

# CONSTITUTION

## 1. Name

The name of the NOT FOR PROFIT group shall be

### **STIRCHLEY, the WAY FORWARD**

## 2. Aims

The aims of the NOT FOR PROFIT group **STIRCHLEY, the WAY FORWARD**

- To bring together and foster understanding amongst the traders, residents, and people who work in the Stirchley Ward.
- To promote mutual support and joint aid among our members.
- To fundraise for the good of the people of Stirchley Ward. We want to improve Stirchley for the benefit of everyone who works and lives in the Stirchley Ward. We believe the development in Stirchley High Street and Stirchley's cultural life over the last few years is proof of the material benefits which can be achieved if we all work together to promote Stirchley.

## 3. Membership

Membership is open to anyone who:

- Lives or carries out paid works in the Stirchley Ward
- supports the aims of **STIRCHLEY, the WAY FORWARD**
- There is no membership fee.
- A member is considered to be a supporter of Stirchley, the Way Forward and will have the right to vote at a meeting as a regular attendee of Stirchley, the Way Forward meetings? For the benefit of voting this will not include executives of Birmingham City Council.

A signed list of all members and visitors attending our meetings will be kept by the secretary.

Data protection, personal data and email addresses will not be disclosed to other parties **without** the **consent of** members.

### **Ceasing to be a member**

Any offensive behavior, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behavior is repeated. The individual concerned shall have the right to be heard by the management Administrators, accompanied by a friend, before a final decision is made.

## **4. Equal Opportunities**

**STIRCHLEY, the WAY FORWARD** Group will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. The business of the group will be carried by four administrators, plus a secretary and a treasurer. The four administrators can include the secretary and the treasurer. Each meeting is chaired in rotation by one of the administrators. This works well because each takes their turn in chairing the meeting. The secretary keeps everything running smoothly by ensuring whomever chairs the meeting is kept up to date with relevant paperwork. We will where possible be paperless and email or post information on the website [www.stirchleytwf.co.uk](http://www.stirchleytwf.co.uk)

The business of the group will be carried out by the four elected administrators plus a Treasurer and Secretary agreed between the elected administrators. The Administrators and the other members of the group will meet as necessary as and not less than four times a year.

The Administration will consist of 4 lead members, along with a Treasurer administrator and Secretary Administrator.

The Administrators' roles are as follows:

- Chair, who shall chair in rotation as agreed with other members.
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers along with an administrator's role.
- Treasurer who shall be responsible for maintaining accounts along with an administrator's role.
- Three other members who will chair in rotation and will assist all other members of the administration who will also lead the fundraising events. Assisted and advised by one other volunteer who has no voting or committee role.

In the event of an administrator standing down during the year a replacement will be elected by the next General Meeting of members.

Any administrator/treasurer/secretary not attending a meeting without an apology for three months will be contacted by the committee and asked if they wish to resign.

The meetings will be open to any members of the general public or other organisations who wish to attend or are invited guests who may wish to speak but have no vote.

## **6. Meetings**

### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing by email or posted on StWF website, telephone call, or personal visit at least 7 days before the date of the meeting, giving the venue, date and time unless an extraordinary meeting is called and then members will be advised as soon as it is possible.

Nominations for members of the administration may be made to the Secretary before the AGM meeting.

The quorum for the AGM on the first call will be 4. The meeting may take place on the second call 5 minutes later and be considered a quorum however many members are present.

Other Meetings will be a quorum of 3

At the AGM: - The Chair or Secretary will present a report of the work **STIRCHLEY, the WAY FORWARD** over the year.

- The treasurer will present the accounts of **STIRCHLEY, the WAY FORWARD** for the previous year.
- The present administrators may elect to continue for the following year if they wish, unless there is an objection. The objection will be heard, and the administrator will have right to reply. There will then be a vote from those present, in favour or against.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed. Or can be brought up in any other business at the committee meeting.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the members or at least three other members giving a written request (letter, or email) to the Administration or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be at least 7 days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email posted on StWF website or personal visit.

The quorum for the Special General Meeting will be 4

### **6.3 General Meetings**

General Meetings are open to all members and will be held at least four times throughout the year or more often if necessary. The quorum is 3

All members will be given at least 7 days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or posted on StWF website or personal visit.

### **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

### **8. Finances**

An account will be maintained on behalf of the Association **STIRCHLEY, the WAY FORWARD** at the TSB Bank 1507 Pershore Road, Stirchley, Birmingham B30 2JL. Cheque signatories. The Treasurer and a committee member. Any one of these must sign every cheque. The signatories must not be related nor members of the same household. The Signatories are Susan MacLean and Lisa Girling.

Records of income and expenditure will be maintained by the Treasurer. The Accounts may be inspected by any member by written request and allowing 14 days for the treasurer to reply.

All money raised by or on behalf of **STIRCHLEY, the WAY FORWARD** Group is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **9. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting or announced at the AGM

The amendments to the constitution can be voted on by a quorum of 4 at a meeting of the administrators, as soon after the AGM as possible. A signed copy must be lodged with the bank.

## **10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation.

Data Protection: Any personal data relating to the members of Stirchley, the Way Forward or any visitors will be used solely in accordance with current (UK) data protection legislation and will not be disclosed to a third party without the member's prior consent.

This constitution was agreed and amended at the Meeting of Administrators

Lisa Girling. Susan MacLean. Sue Fellows. Stu Ward. Martin Gallo

Date: 10<sup>th</sup> March, 2019

**STIRCHLEY, the Way Forward**

Date.....

Name and position in group    Martin Gallo            Administrator

Signed  
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Name and position in group    Stu Ward                    .Administrator...

Signed  
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Name and position in group    Lisa Girling  
  
   Administrator Treasurer

Signed  
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Name and position in group    ...Sue Fellows  
  
   Administrator

Signed  
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Name and position in group            Susan MacLean  
  
   Administrator/Secretary

Signed  
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