

THE CONSTITUTION of HERON PUBLISHING

1. Name

- a) The name of the organisation shall be **HERON PUBLISHING**.
- b) **THE FRIENDS OF THE HERON** are the people who have signed up to become voting members at the Heron Publishing AGM. This list is not a Public Document. There is no charge.

2. Vision Statement and Objectives

VISION STATEMENT

- We aim to enrich the lives of our readers, and enhance and encourage Community Spirit in Christchurch, Euximoor and Tipps End, Cambridgeshire, UK.
- Our policy is to be inclusive, celebrating cultural diversities within our communities.

OBJECTIVES

- We will distribute The Heron Community Magazine monthly.
- The magazine will also be posted on line on our website.
- It will be delivered free to every household in Christchurch, Euximoor and Tipps End.
- This will be funded by advertising in The Heron, and by grants, donations, and occasional fundraising events.
- Our magazine will reflect the needs and interests of our communities, widening our horizons by including articles from a wide range of sources, without bias.
- The magazine will reflect the concerns of our local communities. It will not be a platform for personal conflicts.
- We will encourage community members to contribute articles.

3. The Heron Community Magazine.

- a) Immediately after the Annual General Meeting (AGM), the new Executive Committee of Heron Publishing will appoint an Editorial Team Leader from The Friends of The Heron to oversee the production of The Heron Community Magazine.

- b) Immediately after the AGM of Heron Publishing, the Executive Committee will appoint as many people from The Friends of The Heron as are deemed necessary to a subcommittee named The Editorial Team. This will be headed up by The Editorial Team Leader.
- c) The Editorial Team Leader will liaise with a commercial printer, and with an Information Technology expert for support, to produce the magazine. Both these people will earlier have been approved by The Executive Committee of Heron Publishing.
- d) The Editorial Team Leader will be required to write a yearly report, to be presented to the Annual General Meeting of Heron Publishing. This must include comments with regard to the distribution of the magazine (see g) below).
- e) The Editorial Team must include at least one person who has the IT skills to put the magazine together, using an IT publishing programme (such as Microsoft Word and Microsoft Publisher) agreed with the commercial printer and the IT expert consultant.
- f) All members of The Editorial Team will work together to find articles for The Heron Magazine, meeting as a subcommittee as and when it is felt necessary to do so.
- g) The Editorial Team Leader will be responsible for overseeing the monthly distribution of The Heron Community Magazine to every household in Christchurch, Euximoor and Tipps End.

4. Powers

The organisation, through an elected Executive Committee, shall have the power to:

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

5. Membership of the Friends of the Heron

- a) Membership of the Friends of the Heron shall be open to interested villagers of Christchurch, Tipps End and Euximoor.

- b) A register of members will be maintained by the Executive Committee, and will not be a Public Document.
- c) Organisations and individuals who are interested in furthering the work of the group can join The Friends of The Heron.
- d) All members may attend and vote at any General Meeting, and will be eligible for election to the Executive Committee at the AGM.
- e) Organisations may nominate ONE individual to vote on its behalf.
- f) The Executive Committee may terminate the 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 10 - Appeals

6. Executive Committee of HERON PUBLISHING

- a) The Executive Committee will consist of the following officers elected from The Friends of The Heron: Chair, Treasurer, and Secretary. Also (by right) the Editorial Team Leader of The Heron Community Magazine – who may also hold one of the above- mentioned posts.
- b) Not more than six other members shall be elected to the Executive Committee. These must be members of The Friends of The Heron
- c) All officers and members shall be elected annually from The Friends of The Heron at the AGM of Heron Publishing.
- d) Officers and Committee Members shall serve until the conclusion of the next Annual General Meeting of Heron Publishing after their election. They are eligible to serve again, if elected.
- e) The Committee may fill any casual vacancy from The Friends of The Heron on the Executive Committee, including vacancies among the Officers, and any person appointed shall serve until the conclusion of the next AGM of Heron Publishing. Their Committee membership will lapse unless they are elected onto the Executive Committee at that meeting.
- f) The Executive Committee may co-opt up to 2 persons from The Friends of The Heron to the committee. They will have full voting rights.
- g) The Executive Committee may appoint such people as it deems fit as advisers; advisers shall not have voting rights.
- h) The Executive Committee shall meet a minimum of 2 times per year.
- i) The Executive Committee may establish such sub-groups deemed necessary to achieve the aims and objectives of Heron Publishing. Any such groups shall not enter into legal or financial agreement without the prior authority of the management committee.

