

Constitution of Heckington Living

Date of Constitution: Approved 29th September 2020

1. Name

The name of the unincorporated association is "Heckington Living" (formerly 'Heckington Village Magazine')

2. Name and address of principal office

Community Hub & Library
St Andrew's Street
Heckington
Lincolnshire
NG34 9RE

3. Objects

The objects of Heckington Living are:

- i) To publish 'Heckington Living', a bi-monthly village magazine covering the Heckington* area.
- ii) To use, where available resources allow, the funds that we raise and the resources and facilities of Heckington Living to advance the community of Heckington, for the benefit of local people, by:
 - Supporting innovation and initiatives by individuals and groups, working to develop and deliver services or social or cultural activities, where they directly benefit the people of Heckington.
 - Promoting existing voluntary groups in Heckington, by helping to raise their public profile, working with them to increase public awareness, support and participation.
 - Promoting partnership working with individuals, groups and bodies in Heckington that contribute to local community services and social and cultural activities in Heckington.
 - Delivering such services and activities directly, where they benefit local people.

* By 'Heckington' and 'the Heckington area' we mean the villages of Heckington, East Heckington, Great Hale, Little Hale and local environs.

4. The Committee

4.1 Heckington Living shall be administered by a Committee of members.

4.2 The Committee shall elect from among its members a Chair, Vice-Chair, Secretary and Treasurer.

5. **Powers and Duties of the Committee**

5.1 The Committee shall:

- i) Ensure that Heckington Living is managed and operated, at all times, in accordance with the agreed financial and operational procedures of Heckington Living.
- ii) Manage the affairs of Heckington Living on a sound financial basis.
- iii) Publish and arrange for the circulation of the Magazine.

5.2 The Committee has the power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular it has the power to:

- i) Agree an operating model which supports Heckington Living to deliver its objects.
- ii) Agree such financial and operational policies as are necessary for the good management of Heckington Living.
- iii) Appoint a person to the post of Magazine Editor ('The Editor'), and persons to such other posts as as it may deem necessary.
- iv) Remove from post any such appointed person.
- v) Award funding or grants to individuals, groups and bodies whose aims are consistent with those of Heckington Living, in accordance with the Financial Controls Policy, Operating Model and policies of Heckington Living.
- vi) To amend, by sole authority, this Constitution by simple majority vote at any properly convened meeting of the Committee.
- vii) To wind up Heckington Living at any properly convened meeting of the Committee, provided at least three quarters of the members of the Committee are present at such a meeting and vote unanimously to do so. In the event of winding up, any assets remaining after the payment of debts shall be distributed at its absolute discretion by the Committee to such charity or voluntary body as the Committee shall determine.

6. **Committee Members**

6.1 Members of the Committee shall normally hold office until the Annual General Meeting following their election, when they may offer themselves for re-election to the Committee.

6.2 Members of the Committee may resign at any time or be removed by simple majority vote of fellow members at any properly convened meeting of the Committee, including at an Annual General Meeting.

6.3 Vacancies shall be filled at any such meeting and the Committee may elect additional members by simple majority vote.

7. Committee Meetings

7.1 The Committee shall meet as and when necessary as determined by the Chair.

7.2 Any member of the Committee may request a meeting by notifying the Chair.

7.3 Subject to the consent of the Chair, which may not be unreasonably withheld, the Chair shall cause each member of the Committee to be given at least three clear working days written notice of the meeting specifying the business to be conducted.

7.4 No decision shall be taken at a meeting unless a quorum is present at the time the decision is taken. The quorum is three members of the Committee.

7.5 In the case of equality of votes, the Chair (or person who chairs the meeting), shall have a second casting vote.

7.6 Decisions and actions agreed by the Committee shall be recorded by the Secretary or by such other person as the members may determine.

7.7 Committee meetings may be made open to the public to attend, at the discretion of the Chair (or person who chairs the meeting).

