

CONSTITUTION OF :

THE EASTON ROYAL PLAYGROUND FUNDRAISING GROUP (ERPFG)

Adopted on : 8th November 2020

1. NAME

The name of the Group shall be the **Easton Royal Playground Fundraising Group**

2. AIMS

The aims of the Group shall be to raise funds for a new play area on the Easton Royal village recreation ground for the benefit of the residents of Easton Royal, the local primary school and the surrounding area. These funds will be made available to the Easton Royal Parish Council who will own, purchase, maintain and insure the play area facilities. The final project would be approved by the Group following a community consultation process and in agreement with the Easton Royal Parish Council.

3. POWERS

In order to achieve its aims the Group may :

- a. Raise money
- b. Open bank accounts
- c. Do anything that is lawful which will help it to fulfil its aims
- d. Work in conjunction with the Easton Royal Parish Council

4. MEMBERSHIP

- a. Membership shall be open to any person over 18 living or located in the Easton Royal Parish who is interested in helping the Group to achieve its aims, is willing to abide by the rules of the Group and whose membership is agreed by at least two-thirds of group members present at a General Meeting.
- b. At least one member of the group must be a member of the Easton Royal Parish Council.
- c. Every individual member shall have one vote at General Meetings.
- d. The membership of any member may be terminated for good reason by a majority vote of the Management Committee at a General Meeting but the member has a right to be heard by the Management Committee before a final decision is made.

5. MANAGEMENT

- a. The Group shall be administered by a Management Committee of the Officers and not more than three other members elected through a Group General Meeting and subsequently the Group's Annual General Meeting (AGM)
- b. The Officers of the Management Committee shall be :
 1. the Chairperson
 2. the Treasurer
 3. the Secretary
- c. The Management Committee shall meet at least four times a year

- d. The Chairperson shall chair all meetings of the Group. If the chair is not present, a General Meeting can be chaired by any Group member as voted by two thirds of members present.
- e. The quorum for Management Committee meetings shall be three members.
- f. Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- g. The Management Committee may, by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.
- h. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

6. DUTIES OF THE OFFICERS

- a. The duties of the Chairperson are to :
 - 1. chair meetings of the Committee and the Group
 - 2. represent the Group at functions/meetings to which the Group has been invited
 - 3. act as spokesperson for the Group when necessary
- b. The duties of the Secretary are to :
 - 1. take and keep minutes of meetings
 - 2. prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson.
 - 3. maintain the membership list
 - 4. deal with correspondence
 - 5. collect and circulate any relevant information within the Group
- c. The duties of the Treasurer are to :
 - 1. supervise the financial affairs of the Group
 - 2. keep proper accounts that show all monies collected and paid out by the Group

7. FINANCE

- a. Any money obtained by the Group shall be used only for the aims of the Group
- b. Any bank accounts opened for the Group shall be in the name of the Group
- c. Any transactions for the Group shall be authorised by the Treasurer and one other nominated official.
- d. Monies received towards the Groups aims may be received in the name of and held by Easton Royal Parish Council, to be ring-fenced for the Easton Royal Playground project.
- e. Two signatories will authorise all expenditure

8. ANNUAL GENERAL MEETING

- a. The Group shall hold an Annual General Meeting (AGM) in the month of November.

b. All members shall be given at least seven days' notice of the AGM and shall be entitled to attend and vote. The quorum for and AGM shall be two-thirds members.

c. The business of the AGM shall include :

1. receiving a report from the Chairperson on the Group's activities over the year
2. receiving a report from the Treasurer on the finances of the Group
3. electing a new Management Committee
4. considering any other matter as may be decided

9. GENERAL MEETINGS

- a. A General Meeting may be called at any time by the Management Committee or by any two-thirds of members to discuss matters arising.
- b. The Secretary shall give all members at least three working days' notice of any General Meeting together with notice of the business to be discussed.
- c. All members shall be entitled to attend and vote.
- d. The quorum for General Meetings shall be three Group members, at least one of whom must be an Officer.
- e. There is no limit to the number or frequency of General Meetings

10. ALTERATIONS TO THE CONSTITUTION

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11. DISSOLUTION

The Group may be wound up at any time if agreed by the Management Committee.

In the event of winding up, after all debts have been paid, any grants unused shall be returned to the funder if required by the terms and conditions of the grant and any assets remaining shall be spent on recreational equipment within the parish of Easton Royal.