

# CONSTITUTION

## 1. NAME

- The organisation's name is Rainford Hub ("The Hub").

## 2. OBJECTIVES

- To provide a forum to share knowledge, experience and expertise.
- To provide a working partnership between businesses and the community.
- To engage with the local authority and enterprise organisations to improve the infrastructure and facilities in the village.
- To work with local schools and colleges, support community groups and voluntary projects.
- To promote local shopping, eating, entertainment and special events in the village including the Christmas Fayre.
- To raise money for charity and in particular but without limitation to promote and support Rainford Dream

## 3. MEMBERSHIP

- General Membership of The Hub is open to any person (over 18) or body who carries out any business, profession or trade in the Rainford Area\*, who agrees with the objectives of The Hub, is willing to abide by its rules and willing to pay any subscription agreed by the Committee.
- Membership fees are determined by the Committee and become due and payable upon joining The Hub and on the 1st September each year thereafter. Any member whose subscription shall be in arrears for longer than 6 months shall automatically cease to be a member.
- Every individual member and every organisation member shall have one vote at General Meetings
- Each member organisation may appoint a representative to attend meetings of The Hub and, where appropriate, shall notify the Secretary of that representative's name
- The membership of any member may be terminated for good reason by the Committee but that member has a right to be heard by the Committee before a final decision is made

## 4. POWERS

- To open bank accounts and obtain any debit/credit cards
- To receive contributions to its funds in the form of Membership Fees/Subscriptions, grants, donations and any other lawful means.
- To raise money for charitable and non charitable purposes
- To take out insurance
- To organise courses and events
- To apply funds to carry out the objectives of The Hub generally.
- Co-operate with and support other bodies with similar purposes.
- Work in partnership with other organisations and exchange information.
- Do anything which is lawful and necessary to achieve the objectives.

## 5. FINANCE

- All funds belonging to or raised for the organisation must be used in furthering the objectives.
- Any cheques issued shall be signed by two of the three signatures appointed by the Committee.

## 6. ADMINISTRATION AND MANAGEMENT

- The Hub shall be administered by a Committee of Officers and no more than 10 other members all of whom shall be elected each year at the Annual General Meeting ("AGM")
- The Officers will consist of: Chairperson, Deputy Chairperson, Secretary, Membership Secretary and Treasurer.
- The Committee shall meet at least 6 times per year and it is expected that each Committee member attends a minimum of 2/3rds of the Committee meetings.
- The quorum for Committee meetings shall be 50%.
- Voting at Committee meetings shall be by show of hands. In the event of a tied vote the Chairperson shall have the casting vote.
- The Committee may by a two thirds majority vote, for good and proper reason, to remove any Committee member provided that person has the right to be heard by the Committee before a final decision is made.
- The Committee may appoint another member of The Hub as a committee member to fill a vacancy provided the maximum number is not exceeded
- In addition the Committee may co-opt up to 3 individuals in an advisory/non-voting capacity that it feels will help to support The Hub's aims.
- The Committee may in their absolute discretion allow any person (over 18) and anybody who carries out any business, profession or trade outside of the Rainford Area to become a member of The Hub provided that in so doing such membership shall not exceed more than 10% of the overall membership
- The Committee may in their absolute discretion appoint a sub-Committee to manage and administer the Christmas Fayre/Rainford Dreams.

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### 7. DUTIES OF THE OFFICERS

Chairperson:	Chair meetings of the Committee and The Hub Represent The Hub at functions/meetings that The Hub is invited to Act as spokesperson for the Hub when appropriate
Deputy Chairperson:	Assist and support the Chairman particularly in absence of the Chairperson
Secretary:	Take and keep minutes of meetings Prepare the agenda for meetings of the Committee and The Hub in consultation with the Chairperson Deal with correspondence Collect and circulate and relevant information within the Hub
Membership	Inform members of events
Secretary	Administer new membership applications Maintain the membership register
Treasurer:	Supervise the financial affairs of The Hub Keep proper accounts that show all monies collected and paid by The Hub

### 8. ANNUAL GENERAL MEETING

- The AGM will take place in September of each year.
- All members shall be given at least 14 days notice of the AGM and shall be entitled to attend and vote.
- Any member wishing to stand for election to the Committee must give at least 7 days written notice to the Secretary prior to the AGM
- There must be at least 10 members present at the AGM to form a quorum.
- The business at the AGM shall include:-
  - receiving a report from the Chairperson on The Hub's activities over the year
  - receiving a report from the Treasurer on the finances of The Hub
  - receiving a report of the Membership Secretary
  - electing a new committee
  - considering any other matter

### 9. SPECIAL GENERAL MEETING

- A Special General Meeting ("SGM") may be called by the Committee or by no less than 25% of the members to discuss an urgent matter.
- The Secretary shall give all members 21 days notice of any SGM together with notice of the business to be discussed. All members shall be entitled to attend and vote
- There must be at least 10 members present at the SGM to form a quorum.

### 10. DISSOLUTION

- The Hub may be wound up at any time if agreed by two thirds of those members present and voting at any General Meeting.
- In the event of a winding up any balance of non charitable funds held, will first be used to settle any liabilities of The Hub and thereafter be distributed among local charities determined by two thirds of those members present and voting at the said General Meeting. Any charitable funds will be paid directly to the charity in whose name they were raised.

### 11. DISTRIBUTION OF CONSTITUTION

- The Constitution will be issued to all new members along with a membership application form prior to joining the organisation.

### NOTES

- Rainford Area is as defined by the membership map available on line at <http://www.rainfordhub.com>