



Selsey Men in Sheds Constitution

1. NAME

The name of the Organisation is **Selsey Men In Sheds**

2. THE PURPOSES OF THE ORGANISATION ARE:

- a) To provide a workshop and social centre for Selsey residents.
- b) To help members maintain their health and wellbeing, reduce loneliness and isolation, make new friends, share skills and knowledge, enjoy working together on a range of projects and have fun.
- c) To assist the community of Selsey in practical ways whenever possible.
- d) To be an inclusive Organisation supporting and working with members of the local community.

3. TRUSTEES

The Organisation will be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM).

The Trustees may pursue achieving charitable status if they feel it is in the Organisation's best interest. The final decision will be confirmed or rejected by a simple majority vote at the next AGM following the recommendation of the Trustees.

4. CARRYING OUT THE PURPOSES

In order to carry out the charitable purposes, the Trustees have the power to:

- a) Raise funds, receive grants and donations.
- b) Apply funds to carry out the work of the Organisation.
- c) Co-operate with and support other organisations or charities with similar purposes.
- d) Do anything which is lawful and necessary to achieve the purposes.

5. MEMBERSHIP

The Organisation shall have a membership.

People who support the work of the Organisation and are aged 18 or over, can apply to the Trustees to become a member. Once accepted by the Trustees membership lasts for one year and may be renewed. The Trustees will keep an up-to-date membership list.

The Trustees may remove a person's membership if they believe it is in the best interests of the Organisation. The member has the right to be heard by the Trustees before the decision is made and can be accompanied by a friend.

6. ANNUAL GENERAL MEETING (AGM)

- a) The AGM must be held every year, with at least 14 days' notice given to all members telling them what is on the Agenda. Minutes of the AGM must be kept and posted on the Organisations web site.
- b) There must be at least on quarter of the members present at the AGM.
- c) Every member has one vote on each item that requires a resolution to complete. Decisions will be carried by a simple majority of those present. Proxy votes will not be admissible.
- d) The Trustees shall present the annual report and accounts.
- e) Any member may stand for election as an Officer or Trustee.
- f) Members shall elect a Chairman, a Treasurer and a Secretary and between 1 and 7 other Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.
- g) The Trustees must hold at least 3 meetings each year. Trustees may act by majority decision.
- h) At least 3 Trustees must be present at the meeting to be able to take decisions. Minutes will be kept of every meeting.
- i) If a Trustee has a conflict of interest they must declare it and leave the meeting while the matter is being discussed and decided.
- j) During the year the Trustees may appoint up to 2 additional Trustees. They will stand down at the next AGM.
- k) The Trustees may make reasonable additional rules to help run the Organisation. These rules must not conflict with this constitution or the law.

7. MONEY AND PROPERTY

- a) Money and property must only be used for the Organisation's purposes.
- b) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request and posted on the Organisation's website.
- c) Trustees cannot receive any money or property from the Organisation, except to refund reasonable out of pocket expenses for which a receipt must be produced.
- d) Money must be held in the Organisation's bank account. All cheques must be signed by two trustees.

8. GENERAL MEETINGS

If the Trustees consider it necessary to change the Constitution, or wind up the Organisation, they must call a Special General Meeting, unless the issue can be satisfactorily dealt with at the next AGM, so that the membership can make the decision. Trustees must also call a Special General Meeting if they receive a written request from 25% of current registered members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require two thirds majority. The meeting will only consider the one item on the agenda. Minutes must be kept.

- a) Winding up – any money or property remaining after payment of debts must be given to an Organisation with similar purposes to this one.
- b) Changes to the Constitution – can only be made at an AGM. No change can be made that would make the Organisation no longer an Organisation, unless it is to wind up the Organisation to prevent incurring debt.
- c) General Meetings may be called on written request from a majority of members.
- d) Trustees may also call a General Meeting to consult membership on issues relevant to the Organisation.

9. SETTING UP THE ORGANISATION

This Constitution was adopted on (date) by the people whose signatures appear below. They are the first members of the Organisation and will be the Trustees until the AGM which must be held within one year of this date.

Signed Print

Signed Print

Signed Print

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