7. General Meetings of HERON PUBLISHING

The Annual General Meeting (AGM)

- a) The AGM of Heron Publishing shall be held once a year. This shall be held not more than fifteen months after the date of the preceding AGM.
- b) At least 14 days' notice shall be given by the Secretary to all members of The Friends of The Heron. The Friends of The Heron can vote.
- c) The date should also be made known to the public who can attend, speak, but not vote.
- d) The purpose of the AGM is to
 - i. receive and adopt the Audited Annual Accounts of Heron Publishing;
 - ii. receive the Annual Report from the Executive Committee, and from any sub committees;
 - iii. elect the Executive Committee, to include the Chair, Secretary and Treasurer, and not more than 6 other people to serve for the next year;
 - iv. consider any motion before the meeting
 - v. appoint an appropriate and independent person as Auditor for the coming year's accounts.
- e) Immediately after the AGM has been concluded, the new Executive Committee will meet to appoint or reappoint an Editorial Team Leader from The Friends of The Heron who will, by right, sit on the Executive Committee, and appoint or reappoint from The Friends of The Heron as many people as is deemed necessary to the Editorial Team.

Special/Emergency General Meetings

- a) Special/Emergency General Meetings may be called by the Executive Committee whenever they feel it is necessary for the organisation, and all Friends of The Heron members will have at least 7 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 10 days of receiving a written request to do so, which has been signed by any 5 on the roll of The Friends of The Heron.
- c) The notice of this meeting shall give details of the business to be discussed at the meeting.

- d) Only the business specified in the notice for the meeting shall be discussed at the Special/Emergency meeting.

8. Rules of proceedings at all meetings

- a) If the Chair of Heron Publishing cannot attend, a member of the attending Executive Committee should be chosen, by those present at the meeting, to take their place.
- b) The Secretary will draw up an agenda before the meeting in consultation with the Chair, make it public, and minute all the proceedings at the meeting.
- c) Only members of The Friends of The Heron may vote at any General Meeting.
- d) The Quorum (the minimum number of members needed for a meeting to go ahead):
 - i. At a General Meeting – the quorum shall be 1/3 (one third) of the members on the Friends of the Heron Register. Where this equates to a fraction, the number will be rounded down.
 - ii. At an Executive Committee – the quorum shall be a minimum of 3 persons.
- e) All resolutions at any meeting shall be decided by a simple majority. In the event of a tie, the Chair shall have a casting vote.

9. Funds and Finance

- a) The Treasurer will be elected at the AGM of Heron Publishing.
- b) The Treasurer will be responsible for managing the accounts of Advertisers in The Heron Community Magazine, and all other financial affairs to do with Heron Publishing.
- c) The Treasurer will be required to present the Audited Accounts, and a short Annual Report, to the AGM.
- d) All funds shall be devoted to the objects of Heron Publishing.
- e) A bank account shall be opened in the name of Heron Publishing
- f) The signatories to cheques will be the three officers of the Executive Committee: Chair, Secretary and Treasurer.
- g) Cheques must be signed by 2 of 3 signatories
- h) The financial year shall run from 1st April to 31st March.
- i) Accounts must be audited within 3 months of the end of the Financial Year, and be ready to be presented to the AGM.

10. Appeals

Following any disciplinary matter, a person found to be unsuitable to be on the Friends of the Heron membership list or on the Executive Committee may appeal in writing to the Executive Committee, within 7 working days of the decision. The Executive Committee will arrange for the appeal to be heard within 28 days, by an independent panel, drawn from members of the Christchurch Parish Council, and such persons the Parish Council deem appropriate. The decision of the panel is final and binding on all parties.

These proceedings will be minuted and kept with other official documents.

11. Alterations to the Constitution

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

12. Dissolution

a) A resolution to dissolve the group must be passed at an Annual General Meeting or Special/Emergency General Meeting and carried by a 2/3 majority of those present. If the meeting is inquorate, it should be rescheduled for a later date. *The quorum for either meeting is 1/3 of the Members of The Friends of The Heron.*

b) 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 organisation which may be deemed appropriate.

c) The Treasurer, or other Officer so agreed, will hold the funds in trust for six months, in an attempt to identify an appropriate other organisation to receive the funds.

d) If no suitable recipient is found within the six months, then the funds by default will be presented to Christchurch Parish Council.

OCTOBER 16th 2020