

WE LOVE SE25 Constitution 19.6.23

The purpose of this constitution is to be an enabling document for our activities as We Love SE25 (WLSE25)

1. Name of the Group

The Group shall be called We Love SE25 (WLSE25)

2. Equalities Statement

WLSE25 will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

3. The Purpose of the Group

i. We Love SE25 is established as a Group to represent South Norwood.

To:

- a. bring residents, businesses, local institutions and community groups together to strengthen the South Norwood Community;
- b. create local relationships, and build community wellbeing and pride in South Norwood;
- c. act as a forum to exchange ideas and to innovate;
- d. carry out events and support community-led practical work to fulfil these aims;
- e. encourage the wider community and volunteers of all ages to appreciate, and help to improve, the built heritage and green environment in the local area and promote them as assets for nature and wildlife;
- f. raise money as necessary to carry out its purpose.

4. Membership

- i. Membership shall be open to any person aged 16 or over, who is a stakeholder in SE25 and who supports the aims and principles of the group.
- ii. A person shall be a member of the group if they have signed up to the mailing list. All subscribed members shall be called the Town Team.
- iii. A list of all members shall be kept by the secretary.
- iv. The Officers may remove a person's membership if they bring the Group into disrepute.

5. Officers

- i. Decision making and the operations of the Group will be overseen by an Executive Committee elected by the members at the Annual General Meeting, when appropriate.
- ii. The Executive Committee will consist of the Chair, Secretary, Treasurer and at least 4 other members.

- iii. Each member of the Officers' Group must be a signed up member of the Group.
- iv. A Councillor from each SE25 ward will be ex officio members of the committee.
- v. Committee members will serve for a term of two years.
- vi. The Committee will meet at least 4 times a year.
- vii. The Committee shall be responsible for the general administration of the group.
- viii. Committee meetings will be open to any member of the Group wishing to attend, who may speak but not vote.

6. **Ceasing to be a member**

- i. Members may resign at any time by un-subscribing or writing to the secretary.
- ii. Any Committee member not attending a meeting without good reason for three months will be contacted by the Committee and asked if they wish to resign.
- iii. Anyone bringing the Group into disrepute or breaking the equalities statement may be asked to resign from the group if an apology is not given or the behaviour is repeated.
- iv. The Committee may remove a person's membership if they believe it to be in the best interests of the Group.

7. **Confidentiality**

We will ensure that we comply with current data protection legislation as set out in the Code of Conduct below.

8. **Finances**

- i. The Committee shall ensure that all funds raised for the group are paid into a bank account agreed by the committee. Such funds may only be spent in agreement with the Chair/Vice Chair and Treasurer or two exec officers.
- ii. Money and property must only be used for the Group's purposes.
- iii. The most recent annual accounts can be seen by anybody on request.

9. **Meetings**

i. **General Meetings**

- a. General Meetings, also known as Town Team Meetings, are open to all members, and will be held at least once every 4 months.
- b. All members will be given sufficient notice of such a meeting, giving the venue, date, time and Agenda.

ii. Annual General Meetings – AGM

- a. An Annual General Meeting (AGM) will be held each calendar year within 15 months of the previous AGM with at least 14 clear days' notice given to all members giving the venue, date, time and Agenda.
- b. Notice of the meeting will also be announced publicly, and organisations and individuals will be invited to nominate themselves for consideration for inclusion on the executive Committee.
- c. There must be at least 10 members present at the AGM..
- d. Minutes must be kept of the AGM.
- e. Voting shall be restricted to members, with one vote for each business, local institution, community group, or household.
- f. Nominations for the Officers' Group may be made to the Secretary before the meeting, or at the meeting.
- g. Any member may stand for election as an Officer when appropriate.
- h. Election terms for Officers shall be two years and shall be staggered in the interests of continuity.
- i. The AGM shall:
 1. receive the annual report and accounts from the Chair and Treasurer;
 2. elect a management committee to administer the activities of the Group consisting of a Chair, a Secretary and a Treasurer and any other officers which the meeting shall consider desirable;
- j. The Chair of the group shall preside at the AGM. In their absence a committee member agreed by the majority shall preside.
- k. All decisions of the meeting shall be by majority voting of members.
- l. Amendments to the Constitution
 1. Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.
 2. Any proposal to amend the constitution will require a majority of those present and entitled to vote.

iii. Special General Meetings

- a. The Executive Committee may call a Special General Meeting at the request of the majority of the committee.
- b. The meeting will take place within 14 days of the request.
- c. All members will be given two weeks' notice of such a meeting, giving the venue, date, time and Agenda.

- d.** The proposal must then be circulated with the notice of meeting.
- e.** The quorum for the Special General Meeting will be 15 members.
- f.** Minutes must be kept.

iv. Officer Meetings

- a.** Officers must hold at least 4 meetings each year.
- b.** Members must receive notice of meetings at least 7 days before the meeting Minutes shall be kept for every meeting.
- c.** The quorum for Committee meetings is three Committee members.
- d.** If Officers have a conflict of interest, they must declare it, and leave the meeting while this matter is being discussed or decided.

10. Dissolution

If a meeting, by a simple majority, decides that it is necessary to close down the Group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.