7.8 Any non-committee member present may be invited to speak, at the discretion of the Chair (or person who chairs the meeting), but shall not have the power to vote on any decision.

7.9 Where confidential papers are to be tabled or matters discussed, the Chair (or person who chairs the meeting) shall exclude from the meeting, any non-committee member present, and the matter discussed in closed session. Such papers shall be marked "Confidential" and any discussion held in confidence between the members.

8. Participation in meetings by electronic means

8.1 A meeting may be held by suitable electronic means agreed by the Committee members in which each participant may communicate with all the other participants.

8.2 Any member participating at a meeting by suitable electronic means agreed by the members in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.

8.3 Meetings held by electronic means must comply with rules for meetings, including chairing and the recording of decisions and actions.

8. **Annual General Meeting**

- 8.1 The Committee members shall arrange for a general meeting to be held each year (to be known as the Annual General Meeting or 'AGM').
- 8.2 The AGM shall be open to any resident of Heckington, East Heckington, Great Hale, Little Hale, or any reader of The Magazine, to attend.
- 8.3 Public notice of an AGM shall be given at least 28 days in advance of the date of the meeting.
- 8.4 The Annual General Meeting shall be held normally in April each year, but in any event by the end of May.

8.4.1 (Temporary clause: due to the UK Government's guidance on social distancing during the Coronavirus pandemic, it will not be possible to hold a public AGM in 2020 as required by the constitution, i.e. by the end of May 2020. The next AGM shall therefore take place by the end of **May 2021**).

- 8.5 The AGM shall be chaired by the Chair of the Committee, or in their absence by a member of the Committee.
- 8.6 Any person wishing to stand for election to the Committee at an AGM must give written notice to the Secretary, by no later than 7 days before the date of the AGM.
- 8.7 Election of persons notified in accordance with paragraph 8.6 shall be by simple majority vote of those present.
- 8.8 Following the election of new committee members, the outgoing Chair shall handover the chairing of the AGM to a person selected by the new members.

9. **Conflicts of interest and conflicts of loyalty**

- 9.1 Committee members must:

(i) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with Heckington Living or in any transaction or arrangement entered into by Heckington Living which has not previously been declared; and

(2) not take part in any vote of the Committee members in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of Heckington Living and any personal interest or interest in any other group or body (including but not limited to any financial interest).

10. **The Magazine**

10.1 Subject to the terms of this constitution, as amended from time to time, the Magazine Editor shall have complete editorial freedom over the content of the magazine.

10.2 The magazine shall have no political, religious, ethnic or other bias.

11. **Financial procedures**

11.1 Members of the Committee (and post holders, including the Editor) shall not normally be remunerated although expenses properly incurred by them in the course of activities agreed by the Committee shall be reimbursed on submission to the Treasurer of relevant receipts. Nothing in this paragraph shall prevent the Committee authorising by simple majority vote at any properly convened meeting the payment on an honorarium or honoraria if justified by exceptional circumstances.

11.2 All financial matters shall be governed by the provisions of the Heckington Living Financial Controls Policy. Committee members, post holders and volunteers shall adhere to this policy at all times.

11.3 In particular, any request for funding, donations or sponsorship from individuals, groups or organisations must be applied for in writing and addressed to the Secretary. The request shall be an agenda item at the next available committee meeting and decided on by simple majority vote. Any such vote and the resulting decision must be recorded by the Secretary, or other person keeping the record. Decisions of the Committee are final and not subject to appeal.

12. **Rules and policies**

12.1 The Committee may from time to time make such reasonable and proper rules or policies as they may deem necessary or expedient for the proper conduct and management of Heckington Living, but such rules or policies must not be inconsistent with any provision of this constitution. Copies of any such rules or policies currently in force must be made available to any member of the Committee on request.

13. **Disputes**

13.1 If a dispute arises between members of the Committee about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

Signed: Andy Mellett Brown (Chair)
Counter signed:

Dated: 29 September 2020