

Hanham Community Centre _____ Section

Hanham Community Centre, High Street, Hanham, South Gloucestershire. BS15 3EJ

SECTION CONSTITUTION

Revision ____ adopted by resolution at a General Meeting of the section held on the _____

NAME

1. The Section is to be known as the Hanham Community Centre _____ Section; herein referred to as the “Section”; and is a Section of the Hanham Community Centre (Registered Charity No 1152575). This section has an operating name of _____.

OBJECTIVES

2. The Object of the Section shall be undertake _____
_____ for the furtherance of the Section and the Community Centre, and for the benefit of it’s members.

POWERS

3. The Committee have the power to act as they see fit to further the Objectives of the Section, provided they act within the limits of this Constitution; and any guidelines or Policies issued by the Community Centre (including the Governing Document and Section Code of Practice).
4. The Committee shall: administer the affairs and funds of the Section; Receive contributions through a Membership fee, Set a Membership fees, Maintain any assets; and, Set the direction for the Section. They may also set any Club Rules or Codes of Conduct.
5. The Section does not have any powers to buy, take on lease or in exchange any property; nor any powers to borrow money or seek external grants or funding (fundraising); nor any powers to employ or engage paid or unpaid staff.
6. Any three elected Officers of the Committee shall have the power to make spot decisions regarding any urgent business within the Section.
7. The Committee may delegate any duties to a member or Members as they see fit.
8. The Section shall adopt the wider policies of the Community Centre, specifically including its Equal Opportunities and Safeguarding policies.

MEMBERSHIP

9. Membership shall be open to anyone who has an interest in assisting the Section to achieve its aim and is willing to adhere to the Constitution and rules of the Section.
10. All Section Members must subscribe to Hanham Community Centre Membership, at the appropriate level. Members are responsible for ensuring their Community Centre Membership fees are paid and maintained up to date.
11. Only paid up Members of the Section may participate in Section activities.

12. With the permission of the Community Centre, the Section may charge Membership fees and other charges, these shall be decided at the AGM and reflect the annual budget and section charges set by the Community Centre.
13. The Secretary shall hold a Membership list of addresses and contacts with a next of kin contact for all Members. Members will inform the Secretary of any changes of details.
14. The Section Committee has the right, subject to appeal, to refuse or withdraw Membership (see para 15).
15. The Committee shall have the power to suspend (for a period not exceeding six months) or expel any Member that shall contravene any Rule of the Club or whose conduct shall, in the opinion of the Committee, prejudicially affect the Club or render him or her unfit for Membership of the Club. When any person be suspended or expelled from Membership the Secretary of the Committee shall write to inform him or her of the Committee's intention and that person shall be entitled to enquire as to the reason why they have been so suspended or expelled.

DISPUTES

16. If a dispute arises between members of the section (or members and the committee) about the validity or propriety of anything done by the members (or committee) under this constitution, and the dispute cannot be resolved by agreement, the committee shall seek mediation from the Trustees.

MANAGEMENT COMMITTEE AND OFFICERS

17. The Section will be run by a Committee, consisting of Chairman, Treasurer and Secretary (the Officers); plus __ other Members (_____).
Committee Members must be at least 18 years of age. Members will be elected, at an AGM, for a period of up to __ years, but may be re-elected at the Section's AGM. Proxy votes will not be accepted. Persons nominated unopposed will be elected by acclamation.
18. To ensure continuity ___ Members will retire each year in rotation, giving each member a nominal term in office of three years (though para 17 takes precedence). If a post becomes available through resignation it shall be filled for the remainder of its term at the next AGM; in the interim the Committee may co-opt a member to fill the vacancy.
19. All nominations are to be presented to the Secretary 7 days before the AGM (in writing with a proposer and seconder) – if there are more than one nomination for a position, voting shall be by a majority “show of hands” (see para 30). A nomination form is available from the Secretary. Only if there are no nominations may nominations be proposed at the General Meeting.
20. The Committee shall elect a Vice-Chairman from the Committee by a majority vote.
21. The Secretary shall keep minutes of Committee meetings and General Meetings, and such minutes shall be available to Members (if requested).
22. The Committee shall meet at least twice per annum. As per the Centre's Rules and Regulations, the Officers of the Hanham Community Centre have the right to attend, and vote, at any meeting.
23. 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 of such member.

