

ORMSKIRK COMMUNITY PARTNERSHIP

CONSTITUTION (amended 21 April 2010)

1. NAME:

The name of the organisation shall be the **Ormskirk Community Partnership** hereinafter called the '**Partnership**'.

2. OBJECTIVES:

The objectives of the **Partnership** shall be to:

- a) Pursue the proposals developed through the **Ormskirk Market Town Initiative 2008** (and any similar subsequent plans), in collaboration with West Lancashire Borough Council and other relevant public bodies.
- b) Act as a charitable organisation to promote community involvement in events, activities and developments in **Ormskirk**.

The Partnership shall act without distinction of gender, disability, political, religious or other opinions, to work towards improving the conditions of life for inhabitants of **Ormskirk**.

The Partnership shall be non-party in politics and non-sectarian in religion. The Partnership shall have the power to affiliate to organisations with similar charitable objects if so required.

3. MANAGEMENT OF THE PARTNERSHIP

The policy and general management of the affairs of the **Partnership** shall be conducted by a General Committee, which shall be responsible to the Annual General Meeting of the **Partnership**.

The General Committee shall consist of the Honorary Officers [see section 6], and up to twelve¹ other Full Members, elected by and at the Annual General Meeting. For a meeting of the General Committee to be quorate, there will need to be a minimum of six² members present including at least two Honorary Officers.

In addition, the General Committee may co-opt up to four³ further members, who will not be entitled to vote at meetings of the General Committee.

If vacancies occur among its members, the General Committee shall have the power to fill these from amongst the Full Members of the **Partnership**. Where a member of the General Committee has failed to attend three successive meetings without sending an apology, and has failed to respond to written communications from one or more of the Honorary Officers, the Committee may resolve that the member has resigned and consider their position on the General Committee to be vacant.⁴

The General Committee shall have the power to appoint such sub-committees as it may from time to time determine and may determine their powers and terms of reference.

The General Committee shall meet not less than 6 times every year and as often as the General Committee thinks necessary in order to deal with business items, including progress reports, presentations on relevant projects, and any proposals submitted by sub-committees.

Once in each year in the month of April, or as soon as possible afterwards, the **Partnership** shall hold an Annual General Meeting to receive the Annual Report and the audited or independently examined Statement of Accounts; elect the Honorary Officers plus other Committee Members and any representatives to other bodies; appoint auditors or independent examiners; consider whenever necessary proposals to amend this Constitution; and other business of which due notice has been received.

Not less than twenty-one (21) days notice shall be given in writing, by the Secretary, of an Annual General Meeting, and such notice shall be sent to all Members of the **Partnership**, as well as being posted on a public notice board or web site.

4. MEMBERSHIP:

Membership of the **Partnership** shall be open to all, irrespective of political party, nationality, religious opinion, race, disability, gender or colour. There shall be two classes of membership as follows:

- a) All those living in the town of **Ormskirk** (that is, in the Derby, Knowsley and Scott wards) shall be called **Full Members**, with rights to vote at all general meetings of the **Partnership**. Others, with an interest in **Ormskirk**, including those from voluntary and community groups or those who are employed or who own businesses in the town, may also be admitted as **Full Members**.
- b) Persons under the age of 16, living in the three wards of **Ormskirk** as specified above, may be admitted as **Junior Members** of the **Partnership**. Junior Members shall not have voting rights unless as agreed otherwise on specific issues as determined by the General Committee.

Those wishing to become members of the **Partnership**, in either of the above categories, will be required to complete an application form and pay any annual membership or joining fee as may be required at that time by the General Committee. Once the application has been accepted by the General Committee, the individual concerned shall be deemed to have become a Member of the **Partnership**, and will be subject to conditions of the **Partnership** as the General Committee may decide.

All members shall be required to adhere to such Codes of Conduct and Equal Opportunities Policies as may be established by the **Partnership**.

The General Committee shall have the right, for good and sufficient reason, to exclude from membership any individual member, provided that the individual member shall have the right to be heard by the General Committee before a decision is made.

5. SUB-COMMITTEES:

Sub-committees shall be such groups as may, with the permission of the General Committee, be formed within the **Partnership** from amongst all classes of members, for the furtherance of a specific action plan or group of related items. Each sub-committee shall include one or more members of the General Committee.

The General Committee may determine the powers and terms of reference of any sub-committee and the duration of its activities.

6. HONORARY OFFICERS:

The Annual General Meeting shall elect the following four Honorary Officers of the **Partnership** from amongst the Full Members eligible for election to the General Committee: a Chair, a Vice-Chair, a Secretary and a Treasurer. The Honorary Officers shall serve in their respective capacities as Officers of the General Committee, until the next Annual General Meeting, and be eligible for re-election.

