

Orsett Village Hall Management Committee Trustees

Constitution

1. Title

The name of the association shall be “Orsett Village Hall Management Trustee Committee Trustees” hereafter to be known as “Management Committee”.

2. Objectives

Orsett Village Hall Management Trustee Committee is established to represent all those with an interest in the local community encompassed within the catchment area defined by a Trustee Committee as the Orsett Electoral Ward in the Borough of Thurrock. By working in partnership with all relevant interest groups, voluntary organisations, Government Departments, statutory authorities and individuals the Management Committee seeks to provide for improvement in the local environs for an involved and valued community.

The Trustees will:

- Ensure that the Village Hall is operated within its means
- Ensure the Village Hall is available to any group that would like to use it at reasonable rates as dictated by the above
- Make every effort to make the hall available for community use seven days a week with easy access.
- Keep the Village Hall well maintained.
- Provide a focal point for village affairs bringing the local community together.
- Strengthen local community networks and develop constructive and effective partnerships between local people.
- Achieve funding for local initiatives and from other relevant bodies/organisations as appropriate.

3. Use of hall

Use of the hall shall be open to individuals, community groups, voluntary organisations, partnership agencies and business representatives that are based in, or have an interest in the area.

All Hirers’ will be required to sign the Terms and Conditions associated with their particular type of event.

Each user organisation can appoint one representative entitled to attend and vote on its behalf at general meetings of Trustees. A deputy may be appointed where necessary.

Users shall at all times conduct themselves in a manner acceptable to the Trustee Committee when attending meetings or any function in connection with the Village Hall.

4. Management Committee Trustees

A Chair, Secretary and Treasurer shall be elected at the Annual General Meeting of the Village Hall Trust and shall hold office to the conclusion of the following AGM. They shall be eligible for re-election excepting that no officer shall hold office for more than four consecutive years, except where no other eligible person is prepared to stand.

5. Management Committee

The affairs of the Trust shall be directed by a Management Committee, which shall comprise of the Officers plus a minimum of three and maximum of seven other elected full members.

The members of the Trust Committee shall be elected at the Annual General Meeting of the Trust and shall hold office for a period of one year. Members shall be eligible for re-election excepting that no member shall hold office for more than five years, except where no other eligible person is prepared to stand.

6. Meetings of Orsett Village Hall Management Trustees

An Annual General Meeting shall be held at a time and place determined by the Management Committee giving the public at least 21 days notice of such. No more than 15 months shall have elapsed since the preceding AGM. In exceptional circumstances the Chair of the Committee may call a Special General Meeting if so requested in writing, signed by a minimum of ten full members of the Trust and giving reasons for the request.

The Management Committee shall meet not less than four times a year the actual frequency and timing to be determined by that Committee. All meetings shall be open to the public and commence with an "Open Session" for questions and issues to be raised by the public.

Quorum – for a valid meeting to be held there must be at least two of the Officers plus two other full members in attendance. In the absence of the Chair the members present shall elect a Deputy Chair for that meeting.

Voting – at all times matters before the Management Committee shall be decided by simple majority voting. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.

General Meetings – all matters before a General meeting, or Annual general Meeting, unless a change to the Constitution is proposed when clause 8 will come into force, shall be decided by simple majority voting of those members eligible to vote. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.

Voting Rights – Members eligible to vote will be those residing or working within the catchment area as described in Clause 2. The objectives and who have attended at least two meetings in the previous 12 months.

Minutes – minutes of all meetings shall be maintained by the Secretary and approved by the Management Committee.

7. Finance

A bank account in the name of the Orsett Village Hall shall be opened with a bank approved by the Management Committee with no fewer than four signatories. All cheques must be signed by not less than two authorised signatories.

The Treasurer shall maintain accounting records and produce annual accounts for the AGM.

8. Amendments to Constitution

Once adopted, the constitution may only be amended by reference to a Special General Meeting or Annual General Meeting at which a majority of two thirds of those present and eligible to vote is required for ratification.

9. **Dissolution**

If the General Committee decide by a simple majority that the Orsett Village Hall is wound up then a Special General Meeting shall be called to ratify that decision. A majority of two thirds of those present and eligible (as in Clause 8) to vote will be required to endorse the committee decision. Any excess funds held at that time and available for distribution shall be donated to an agreed charity.

Constitution ratified by: _____ (signed) Date: _____

Position: _____