



# **Southdown Men in Sheds Constitution**

The Garage  
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## **1. Name**

The group aims to set up as a community group with the name  
**Southdown Men In Sheds**

## **2. The Purposes of the group are**

- a. To provide a craft workshop and social centre for residents in the local area from Hove to Shoreham-by-sea.
- b. To help members maintain their health and wellbeing by making new friends and enjoy working together on a range of practical creative projects.
- c. To assist the community in practical ways whenever possible.

## **3. Trustees**

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

## **4. Carrying out the purposes**

In order to carry out the purposes, the trustees have the power to:

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

## **5. Membership**

The group shall have a membership which will be open to people over the age of 18 who support the work of the group. There is no limitation to their location which will cover a general area from Hove to Shoreham-by-sea. Application is made to the trustees to become a member. Once accepted by the trustee's 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 group. 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 must be kept of the AGM.
- b. There must be at least one quarter of the members present at the AGM.

- c. Every member has one vote.
- d. The trustees shall present the annual report and accounts.
- e. Any member may stand for election as an officer of a trustee.
- f. Members shall elect a Chairman, Treasurer, and 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 meeting each year. Trustees may act by majority decision.
- h. At least 3 trustees must be present at the meeting to be able to make decisions. Minutes will be kept of every meeting.
- i. If a trustee had a conflict of interest they must declare it and leave the meeting while the matter is being discussed and decided upon.
- 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 group. 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 charities purposes.
- b. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- c. Trustees cannot receive any money or property from the group, except to refund reasonable out of pocket expenses.
- d. Money must be held in the charities bank account. All cheques must be signed by 2 trustees.

## 8. General Meetings

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

- a. Winding up – any money or property remaining after payment of debts must be given to a group with similar purposes to this one.
- b. Changes to the Constitution – can be made at AGM's or General Meetings. No change can be made that would make the organisation no longer a group.

## 9. Setting up the Organisation/Charity

This constitution was adopted on 08/05/2017 by the people whose signatures appear below. They are the first members of the group and will be the trustees until the AGM which must be held within one year of this date.

Signed       **IAN WATSON (CHAIRMAN)** .....

**KEITH MASON (TREASURER)** .....

**BARRY OSBORNE (SECRETARY)**.....