Other Officers may be nominated as required by the General Committee from those elected to serve on the General Committee.

In the event of a vacancy occurring among the Honorary Officers, the General Committee shall have power to fill such a vacancy from its own members or those of the **Partnership**, until the next Annual General Meeting.

7. SPECIAL GENERAL MEETING:

The Chair, or the Vice Chair, of the **Partnership** may at any time at their discretion, and shall, within twenty-one (21) days of receiving a written request to do so, signed by not less than fifty per cent (50%) or fifteen (15) Full Members, whichever is the lesser, having the power to vote and giving reasons for the request, call a Special General Meeting of the **Partnership** for the purposes of altering the Constitution in accordance with Clause 11 hereof or of considering any other matter which may be referred to it by the General Committee or for any other purpose.

Not less than twenty-one (21) days notice shall be given in writing of a Special General Meeting, and such notice shall be sent to all Members of the **Partnership**, as well as being posted on a public notice board or web site.

8. RULES OF PROCEDURE:

- a) *Declarations of interest:* All members of the **Partnership** eligible to vote will be required to declare in advance any financial or personal interests in any matter being considered.
- b) *Voting:* Subject to the provisions of Clause 11, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote, but in the case of an equality of votes the Chair shall have a second or casting vote.
- c) *Quorum:* One-third, or fifteen (15) of the Full Members, whichever is the lesser, shall form a quorum at meetings of the **Partnership**.
- d) *Minutes:* Minutes including all proceedings and resolutions of meetings of the **Partnership**, and any Sub-Committees that may have been established, shall be kept by the Secretary.
- e) *Correspondence:* All correspondence, including but not limited to notices required to be sent under any clause of this constitution and minutes of **Partnership** meetings, may at the discretion of the General Committee be sent electronically, by e-mail or by posting on a web site.

9. FINANCE:

All monies raised by or on behalf of the **Partnership** shall be applied to further the objects of the **Partnership** and for no other purpose. All sums collected shall be forwarded to the Treasurer.

The Treasurer shall keep proper account of the finances of the **Partnership** and shall maintain a bank account in the name of the **Partnership**. The accounts shall be audited or examined at least once a year by auditors or independent examiners appointed by the Annual General Meeting. The signatories to the bank account shall be the Treasurer and two other members of the General Committee, nominated by the General Committee. Any two signatories will be required to sign cheques, subject to the rules of the Bank.⁵

Expenditure of all sums in excess of an amount to be determined by the General Committee shall be subject to the prior approval of the General Committee and recorded as such in the minutes of the meeting at which the expenditure was discussed and agreed.

The **Partnership** shall be able to apply for Grant funding in support of its objectives.

The **Partnership** shall not have the powers to take out loans or go into debt, unless specifically agreed, on a case-by-case basis, by a two thirds majority of all **Partnership** Members entitled to vote agreeing so to do in a postal ballot.

The Financial Year for the Partnership shall run from January 1st to December 31st each year.

No member of the General Committee shall receive any financial remuneration from the **Partnership**, other than for the refund of expenses properly incurred on behalf of the **Partnership**.

10. DISSOLUTION:

If the **Partnership**, by a simple majority, decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the **Partnership** it shall call a meeting of all members of the **Partnership** who have the power to vote, of which not less than twenty-one (21) days notice stating the terms of the resolution to be proposed thereat shall be mailed to all members and posted in a conspicuous place or places in the **Ormskirk** area.

If such a resolution to dissolve shall be confirmed by a simple majority of those present and voting at such meeting the General Committee shall have power to dispose of any assets held by or in the name of the **Partnership**. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the residents of **Ormskirk**, as the General Committee may decide.

11. ALTERATIONS TO THE CONSTITUTION:

The clauses of this constitution, other than clauses 2, 10 and 11 may be altered, repealed or added to by a Resolution passed by a two thirds majority of the Members entitled to vote and who are present in person at a Special General Meeting of the **Partnership**.

Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Partnership not less than twenty-one (21) days before the date of the meeting at which it is first to be considered. The wording of the proposed alteration must be included in the notice which is sent to members not less than twenty-one (21) days prior to the meeting in question.

THIS CONSTITUTION was adopted as the Constitution of the
Ormskirk Community Partnership
at a Public Meeting held at Ormskirk Community Centre
on Friday 6 February 2009.
(This version includes amendments approved by the Partnership at
General Meetings held on 27 October 2009 and 21 April 2010.)
Signed:

Bryan Pready
(Chair)

Ian Yates
(Vice Chair)

Irene Slack
(Secretary)

John Lloyd
(Treasurer)

¹ Annual General Meeting, 21 April 2010

² Idem

³ Idem

⁴ Special General Meeting, 27 October 2009

⁵ Idem