

WESTERHAM TOWN PARTNERSHIP

CONSTITUTION March 2010

1. Name

Name of the organisation is The Westerham Town Partnership ('The Group')

2. Aims

- 1) To provide a forum for those interested in promoting the Town & Parish of Westerham with the aim of encouraging collaboration, partnership and joint working.
- 2) To promote the Town & Parish as a good place to visit and work thereby improving the economic and social well being of the Town & Parish.
- 3) To conserve and enhance the character, culture, heritage and environment of the Town & Parish in its entirety.
- 4) To disseminate information about the Town & Parish and its events.
- 5) To support and respond to any initiatives or activities which would be of benefit to and which encourage the promotion and improvement of the tourism and retail economy of the Town & Parish.
- 6) To organize public events which promote the aims of the Group.
- 7) To obtain grants, donations or other funds from legitimate sources, for the achievement of the above aims, such monies to be used in such manner as the Group may approve.
- 8) The Group shall have the right to liaise with, and cooperate with, any organisation or Local Authority in order to achieve its aims.

3. Members

- 1) Membership is open to all residents, businesses or organisations with a stake in community life, tourism or the economy of the Town & Parish of Westerham and who support the aims of the Group.
- 2) All members are entitled to attend Ordinary and Full Town Partnership [Annual General Meetings] of the Group and nominate representatives for the Steering Committee. The Steering Committee may co-opt additional persons with specialist knowledge as appropriate. In the event of a vote at any meeting only members votes will be counted.

4. Ceasing to be a member

- 1) Members may resign at any time in writing to the Secretary.
- 2) Any illegal or offensive behaviour will not be permitted. Such behavior may result in a request not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned, accompanied if wished by an advisor, shall have the right to be heard by the management Committee, before a final decision is made.

5. Equal Opportunities

The Group shall not have any affiliation to any political Party and shall not promote any political Party. Membership shall be open to everyone over the age of sixteen

6. Steering Committee

- 1) A Steering Committee of Officers will carry out the business of the group and for each ensuing year shall be elected at the Full Town Partnership - Annual General Meeting ('FTP -AGM'). The Steering Committee will consist in principle of the three officers but any member of the group or representatives of local authorities or outside organisations which support the aims of the group may be co-opted onto the Steering Committee for specific tasks.
- 2) The Officers roles are as follows:
 - (a) The Chairperson or their appointed deputy shall preside over and chair all meetings.
 - (b) The Secretary shall, in collaboration with the Chairperson and other officers of the Steering Committee as appropriate, draw up agendas for meetings, issue Notices of meetings, take minutes and issue them within 3 weeks of meetings, deal with correspondence and the distribution of all relevant papers and generally carry out the wishes and decisions of the Steering Committee.
 - (c) The Treasurer will keep a list of all members and will keep proper accounts, present reports as required to the Steering Committee and generally provide the Group with good financial stewardship. Annual accounts shall be produced and checked by a suitably qualified or experienced, independent person, and presented to the FTP - AGM.
- 3) The Officers shall be elected at the Full Town Partnership - AGM and shall be eligible for re-election except that after 3 consecutive years in the office he/she shall not be eligible to stand again for two years unless there are not any other nominations.
- 4) In the event of an officer standing down a replacement will be elected at the next general meeting of members.
- 5) All Officers shall be accountable to the Steering Committee.

- 6) The Steering Committee may by joint agreement take decisions on behalf of the members between meetings, subject to ratification at the next meeting.
- 7) The Steering Committee shall have the power to appoint sub-Committees for specific purposes on to which any members may be co-opted.

7. Meetings

1) Full Town Partnership - AGMs

- i. The first FTP -AGM will be held within 15 months of the date of the formation of the Group and subsequent FTP - AGMs shall be held within 15 months of the previous FTP -AGM.
- ii. The purpose of the FTP -AGM shall be to present an annual report, the annual accounts and to elect Officers to the Steering Committee. All existing Steering Committee members shall stand down at the FTP -AGM but may stand for re-election. Only members are eligible to vote for the Steering Committee. The out-going treasurer shall chair the meeting for the election of the new chairperson.
- iii. At least 15 days notice shall be given of every FTP -AGM.
- iv. Voting at FTP -AGMs shall be confined to Members present. Each Member shall be entitled to one vote. Decisions shall be made on the basis of simple majority. The Chairperson of the meeting shall have a casting vote.
- v. Unless otherwise determined by a previous FTP -AGM or the Steering Committee, a quorum at an FTP - AGM shall consist of 8 Members.

2) Ordinary General Meetings

- i) The Steering Committee will convene Ordinary General Meetings of the group at regular intervals throughout the year at such times as it may decide.
- ii) At least 7 days Notice shall be given of every Ordinary General Meeting.

3) Extraordinary General Meetings

i) An Extraordinary General Meeting shall be convened by the Secretary at the request of the Chairperson or of the Steering Committee or on the written request of not fewer than five members of the Group and shall have all the powers of an FTP – Annual General Meeting of the Group.

ii) For the convening of any Extraordinary General Meeting, written notice of seven days shall be given by the Secretary to Members.

iii) Unless otherwise determined by a previous FTP -AGM or the Steering Committee, a quorum at an EGM shall consist of 6 Members.

8. Rules of Procedure for all meetings

- 1) All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- 2) If a consensus cannot be reached a vote will be taken on a proposed and seconded motion and a decision will be made by a simple majority of members present. If the number of votes cast, on each side are equal, the chairperson of the meeting shall have an additional casting vote.
- 3) Notice of all meetings shall be sent to each member by post, fax or email and shall include the date, time and place of the meeting and an agenda of matters to be discussed. Notice of meetings may also be posted on a website and other public places.
- 4) The accidental omission to give notice of a meeting to or the non-receipt of such notice by any person entitled to receive notice thereof shall not invalidate any resolution or proceedings of any meeting.

9. Finances

The Group shall open an account in its name and have the power to raise funds in order to achieve its aims. Two signatories, the Treasurer either the Chairperson or the Secretary shall be needed to sign cheques. All items over £100 shall require Steering Committee approval.

10. Dissolution

If the Steering Committee by a simple majority decides at any time to dissolve the Group, it shall convene a General Meeting and the dissolution will be confirmed if a majority votes for dissolution. In the event of dissolution being agreed, then all assets held in the name of the Group shall be disposed of in a fit and proper way as agreed at the same meeting.

11. Alterations to the constitution

This constitution may be changed at any Ordinary General or FTP - AGM of the Group. Notice of any proposed alteration must be sent to the Secretary 14 clear days before the Meeting and must be included, in full, in the Notice summoning the meeting.

12. Copies of Constitution and Rules

Following an alteration to the Constitution the Secretary shall draw up a copy of the altered Constitution and Rules to be signed by the Chairperson and Secretary. Copies will be furnished to others on request on payment of the current cost.