

# **Keele Village Hall**

## **Management Committee**

### **Constitution**



The constitution follows Charity Commission guidance and sets out how we manage the administration of the charity in support of the management and running of the village hall.

The Keele Village Hall Management Committee is referred to as the committee in the document.

### **Administration**

- Subject to the matters set out below the Charity and the property it manages shall be administered and managed in accordance with this constitution by the members of the Management Committee and Trustees.

### **Objectives**

- For the purpose of a village hall management committee is to ensure the hall is kept in a fit a proper condition for the use by the residents of Keele Parish and surrounding areas without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions, including the use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare.

### **Powers**

The Management Committee may exercise the following powers:

1. Allow the use of the hall subject to the hourly hire fee's being paid and to waiver that fee with the agreement of the management committee.
2. To take what ever steps are deemed necessary to ensure the hall is in a fit and proper state to allow its use.
3. Raise funds and invite and receive contributions by way of subscription, donation and otherwise.
4. Recruit suitable volunteers and staff as are required to achieve the objectives.
5. Do all other such lawful things as shall further the objectives.

### **Membership**

1. Membership of the Charity shall be open to any person over the age of 18 years interested in furthering the objectives of the village hall management committee.
2. Every member shall have one vote at the Annual General Meeting and any Special General Meetings.
3. The Management Committee may by unanimous vote and for good reason terminate the membership of any individual following the opportunity being given for all parties to express their views.

### **Officers**

- At the annual general meeting of the Charity the members of the management committee shall elect from amongst themselves a chairman, secretary and treasurer.

### **Management Committee**

1. The Committee shall consist of not less than 5 members nor more than 18 members.
2. All the members of the Committee will be reappointed at the annual general meeting.
3. The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
4. Nobody shall be appointed as a member of the Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.
5. Members of the committee who also hold the role of charity trustees must meet the eligibility requirements of being a trustee as set out by the Charity Commission.

### **Meetings and proceedings of the Committee**

1. The Committee shall hold at least 4 ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Committee upon not less than 4 days' notice being given to the other members of the Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
2. There shall be a quorum when at least one third of the number of members of the Committee.
3. Every matter shall be determined by a majority of votes of the members of the Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
4. The Committee shall keep minutes of the proceedings at meetings.
5. The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

### **Receipts and expenditure**

1. The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the Committee in the name of the Charity. This account is managed using electronic banking.
2. The funds belonging to the Charity shall be applied only in furthering the objectives of the management committee.

### **Accounts**

The Committee shall comply with their obligations from the Charity Commission with regard to:

1. the keeping of accounting records for the Charity;
2. the preparation of annual statements of account for the charity;
3. the auditing or independent examination of the statements of account of the Charity; and
4. the transmission of the statements of account of the Charity to the Commission.

### **Annual Report**

The Executive Committee shall comply with their obligations under the Charities Act with regard to the preparation of an annual report and its transmission to the Commission.

### **Annual General Meeting**

1. There shall be an annual general meeting of the Charity which shall be held at a time to be determined by the Committee not more than 6 months after the end of that financial year.
2. Every annual general meeting shall be called by the Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
3. Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
4. The Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.

### **Special General Meetings**

The Committee may call a special general meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

### **Dissolution**

If it is deemed necessary to close the charity and close the village hall the process to be followed is set out in the trust deed document dated 1952. No action may be taken to dissolve the charity until all requirements of that document have been met. The management committee are responsible for ensuring this process is followed.

Signed

Chairman.

Treasurer.

Secretary