

## **CM VISION GROUP CONSTITUTION.**

### **PURPOSE**

To contribute to the advancement of the community development and engagement in Church Minshull; and to ensure that it remains an attractive and pleasant place in which to live.

### **MEMBERSHIP**

The Steering Group committee will comprise of nine members, ideally representing the major groups within the community, including the Parish Council, Village Hall Trustees and the Parochial Church Council.

Membership of the Steering Group committee will be open to all residents of the community.

Elections will be held to determine the membership of the Steering Group committee. Those elected will hold office for a period of three years, with one third of the Steering Group subjecting themselves to re-election each year. The Steering Group committee will be authorised to co-opt members into to vacant Steering Group committee positions at ordinary meetings.

### **OFFICERS**

The Steering Group committee will elect a Chair, Vice Chair, Treasurer and Secretary, at the Annual General Meeting, who will hold their posts for a period of one year. These positions are officers of the Steering Group.

### **MEETINGS**

Steering Group meetings will be held quarterly and be open to the public. Minutes of all meetings will be taken and published. A quorum of four members, which must include at least two Steering Group officers.

An Annual General Meeting of the Steering Group will be held within three months of the end of each financial year.

Extra-ordinary meetings: Each Steering Group committee member will be given at least 14 days' notice of such a meeting.

Special meeting: Ad-hoc meeting called to discuss a specific issue

### **FINANCE**

The Steering Group committee will open up its own bank account and the Treasurer will keep properly prepared accounts, which will be independently audited. The independent auditor will be appointed by the Steering Group Committee.

Banking: There will be three designated signatories for banking purposes. All bank cheques are required to have two designated signatures.

All working groups (see below) will access finances through the Steering Group committee. All expenditure will need to be approved by the Steering Group committee.

Urgent low funding or low expenditure request/requirements: In the event of any matter arising which requires the attention of the Steering Group committee, prior to the date of the next ordinary meeting, members will consult with the Chairman and Vice-chairman; and such other members as appropriate and/or practicable, to determine the appropriate course of action, which may include any of the following:

- a) to call a special meeting of the Steering Group committee to consider the matter;
- b) to delegate the power of authorisation/approval to such members for the funding/expenditure request, or requirement.
- c) To determine that the matter does not require such action, prior to the next ordinary meeting of the Steering Group committee.

Notes: Low funding or low expenditure matters shall mean requests/requirements below £200.00. In the absence of the Chairman and Vice-chairman, members shall consult as widely as practicable, with any three committee members on this process.

In any single urgent / emergency financial requirement, any single officer of the Steering Group, can authorise up to £100.00 without recourse to the above process.

Any actions taken under this section shall be reported at the next meeting of the Steering Group committee.

## **WORKING GROUPS**

Working groups will be set up under the umbrella of the Steering Group. Each working group will have its own terms of reference and management structure. The chair of each working group will be a member of the Steering Group and report back on progress and developments on a regular basis. Minutes will be kept of all meetings. Each working group will have the power to co-opt as many members as necessary.

Working groups include;

**Community Led Plan:** progress the actions contained in the Community Led Plan.

**Pathways & Environment:** a group will focus on short term activities aimed at effecting improvements within the local environment of the community.

**Events:** a group will arrange, co-ordinate and organise various community activities and events within the community.

Additional working groups can be set up and affiliated to the Steering Group committee, at the committee’s discretion.

**CHANGES TO THE CONSTITUTION**

A resolution to amend the constitution can be taken at either the Annual General Meeting or at an Extra-ordinary Meeting. Each Steering Group committee member will be given at least 14 days’ notice of such a meeting. Resolutions or amendments can be passed by a simple majority.

**DISSOLUTION**

If the Steering Group committee decides that it has become necessary to dissolve, it will arrange an Extra-ordinary Meeting giving each member at least one full month’s notice, including details of the resolution to be discussed. A decision can be made by a simple majority of the Steering Group committee. When all outstanding payments are settled any remaining assets/funds will be distributed among other groups active within the community by agreement of the Steering Group committee.

**SIGNATORIES**

- L. BANNON .....
- K. BANNON .....
- D. BARRETT .....
- (Vacant) .....
- A. TAYLOR .....
- C. CHALLONER .....
- J. TAYLOR .....
- J.HEADON .....
- J. SMITH .....