24. The Committee may co-opt Members into unfilled vacancies with voting rights; and may co-opt up to ___ Members onto Committee without voting rights (normally for a specific period and purpose).
25. The Committee may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the Section, but such rules or bye laws must not be inconsistent with any provision of this constitution, nor the policies, Rules or Constitution of the Charity (which will take precedence). Copies of any such rules or bye laws currently in force must be made available to any member of the Section on request (a copy should also be provide to the Trustees).

MEETINGS

26. The Annual General Meeting of the Section is to be held annually between before June, with fourteen days notice given to Members; and to the Community Centre Trustees – who shall be invited (in writing) to attend.
27. The business of the Annual General Meeting shall be to: Confirm the minutes of the previous AGM and any General Meetings held since the last AGM; Receive the accounts for the year; Receive the annual report of the Committee; Elect an auditor; Elect the Committee of the Section (i.e. Chairperson, Secretary, Treasurer and the other Committee Members – see para 17/18); Review Section subscription rates and agree them for the forthcoming year; Transact such other business received in writing by the Secretary from Members 7 days prior to the meeting. There will not be an “Any Other Business” agenda item.
28. Items for consideration at the AGM must be submitted to the Section Secretary seven days before the date of the meeting.
29. An Extraordinary General Meeting (EGM) may be called at the discretion of the Section Committee; or at the request of one quarter of the current Club Membership – with fourteen days notice given to Members.
30. No business shall be transacted at any General Meeting without the presence of a quorum. A quorum shall be not less than one quarter of the Membership. All voting at any meeting shall normally (unless specified otherwise herein) be conducted on a simple majority vote (normally by a “show of hands”); with the Chairman to have authority to cast a second or deciding vote if required. Elected Members will take up office from the close of the meeting.
31. The proceedings of any such General Meetings (AGM/EGM) must be formally recorded as minutes, and be made available to the Section members. A copy must also be sent to the Trustees; not withstanding that such minutes are to be formally accepted at a subsequent AGM.

FINANCE

32. The control of the Section’s funds shall be vested in the Officers of the Committee and administered by the Treasurer. All monies, assets and equipments belong to the Hanham Community Centre.
33. A yearly Operating Cost Statement and Balance Sheet shall be presented at the Annual General Meeting of the Section. The financial year shall match that of the Community Centre. The Section’s accounts will be provided to the Community Centre for inclusion in their accounts. This shall be in a format defined by the Community Centre.
34. Funds of the Section shall only be used for the furtherance of the Section’s Aims and Objectives. All capital expenditure shall be in accordance with Community Centre guidelines.

35. Signatories to the Section's bank account(s) shall be the Treasurer and other (typically two) Members of the Section as agreed by the Committee. Two signatories shall be required on all cheques.
36. Items of Capital Expenditure (and extraordinary items of revenue expenditure) should be undertaken with the agreement of the Trustees, following the defined financial procedures.

AMMENDMENTS TO THE CONSTITUTION

37. The Constitution may be altered only by a General Meeting; in a two-thirds majority vote. Any proposed alterations must be handed to the Secretary in writing seven days before the date of the meeting.
38. Proposed changes to the Constitution must be approved by the Community Centre Board of Trustees prior to being presented to a General Meeting. As such, further changes to the Constitution cannot be made at the General Meeting.

DISSOLUTION

39. The Section may dissolve if deemed necessary by the Members in a two-third majority vote at a General Meeting. Any assets or remaining funds shall be returned to the Community Centre.

ADOPTION

40. This Constitution was adopted by a resolution at a General Meeting of the Membership held on _____, and is duly signed by the presiding Chairman.

