



CONSTITUTION OF : MUCH (Magor and Undy Community Hub group)

ADOPTED ON:.....[Day/Month/Year].....

1. Name

The name of the Group shall be known as: **MUCH (Magor and Undy Community Hub)** and operates under the auspices of the Three Fields Community Trust (company number – 10244500)

2. Aims

In line with the Memorandum and Articles of Association of the Three Fields Community Trust, the aims of the Group, working in partnership of Monmouthshire County Council, shall be to:

- (a) To bring the Three Fields site into beneficial community use by providing facilities for education social and recreational purposes
- (b) To improve the health and well-being of all members of the community
- (c) To facilitate the local delivery of non-statutory services
- (d) To improve the local economy
- (e) To improve social cohesion
- (f) To prevent isolation
- (g) To co-operate with charities and organisations to achieve common goals in synergy with the above stated aims (For example, Magor Action Group on Rail and Undy Football Club)

3. Mission

We aspire to open a community centre, outdoor community site and integrate with the proposed Magor and Undy Walkway Railway Station.

4. Unique Selling Point

By combining the community centre and the railway station the two facilities would be mutually beneficial and contribute to the aims of Magor and Undy Community Hub.

5. Independent

The Group shall be and act in a way that is independent of political parties, trade unions, industry and organisations (other than Monmouthshire County Council). This shall not preclude individuals from these organisations being members of the Group or Management Committee.

6. Powers

In order to achieve its aims, the group may:

- (a) Raise Money
- (b) Open Bank Accounts
- (c) Take out Liability Insurance
- (d) Organise Events
- (g) Work with other Groups/Organisations/Authorities and exchange information
- (h) Do anything that is lawful which will help it to fulfil its aims

7. Membership

(a) Membership of the Group shall be open to any person over 16 or any organisation who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual orientation, religion or belief.

(c) Every individual member and each organisation shall have one vote at Annual or Special Meetings.

(d) The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

(e) Each member organisation shall appoint at least one representative to attend meetings of the Group and notify the Group's Secretary of that person's name.

(f) Junior membership will also be available to people under the age of 16 to provide ideas and assistance but such members will not be eligible to vote at annual general meetings.

8. The Management Committee

- (a) The Group shall be administered by a Management Committee of the Officers, the directors of the Three Fields Trust and not more than 3 other members elected at the Group's Annual General Meeting (AGM).
- (b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer, the Secretary and Membership Secretary.
- (c) The Management Committee shall meet at least 4 times a year.
- (d) The Chairperson shall Chair all meetings of the Group.
- (e) The quorum for Management Committee meetings shall be 4 members and should include at least 2 directors of the Three Fields Community Trust.
- (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.
- (i) All data provided by members shall be used only for administrative purposes by the Group, and will not be divulged to any other party. Should the Group be disbanded, such data will be destroyed

9. Duties of the Officers

- (a) The duties of the Chairperson are to: • chair meetings of the Committee and the Group • represent the Group at functions/meetings that the Group has been invited to • act as spokesperson for the Group when necessary • can delegate this role to another member of the Management Committee should the Chairperson not be available.
- (b) The duties of the Secretary are to: • take the minutes of meetings • prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson • deal with correspondence • collect and circulate any relevant information within the Group
- (c) The duties of the Membership Secretary are to: • maintain the membership list • maintain the Groups' Official Website • maintain the Groups' Target and Plan of Action Timetable
- (d) The duties of the Treasurer are to: • supervise the financial affairs of the Group • keep proper accounts that show all monies collected and paid out by the group
- (e) In addition to the members so elected the committee shall have the power to co-opt further members as advisers for their expertise, who may serve until the conclusion of the next AGM. Members co-opted under this provision shall not be entitled to vote at meetings of the committee.

10. Finance

- (a) Any money obtained by the Group shall be used only for the Group.
- (b) Any bank accounts opened for the Group shall be in the name of the Group.
- (c) Any cheques issued shall be signed by the Treasurer and one of the directors of the Three Fields Community Trust.
- (d) This Constitution will allow for an annual membership subscription to be set. The amount of any subscription would need to be approved at an Annual General Meeting.

11. Annual General Meeting

- (a) The Group shall hold an Annual General Meeting (A.G.M.) within 13 months of the proceeding AGM.
- (b) All members shall be given at least 21 days' notice of the A.G.M. and shall be entitled to attend and vote.
- (c) The business of the A.G.M. shall include: (i) receiving a report from the Chairperson on the Group's activities over the year (ii) receiving a report from the Treasurer on the finances of the Group (iii) electing a new Management Committee (iv) appointment of an independent examiner of the accounts and (v) considering any other matter as may be decided. (vi) Elect a President for the next year.
- (d) There are no arrangements for Proxy or Postal voting at any meeting.

12. Special General Meeting

A Special General Meeting may be called by the Management Committee or by any 12 members of the Group to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

13. 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.

14. Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims; the Local Community or a charitable organisation.

This constitution was adopted at a general meeting of the Group on – _____ *(date)*

(signature) – Chairperson

(signature) - Secretary

(signature) - Director (Three Fields Community Trust)

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