

# North Stoneham Community Group (NSCG) Constitution

## 1. Name

The name of the Group is the North Stoneham Community Group (NSCG).

## 2. Mission Statement

The purpose of the NSCG is to develop, support, and strengthen community cohesion at North Stoneham and the surrounding areas through events and initiatives.

## 3. Trustees

The NSCG shall be managed by a Board of Trustees (BoT) who are appointed at the Annual General Meeting (AGM). The role of a Trustee is to deliver on the mission statement of the NSCG. Trustees are expected to take an active role in the NSCG and attend most meetings. Trustees have oversight of this constitution and other NSCG policies and procedures. They are also expected to keep themselves briefed on the actions of the NSCG and help with general activities, such as newsletter distribution. Any member may stand for election to the BoT.

The NSCG BoT must contain a **minimum of 5** Trustees and a **maximum of 12** Trustees. Trustees are elected for a 2-year term.

Additional Trustees may be elected outside of an AGM, though they must step down at the next AGM. These members may then stand for re-election and be elected for a full 2-year term.

## 4. Trustee Roles

After election during the AGM, the BoT must assign the following constitutional roles & vice-roles:

- **Chair**  
The Chair facilitates meetings. They work with the NSCG Secretary/Vice-Secretary to produce meeting agendas, review minutes and generally ensure the NSCG acts in accordance with its constitution and policies. The Chair may sometimes have to take urgent action between Trustee meetings in line with the vision and values of the NSCG to take forward its priorities. The Chair will have oversight of the NSCG, supporting Trustees and facilitating the implementation of vision and strategy. The Chair is Safeguarding Lead. The Chair will be a signatory for the NSCG bank account. The Chair is a member of the Communications Team.
- **Vice-Chair**  
The Vice-Chair will stand in for the Chair when they are unavailable. They will also advise and work with the Chair to ensure a consistent approach. The Vice Chair is a member of the Communications Team.
- **Secretary**  
The Secretary organises meetings by arranging meeting dates and booking rooms, as well as sending out agendas and writing minutes. The Secretary has oversight of NSCG membership and is a key part of the Communications Team. They facilitate social media posts, newsletters and communications with key partners and

stakeholders. They also act as Webmaster for the NSCG Website. The Secretary facilitates NSCG shared access documents and is also Deputy Safeguarding Lead, holding any confidential notes. The Secretary will be a signatory for the NSCG bank account.

- **Vice-Secretary**  
The Vice-Secretary will stand in for the Secretary when they are unavailable. They will also advise and work with the Secretary to ensure a consistent approach. The Vice-Secretary is a member of the Communications Team. The Vice-Secretary will assist with the NSCG Website.
- **Treasurer**  
The Treasurer helps NSCG Trustees carry out their financial responsibilities. The Treasurer does this by presenting financial reports, managing NSCG accounts, liaising with the bank, paying expenses, managing grants and donations and advising on budgets. The Treasurer will be a signatory for the NSCG bank account.
- **Vice-Treasurer**  
The Vice-Treasurer will stand in for the Treasurer when they are unavailable. They will also advise and work with the Treasurer to ensure a consistent approach. The Vice-Treasurer will also take responsibility for managing donations given via events and initiatives. The Vice-Treasurer will be a signatory for the NSCG bank account.

Trustees must have been a member of the Board of Trustees for 2 years before being elected to a constitutional role (or 1 year for a vice-role). The expectation is that a Trustee will first serve in a Vice role before taking up a fully constituted role.

If a constitutional role has to be appointed outside an AGM, this must be done via a minuted vote of Trustees and the person will stand down from that role at the next AGM. They may then stand for re-election.

Other roles that may be appointed to Trustees include:

- **Newsletter Editor**  
The Newsletter Editor is part of the Communication Team along with Chair, Vice Chair, Secretary and Vice Secretary. The Newsletter Editor is responsible for compiling and editing the NSCG termly newsletter and overseeing its distribution. The Newsletter Editor will also assist with the NSCG Website.