Signed: _____ Print: _____ Date: _____

CHANGE RECORD

Date	Change	Revision	Author
	Initial Draft for Committee approval	0.1	
	Final Draft for BOT approval	0.2	
	Issue – Adopted at Section AGM	1.0	

ANNEX A - NOTES ON SECTION CONSTITUTION TEMPLATE (V1.2 Nov 13)

(THIS DOES NOT FORM PART OF THE CONSTITUTION)

Para	Status	Notes
1	CM	Drama, Cricket, Ballroom Dance, Toddlers, Chess, Tennis, Snooker, Leisure Art, Brushstrokes, Palette Art. If the Section has an operating name, enter this (i.e. Hanham Chess Club), if not leave this blank.
2	CM	Why has the Section come together? What is it hoping to accomplish? i.e. “the playing of snooker – both for pleasure and competition in local leagues”.
3-8	M	The Powers section defines what the Section is allowed to do to carry out its activities and meet its Objectives in broad terms. Section specifically do not have any powers to buy, take on lease or in exchange any property; nor any powers to borrow money; nor any powers to employ or engage paid or unpaid staff.
9-15	A	Section may have defined category of membership, and may need to decide what having a Membership entitle them to do. Termination of Membership is a necessary (though hopefully rarely used) clause. You may also have a limit on the total number of members – and hence waiting list clause. You also need to consider if you will have different Membership levels for Junior Members, Unemployed, Senior Citizens, or Students, you must take into account any legal aspects of discrimination. In principle all this could be placed in the Constitution or in the Club Rules.
16	M	Another necessary clause.
17	CM	Decide how many additional committee members you will need – recommend 2-3 in addition to the officers. You should also name them by role. i.e. Member Secretary, Stage Director, Match Co-ordinator etc. You also need to decide how long members are on the committee for, before needing re-election. This is nominally 3 years, but it could be 1 yr (i.e. all re-elected annually – this isn’t advised, and would be queried by the Trustees).
18	CM	You also need to decide who many committee members retire each year (normally this would be the number of committee members divided by 3). But if there are vacancies you should state if para 17 or 18 takes precedence.
19-23	M	A Committee is essential to manage the Section and to make decisions. There are three types of Committee member: those nominated by and from the Membership; those nominated by a different Section (Centre Trustees); and those co-opted by the Committee due to their knowledge, skills or experience. Committees normally have named individuals known as Officers, to carry out various tasks on behalf of your Section. These include the Chairman, Secretary and Treasurer.
24	C	You need to decide how many members can be co-opted – this is nominally 3.
25	M	A power enabling the committee to make and alter rules is normally a flexible approach, but should seek BOT agreement. Some sections have placed “rules” in the Constitution which makes them less flexible, but being more ridged and harder to change can also have advantages.
26-31	M	The process of hold AGM and EGM is an essential part of the Constitution, as is the need to make a formal record of such proceedings.
32-36	M	Sections permitted to hold bank accounts must do to with Nat West in Hanham, and the account must be in the name if the section (i.e. Hanham Community Centre Chess Section). You should also keep a record of all income and expenditure, and have your accounts independently examined each year by an independent person (ideally with some accounting knowledge). Here, or in your Rules, you should address the matter of payment - Can any Members or anyone involved with your Section be paid for their time and services? This is not common practice, but you may want to consider reasonable expenses. It is critical the Section understands that they are managing these funds on behalf of the Community Centre; and that these funds and any assets are actually the Community Centres.
37-38	M	You need to acknowledge that your Section may change, and you may find that you need to make amendments to your Constitution. A Constitution is an important document for your section and the centre – and as such should not be easily changed. Changes need both BOT and section approval at a section General Meeting where it is formally adopted. In general, changes to a Constitution would normally be debated by the section prior to submission to the Trustees. At your General Meeting, and a majority in favour of any amendments needs to be reached, and for such changes this is normally a two-third vote (twice the number of people voting in favour as against) of those present.
39	M	You may need to wind up your Section - this may occur if your Section is simply lacking in support or resources, or if your activities have been transferred to another organisation. Not only will you need to include details on how you will call a special meeting and how many Members should be present before you can dissolve your Section, but you will need to include information regarding what will happen to any remaining assets or money. When a Section ceases to exist, debts are repaid and the surplus assets and/or finds are then returned to the Community Centre. This is to reassure the public and any funding bodies that the money is being utilised properly and not just being split between Section Members (which would be illegal). Again, as this is a big decision, it needs a two-third majority in favour top be carried.
40	CM	The constitution must be formally adopted by a General Meeting of the Section.

Key:

M – Mandatory Clause

A – Additional optional Clause (or Rule)

C – Part of this clause has a Blank () which needs to be completed

Additional Clauses may be added as required by the section.