

CONSTITUTION of HERON PUBLISHING

1. Name

The name of the organisation shall be Heron Publishing

2. Aims

The aim of the organisation shall be to publish the Heron Community magazine and such other printed materials as may be thought appropriate. The Heron will be distributed to the communities of Christchurch, Tipps End and Euximoor and the local area.

3. Powers

The organisation shall have the following powers to:

- a) raise funds and apply for, invite, obtain, collect and receive contributions, grants, subscriptions, fees & otherwise from outside sources
- b) employ any paid or voluntary worker to assist in the attainment of the aims of the group
- c) rent or own property and equipment necessary to achieve the aims
- d) affiliate to any local or national group or association that the Management Committee decides is appropriate and disaffiliate from any group or organisation if continued affiliation be, in the Management Committee's view, against the interests of the group
- e) do all such other lawful things as shall further the attainment of the aims

4. Membership of the Friends of the Heron

Membership of the Friends of the Heron shall be open to:-

- a) interested villagers of Christchurch, Tipps End and Euximoor. A register of members will be maintained by the Management committee.
- b) organisations and individuals who are interested in furthering the work of the group.
- c) all members may attend and vote at the any General Meeting and shall be eligible for election to the committee. Organisations may nominate ONE individual to vote on its behalf.
- d) The committee may terminate any membership of any member bringing the group into disrepute. The member concerned shall have the right to be heard by the committee before a final decision is made. Such a person may appeal the decision under the terms outlined in Paragraph 9 - Appeals

5. Management Committee

- a) A committee consisting of Chair, Treasurer and Secretary as well as (by right) The Heron Editor – who may hold one of the previous posts also, and not more than six other members shall be elected to manage the affairs of Heron Publishing
- b) All officers and members shall be confirmed annually at the Friends of the Heron meeting
- c) The Officers and Committee Members shall serve until the conclusion of the next Annual Friends of the Heron meeting after their confirmation and are eligible to serve again.
- d) The Committee may fill any casual vacancy on the Management Committee including vacancies among the Officers and any person appointed shall serve until the conclusion of the next Annual Friends of the Heron meeting at which point their Committee membership will lapse unless confirmed onto the committee afresh.
- e) The committee may co-opt up to 2 persons on to the committee and they shall have full voting rights.
- f) The committee may appoint such people as it thinks fit as advisers; advisers shall not have voting rights
- g) The committee shall meet a minimum of 2 times per year.

- h) The committee shall establish such sub-groups that it feels is necessary to achieve the aims of the group. Any such groups shall not enter into legal or financial agreement without the prior authority of the management committee.

6. General Meetings of the Friends of the Heron

The Annual General Meeting

- a) The Annual General Meeting of the group shall be held once a year. This shall be held not more than fifteen months after the holding of the preceding AGM.
- b) At least 14 days notice shall be given to all members.
- c) The purpose of the Annual General Meeting is to
 - (i) receive and adopt the Annual Accounts
 - (ii) receive the Annual Report from the committee and sub committees
 - (iii) confirm members and officers for the committee
 - (iv) consider any motion before the meeting
 - (v) appoint an appropriate person to independently examine the books

Special/Emergency General Meetings

- a) Special/Emergency General Meetings may be called by the Management Committee whenever they feel it is necessary for the organisation and all members will have at least 21 days notice of the meeting. The notice of the meeting shall give details of the business to be discussed at the meeting.
- b) The secretary shall call a Special General Meeting within 21 days of receiving a written request to do so signed by no less than $\frac{2}{3}$ of members on the roll. The notice of the meeting shall give details of the business to be discussed at the meeting.
- c) Only the business specified in the notice for the meeting shall be discussed at the Special/Emergency meeting.

7. Rules of proceedings at all meetings

- a) The Quorum (the minimum number of members needed for a meeting to go ahead) at:
 - (i) a general meeting shall be $\frac{2}{3}$ of the members on the Friends of the Heron Register. Where this equates to a fraction the number will be rounded up or down according to convention.
 - (ii) a management committee shall be $\frac{2}{3}$ of the committee members with a minimum of 3 persons.
- b) All questions at any meeting shall be decided by a simple majority. In the event of a tie the Chair shall have a casting vote.

8. Funds and Finance

- a) All funds shall be devoted to the objects of Heron Publishing.
- b) A bank account shall be opened in the name of Heron Publishing
- c) All cheques shall be signed by 2 of 3 signatories authorised by the committee.
- d) The financial year shall run from 1st April to 31st March.

9. Appeals

Following any disciplinary matter a person found to be unsuitable to serve on the Friends of the Heron membership or on the Management Committee may appeal in writing to the Management Committee within ten working days of the decision. The Management Committee will arrange for the appeal to be heard, within 30 days by an independent panel drawn from members of the Christchurch Parish Council, and such persons they deem appropriate. Their decision is final and binding on all parties.

10. Alterations to the Constitution

Amendments to the constitution may be made by a resolution passed by a majority of the members at the Annual General Meeting or Special/Emergency General Meeting. Proposed alterations should be circulated to the membership not less than 14 days before the date of the meeting.

11. Dissolution

A resolution to dissolve the group must be passed at an Annual General Meeting or Special/Emergency General Meeting and carried by a $\frac{2}{3}$ majority of those present (it may be necessary to make the decision at a meeting which is inquorate, this will be permissible in this circumstance only). Any assets held by the organisation after the satisfaction of all debts and liabilities shall be given or transferred to an organisation ideally with similar aims or any other which may be deemed appropriate. The Treasurer, or other Officer so agreed, will hold the funds in trust for a time agreed at the meeting (e.g. 6 months), in an attempt to identify an appropriate other organisation to receive the funds.

This constitution was approved by the Christchurch Village Resource Centre General Meeting on:

Date: 17th November 2016

Signed Editor:

Treasurer:

Committee Member: