

# KU17s

## The Constitution

### **Name:**

The name of the group will be KU17s.

### **Mission Statement:**

By welcoming young people to participate in a community focal point for social, educational, sports and arts pursuits, we aim to naturally imbue a sense of “community family” values, respect for others and themselves and for their environment.

### **Aims:**

- To provide a safe and non-threatening environment for children’s activities.
- To help children learn and gain community experience, building life long learning and social skills.
- To have fun.

### **Membership:**

- KU17s welcomes young people that are of secondary school age.
- KU17s supports equal opportunities and its services are available to all young people regardless of sex, race, creed or disability.

### **The Committee:**

The Committee will consist of a minimum of:-

- The Chairperson
- The Secretary
- The Treasurer
- In addition, the Committee may include a Vice Chairperson. The Committee will be able to co-opt extra members to users groups and positions as required.

Due to the financial support from the Kingsley Parish Council, it is required that one member of the KU17’s Committee is a sitting member of the present Parish Council until such time as deemed un-necessary by KU17s Committee.

Membership of the Committee is open to any person over the age of 18 who

- is interested in promoting the KU17s’ aims.
- is proposed and seconded for membership by existing Committee members.
- and is elected with a majority at the AGM.

Officers for these posts can stand for consecutive years. Elections will take place at the AGM. The Committee will fill any vacancy if and when appropriate by proposal and seconding by existing Committee members.

A member of the Committee will no longer be a member in the event that the member:

- becomes unsuitable due to Disclosure and Barring Service concerns.
- becomes incapable, by reason of mental disorder, illness or injury, of managing KU17 Committee responsibilities.
- is absent without apologies from six consecutive regular (usually monthly) Committee meetings, and the Committee resolves that the office be vacated.

A member will cease to be a member of the Committee if the member notifies the Committee that he or she wishes to resign.

## **Powers:**

Our aims will be achieved by:-

- Fundraising to maintain KU17 solvency.
- Networking to maintain KU17 visibility within the community.
- Hiring premises to provide KU17 with a place to meet.
- Purchasing of equipment to offer KU17 a pleasant and entertaining environment to meet.
- Employing staff to facilitate KU17 operations.
- Publicity to ensure children in the community who are of secondary school age are aware of the option to join KU17.

## **Meetings:**

Ordinary meetings of the Committee will be held regularly, usually once a month. There will be at least six committee meetings a year. Minutes for each meeting will be taken and kept as a true and correct statement of the previous meeting and will be signed and seconded as such. Copies of the minutes will be available to all members.

## **Voting:**

50% of the Committee members, and a minimum of 3 Committee members, will be required for a meeting. A majority vote rules, with one vote per committee member. In the event of a deadlock in a vote, the chair (or in his/her absence the deputy chair) will have the casting vote.

## **Annual General Meeting (AGM):**

An annual general meeting of KU17s will be held in April each year, or as soon as possible after that.

Every annual general meeting will be arranged by the Committee. Notification of the meeting will be published in the Kingsley area by the secretary at least 21 days before the meeting; it will be open to all who wish to attend. Committee members and parents or guardians of KU17s on the current register will be eligible to vote at the meeting.

The current Committee will present to the meeting the annual report and accounts of the KU17s for the preceding year.

The meeting will elect officers and members of the Committee for the next twelve months. Nominations to the Committee must be made in writing to the secretary of the Committee at least 14 days before the annual general meeting. All those eligible to vote at the meeting may propose or second nominees.

The annual general meeting will appoint independent financial examiners for the forthcoming year.

## **Special General Meetings:**

Special General Meetings of KU17s can be called:

- by the Committee at any time, or
- by the secretary if 4 or more Committee members write a request including the business to be considered.

All members of the Committee must be notified of the business to be discussed at least 21 days before a Special General Meeting. Notification of the meeting will be published in the Kingsley area by the secretary at least 21 days before the meeting. The Special General Meeting will be open to parents or guardians of KU17s on the current register, and members of the Committee. Committee members and parents or guardians of KU17s on the current register will be eligible to vote at the meeting.

## **Procedure at General Meetings:**

1. The secretary, or another person specially appointed by the Committee, will keep a full record of proceedings at every general meeting of the Association.
2. The chair or deputy chair will arrange the agenda and chair the meetings, ensuring that all committee members or others invited to attend are able to make an input; that where possible constructive actions and responsible parties are agreed; and that where necessary voting is conducted in an appropriate manner.

## **Finance:**

Any money belonging to KU17's will be used for the purpose of KU17's, and will be managed in accordance with the agreed financial procedures. No Committee member can be paid money as a profit; however, reasonable payments will be made available for out of pocket expenses, through KU17's business.

Responsibility for the keeping of KU17's books will be the responsibility of the Treasurer. Signatories, of whom only two signatures will be needed for a cheque, on cheques will be the treasurer and two other members. A proper record will be available at all committee meetings.

## **Amendments to the Constitution:**

A resolution to amend the constitution can be made at either an AGM or a Special General Meeting called for the purpose. Each member will be given one months notice of such a meeting, this information must include the details of any resolutions or amendments. Resolutions can be passed by a simple majority.

## **Supporting documents to the Constitution:**

A register of all supporting documents to the Constitution (Policies, Procedures and other documents) will be maintained, and reviewed on a yearly basis or more frequently as appropriate.

## **Dissolution:**

If the committee decides that it has become necessary to dissolve KU17's, it will arrange an Extraordinary General Meeting giving each member at least one month's notice and including the details of the resolution to be discussed at the meeting. If such a decision is confirmed by a simple majority of all those present and voting at the meeting, the committee will have the power to dispose of any of its assets held by or in the name of KU17's. After any debt and liabilities have been paid the committee will give what is left to local donating bodies in proportion to their input during the financial year (March 31<sup>st</sup> to March 31st), or if otherwise instructed to other local community groups.