediton Town Team, after the satisfaction of all its debts and liabilities, the assets remaining shall be given or transferred to some other not for profit organisation with charitable and benevolent intent, chosen by the members and having objects similar to the objects of Crediton Town Team.

17. Setting up the Organisation

This constitution was adopted on 1 October 2014 by the people whose signatures appear below. They are the first members and Executive Committee members of the Organisation.

Signed

Print name and address