

Old Leake Community Centre and Playing Field Committee (Charity No 509159)

Constitution

- 1. Name** - The name of the Association shall be the Old Leake Community Centre and Playing Field Committee, (hereinafter called 'The Centre').
- 2. Purpose** - The Purpose of the Centre shall be to promote the benefit of the inhabitants of Old Leake and the surrounding neighbourhood, hereinafter called Old Leake, without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions, to provide facilities in the interest of social welfare, recreation, education and entertainment.
- 3. Powers** - In furtherance of the purpose but not otherwise, the Committee may exercise the following powers to:-
 - Raise** funds by inviting and receiving contributions by way of subscription, donation, hiring, community events or any other such lawful means.
 - Recruit** suitable volunteers and staff as are required to achieve the purpose.
 - Rent**, lease or purchase such property as is required.Carry out any other lawful activities that shall further the Centres purpose.
- 4. Use** - The Centre shall be available for hire as detailed in the current booking conditions. Use of the Centre shall be open to all persons living in Old Leake or further afield at the discretion of the committee and all such shall be entitled to use all the facilities of The Centre during the hours as stated by the committee and entertainment licence.
- 5. Committee and Trustees** - The management of the affairs of the Centre shall be directed by a committee, which shall meet not less than four times a year. The committee shall ideally consist of the Chairman, Vice-Chairman, Treasurer, Secretary, as a minimum. There shall be no less than four Trustees registered with the Charities Commission for the purpose of oversight of the Centres activities. Trustees will be appointed based on their understanding

of the Centre, Community needs and ability to make informed decisions based on the Centre's documented Purpose, Powers and legal requirements. Trustees will be registered on the Charities Commission website and have the ability to step down from this position providing reasonable notice has been provided to the Committee.

6. **Annual General Meeting** - Once in each year the committee shall convene an Annual General Meeting of the Centre. Regular users of the Centre shall be entitled to attend, for the purpose of receiving the annual report of the committee, the annual statement of accounts, appointing the honorary officers of the Centre, electing representatives to serve on the committee, making recommendations to the committee and, where necessary, of voting on proposals to amend this constitution. Only those being regular users of the Centre are eligible to vote.
7. **Special General Meeting** - The Chairman or the Secretary of the committee may at any time at their digression and within 21 days of receiving a written request to do so, call a Special General Meeting of the Centre, for the purpose of altering the constitution or of considering any matter which may be referred to them by the committee or for any other purpose.

8. **Voting and Minutes**

Voting - All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No one shall exercise more than one vote, but in the case of equality of votes, the Chairman shall have a second or casting vote.

Minutes - Minutes (handwritten or electronic) shall be kept by the Centre, the committee and all other committees and the appropriate secretary shall enter therein a record of all proceedings and resolutions.

9. **Standing Orders/Rules** -The committee shall have the power to adopt and issue Standing Orders and/or Rules for the use of the Centre. These rules and standing orders shall come into operation immediately, provided always that they shall be subject to review by regular users at the Annual General Meeting, and shall not be inconsistent with the provision of this committee.

10. **Governance** – The committee will ensure that it complies with all statutory legislation, eg (Health and Safety, Safeguarding, Data Protection) and will ensure that, so far as possible, Centre user groups are made aware of the Centres policies and hiring requirements. Incident of a serious nature will be investigated and reported to the relevant Enforcing Authorities and the Charities Commission in accordance with current guidance.

11. **Dissolution** - If the committee, by a simple majority, decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Centre it shall call a meeting of all regular users of the Centre who have the power to vote, and of the inhabitants of the area of benefit of which meeting not less than 21 days' notice, stating the terms of the resolution to be proposed thereat, shall be posted in a conspicuous place or places in the area of benefit, and give in writing to the appropriate Secretary of State. If such a decision shall be confirmed by a simple majority of those present voting at such a meeting, the trustees shall have the power to dispose of any assets held by or in the name of the Centre. Any assets remaining after the satisfaction of any property debts and liabilities, shall be applied towards charitable purposes for the benefit of the inhabitants, as the committee may decide and as may be approved by the Secretary of State.

N.B. For the purposes of this document 'Regular User' is defined as someone using the Centre for a minimum of 8 times per year. Reasonable notice would be considered as 21 days.