

# **Campsea Ashe Victory Hall Management Committee**

## **Constitution**

1. The name Campsea Ashe Victory Hall Management Committee hereafter to be known as "Management Committee"

### **Objectives**

2. Campsea Ashe Victory Management Committee was established to represent all those with an interest in the village community. By working in partnership with all relevant and interested groups in the village, and with voluntary organisations, the Management Committee seeks to provide improvement of a valued asset in the village.

#### 2.1 The Management Committee will:

- Maintain charity status
- Ensure that the Victory Hall is operated within its means
- Ensure that the Victory Hall and play equipment meet legislation
- Ensure that both the hall and the Play Area are annually inspected so that all certificates of worthiness are up to date
- Keep the Victory Hall and the adjacent Play Area well maintained, and are safe and free from hazards
- Ensure that the Victory Hall is available to any group/person who would like to use it for a function and for reasonable rates of hire
- Make every effort to make the hall available for community use each day of the week.
- Provide a focal point for village affairs and bringing the local community together.
- Seek funding/grants to improve the building, play area and to help with the upkeep of the Hall.
- Ensure that the committee has an up-to-date policy for Equal Opportunity and Diversity.
- Ensure that the Victory Hall and the Play Area are insured and that the insurance covers 'public liability'.
- Ensure that all up-to-date safety and insurance certificates are displayed in the hall.

### **3. Use of the Hall**

3.1 The hall will be open to any person/persons, community groups, voluntary organisation who wish to hire it.

3.2 Each organization can appoint one representative entitled to vote on its behalf at the Annual General Meeting of the Management Committee.

3.3 All hirers are:

- Required to sign the terms and conditions for hiring the hall.
- Pay a deposit, agreed by the Management Committee, when booking the hall.
- Pay the balance two weeks before the event.

- To notify the person responsible for bookings if they want to cancel the hire.
- Responsible for cleaning the hall after an event and disposing of rubbish
- Expected to conduct themselves in a manner acceptable to the management Committee when attending meetings or holding any function in the hall.

#### **4. The Management Committee**

4.1 A Chairperson, Vice - Chairperson, Secretary and Treasurer (known as the Officers) will be elected at the Annual General Meeting of the Victory Hall. They will hold office to the conclusion of the following AGM. They will be eligible for re-election they wish to stand for election.

4.2 The Management Committee will comprise of the Officers and a maximum of six other elected members.

4.3 The Management Committee will direct the affairs of the Victory Hall and the Play area.

4.4 A **sub committee** may be formed in order to support a specific development. The sub committee will be formed from members of the committee and they may elect to coopt other members of the community onto the subcommittee for a specific project.

#### **5. Meetings of the Victory Management Committee**

**5.1 AGM** - The Annual General Meeting will be held at a date and time agreed by the Management Committee. At least one month's notice will be given to the public concerning the date of the meeting. The meeting must take place within 15 months of the previous meeting.

**5.2 Special General Meeting** – In exceptional circumstances the Chairperson of the committee may call a Special General Meeting if so required. For this to take place a minimum of 2 officers and 3 members must attend.

**5.3 Meetings** - A full meeting of the Management committee will be held at least every 2 months, and more often should the need arise. An agenda will be produced and circulated to all members at least 7 days before a meeting. The agenda will contain the standard items of:

- Acceptance of minutes
- Matters arising
- Chairperson's report
- Financial report
- Report from any sub committee
- Any other business

**5.4 Minutes** – Minutes of all meetings will be maintained by the secretary and signed by the chair or vice chair. Prior to agreement they will be known as the 'Draft' minutes. Once they are agreed, and signed they become the 'minutes'. The Secretary and the Chairperson will keep a copy of all minutes. Sub committees will be required to keep similar sets of minutes of their meetings, which will be signed by their Chairperson.

**5.5 Quorum** – In order for a meeting to be valid there must be five members present, of which, at least, 2 are officers and 3 are members. In the absence of the

Chairperson the Vice-Chairperson will step in. If there is no elected Vice-Chairperson then the members of the committee can elect a Chairperson for that meeting only.

**5.6 Voting** – At all times, matters before the Management Committee shall be decided by a simple majority voting. In the case where there is an equality of votes, the Chairperson of the meeting will have a second or casting vote.

**5.7 Voting rights** – Members eligible to vote will be those elected and who have attended at least two meetings in the previous 6 months.

## **6. Finance**

6.1 Finances for the hall and the play area will be held in two separate accounts; one for the Victory Hall and one for the Play Area.

6.2 The bank accounts will be in the name of Campsea Ashe Victory Hall.

6.3 The cheques will be signed by two signatories.

6.4 The Treasurer will maintain accounting records in a bound book for both accounts. The entries in the book must be in ink. The financial year will run from April 1<sup>st</sup> to March 31<sup>st</sup>.

6.5 The Treasurer will present an itemised financial statement at each meeting and for each account. After the year-end (March 31<sup>st</sup>), final yearly accounts, showing income, expenditure and carry forward balance will be presented at the next Victory Hall AGM, and also at the Parish Council at their AGM.

## **7. Amendments to the constitution**

7.1 The constitution may only be amended after a two-thirds majority vote by those who are eligible to vote, and at a Special General Meeting or AGM.

## **8. Dissolution**

8.1 If a situation arises where the Management Committee of Campsea Ashe Victory Hall and Play Area decide by a simple majority that the committee should no longer exist, a Special General Meeting will be held in order to ratify the decision.

8.2 Of those present and eligible to vote at the Special General Meeting, a majority of two thirds (as in clause 7) will be required to endorse the committee's decision.

8.3 Any excess funds held at that time will pass to the Campsea Ashe Parish Council.

Signed : Maria Martin

Position: Chair of Campsea Ashe Village Hall Committee

Date: Sept 2016