The BoT may create other non-constitutional roles and appoint Trustees to these roles as they see fit. These roles will always enable the NSCG to meet its mission statement and priorities. It is expected that these roles will emerge in response to NSCG's need and people's willingness to serve and use their skills.

## **5. Project Groups**

Project Groups plan and deliver events and initiatives on behalf of the NSCG BoT. Any NSCG member can be a part of a Project Group, though any Project Group must include at least **2** Trustees. Trustees can serve on more than one Project Group. It is expected that a Project Group will be facilitated by a Trustee.

The NSCG BoT has oversight of all Project Groups. The BoT will action Project Groups, who

will be given a specific remit. Project Groups are responsible for producing a project plan and regularly updating the BoT as to their progress.

## **6. Stakeholders**

Stakeholders are people who represent other Organisations & Businesses in the North Stoneham area who support the work of the NSCG. Stakeholders can be invited to attend NSCG meetings as non-voting members.

## **7. Membership**

The NSCG shall have a membership. People who support the work of the NSCG must be aged 18 or over and live, work, or have a community involvement in North Stoneham. These people can apply to the BoT to become a member by emailing the generic NSCG email address. People who follow the NSCG on Facebook are also automatically deemed as being a member. Once accepted by the BoT, membership lasts for 3 years and may be renewed. The Trustees will keep an up-to-date membership list.

The BoT may remove a person's membership if they believe it is in the best interests of the NSCG. Any member subject to removal has the right to be heard by the BoT before the decision is made and can be accompanied by a friend/advocate.

## **8. Carrying out the purposes**

In order to carry out the purposes of the NSCG, the BoT have the power to:

- raise funds, receive grants and donations
- apply funds to carry out the work of the charity
- co-operate with and support other groups/charities with similar purposes
- do anything which is lawful and necessary to achieve the purposes

## **9. Annual General Meeting (AGM)**

The AGM must be held every year, anytime between January and March. 14 calendar days' notice must be given to all members. An Agenda must be published at least 7 days prior to the AGM. Minutes must be kept of the AGM.

There must be at least 10 members present at the AGM for the AGM to be valid. Every member has one vote.

The BoT shall present the annual report and accounts. Subsequently, any Trustees reaching the end of their 2-year term must then retire. Members shall then elect any Trustees to serve for a 2-year term. Previously retired Trustees may stand for re-election.

## **10. BoT Meetings**

The BoT must hold at least 3 meetings each year. At least **3** trustees (or **50%**, whichever is highest) must be present at the meeting to be able to make decisions. At least **1** trustee present at the meeting must hold a constitutional role. Minutes shall be kept for every meeting.

If trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.

The BoT may make reasonable additional rules to help run the NSCG. These rules must not conflict with this constitution or the law.

### **11. Money & Property**

Money and property must only be used for the NSCG's purposes.

The BoT must keep accounts. The most recent annual accounts can be seen by anybody on request.

Trustees cannot receive any money or property from the NSCG, except to refund reasonable, authorised out of pocket expenses.

Money must be held in the NSCG's bank account. All payments must be agreed by 2 trustees, in line with the financial policies and procedures.

### **12. General Meeting**

If the Trustees consider it is necessary to change the constitution or wind up the NSCG, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- If winding up the NSCG, any money or property remaining after payment of debts must be given to a group/charity with similar purposes to this one.
- Changes to the Constitution can be made at an AGM or General Meeting. No change can be made that would make the organisation no longer a group/charity.
- A General Meeting can be called upon written request from a minimum of 6 members.
- Trustees may call a General Meeting to consult the membership.

### **13. Current Trustees**

This version of the constitution was adopted on Wednesday 25th January 2023. The following members were elected to the Board of Trustees on this date:

<b>Signature</b>	<b>Printed name &amp; address</b>
_____	_____
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The following members were co-opted to the Board of Trustees after Wednesday 25th January 2023 and must stand down at the AGM held in 2024:

**Signature**

**Printed name, address & date**

_____	_____
_____	_____
_____	_____
_____	_____