

CORSHAM LINK

CONSTITUTION

- 1 The name of the organisation shall be CORSHAM LINK.
- 2 **OBJECT:** The object of the organisation is to advance any charitable purposes for the benefit of the community of the parish of Corsham which includes the villages of Neston and Gastard. In particular to undertake voluntary work for the relief of the sick, elderly, disabled or other persons in need within the said area.
- 3 **MANAGEMENT:** The organisation shall be managed by a Committee comprised of a Chair, Vice Chair, Treasurer, Vice Treasurer, Secretary (the elected officers) and up to 7 other elected members. All of the elected members of the Committee are deemed Trustees and have voting rights; members who have not been formally elected at an Annual General Meeting may not vote.
- 4 Committee members are elected at the Annual General Meeting for a period of three years, after which they must stand down, although if they so wish, they may be nominated and re-elected for a further period of office.
- 5 In the event of a resignation of an Elected Officer or other Committee member, the Committee as a whole may co-opt a member of the area of benefit to the Committee who shall then serve until the next Annual General Meeting.
- 6 The Committee shall also have the power to co-opt members of the area of benefit on to the Committee if this would be considered beneficial to the organisation.
- 7 The Committee shall meet not less than four times per annum. Extra meetings may be requested by the Committee or not less than three members of the Committee.
- 8 The attendance of at least five of the Committee members entitled to vote is required for the meeting to achieve a quorum. Decisions are made by majority vote with the Chair having a casting vote.
- 9 The Committee shall meet in a manner which enables those attending to hear and communicate with each other. This should be in person, although in exceptional circumstances videoconferencing or teleconferencing can be used.
- 10 **AGM:** The Annual General Meeting shall be held not later than the 31st October.
- 11 The AGM, which shall be publicised by the Secretary, is open to all volunteers and interested members of the public.
- 12 A minimum of at least three members of the Committee may call a Special General Meeting if such a meeting is considered necessary. A request for this meeting must be made known to the Secretary who will call a meeting within 7 days.

- 13 The attendance of at least five persons who produce a Corsham Link identity card is required for a general meeting to achieve a quorum. Decisions are made by a two thirds majority of those present with a Corsham Link identity card.
- 14 **FUNDS:** An audited account of all funds shall be presented by the Treasurer to the AGM.
- 15 No monies of the organisation's funds may be used without the consent of a majority of the Committee members present at a quorate Committee meeting.
- 16 The elected officers and members of the Committee shall be entitled to claim reasonable, out-of-pocket expenses incurred while working for the organisation. Any volunteer shall likewise be entitled to claim reasonable, out-of-pocket expenses incurred when acting on behalf of the organisation. The Committee will from time to time give guidance on what expenses can be claimed from the Treasurer.
- 17 All cheques to be signed by two bank authorised signatories. All online payments to be made by the Treasurer, with a subsequent check of the supporting claim forms against the printed monthly bank statement by the Vice Treasurer.
- 18 **VOLUNTEERS:** All prospective volunteers shall apply through the Chair for approval by the Committee or its representatives. After completing a successful DBS check volunteers will be issued with an approved identity card which they should carry whenever acting on behalf of the organisation.
- 19 **DISSOLUTION:** In the event of a dissolution of the organisation any assets remaining after the satisfaction of all its debts and liabilities shall not be paid to or distributed among the members of the Committee but shall be given to such other charitable institution or institutions having similar objects to those of the organisation and if and insofar as effect cannot be given to this provision then to some other charitable purpose.
- 20 **CONSTITUTION AMENDMENT:** The Constitution may be amended by a two thirds majority of those present and eligible to vote at an Annual General Meeting or Special General Meeting, provided that at least 14 days' notice of any proposed amendment has been sent to all Committee members. Nothing contained in any proposed amendment should have the effect of changing the organisation's standing as a charity at law.
- 21 No alteration, addition or deletion may be made to the Object (para 2) or Dissolution (para 19) or Constitution Amendment (para 20) without prior permission of the Charity Commissioners.

Date 26 May 2022

Chair

Trustee