

# CONSTITUTION

**NAME:** The name of the group is Southam First.  
**VISION:** Southam to be a place where people want to live, work, shop and visit.

## OBJECTIVES:

1. To support Southam community organisations and facilitate effective partnership working between them.
2. To support activities that promote the town and benefit the local economy.

## MANAGEMENT

1. Southam First is managed by a Committee of volunteers.
2. Membership of the Southam First Management Committee is open to anyone willing and able to help the group achieve its objectives.
3. The Management Committee will appoint Officers as deemed necessary, including a Chair, Treasurer and Secretary.
4. The Management Committee has the power to amend this Constitution through a majority vote.
5. Management Committee members must comply with Southam First's Equal Opportunities Policy and Code of Conduct.
6. The Management Committee will establish and disband sub-groups as it considers appropriate.
7. Sub-groups will include a member or members of the Management Committee and will provide a record of their membership, activities and finances to the Management Committee.

## FINANCE

1. Money obtained by Southam First shall be used to achieve the objectives of Southam First.
2. Cheques require two signatories.
3. The Treasurer is responsible for online banking transactions.
4. Funds allocated to sub-groups become the responsibility of that sub-group.
5. Accounts to be examined annually by an appropriate person independent of Southam First.

## MEETINGS

1. The Management Committee will meet at least four times each year.
2. The Management Committee will require 40% of its members in order to be deemed quorate.
3. Sub-groups will meet on an ad hoc basis as deemed necessary.
4. Votes need be cast only if there is dissent.
5. The Chair will have a casting vote to resolve deadlock.

## ANNUAL GENERAL MEETING (AGM)

1. An AGM will be held annually within 6 months of the financial year end.
2. The purpose of the AGM shall be to present an annual report, the annual accounts and to elect Officers.
3. Anyone with an interest in the objectives of Southam First may attend the AGM.
4. Members of the Management Committee and its sub-groups may vote at the AGM.
5. At least 14 days' notice shall be given for the AGM.

## ASSETS

1. A list of Southam First's assets shall be publicly available.
2. The cost of hiring assets to others will be determined by the Management Committee, but may be waived depending on the nature of the event and status of the hirer.
3. The Management Committee will be responsible for decisions relating to the purchase, maintenance, disposal, replacement and storage of the assets.

## DISSOLUTION

1. If the Management Committee consider that there is no further business to be conducted as a group, they have the power to effect the dissolution of Southam First.
2. All monies remaining in the Southam First bank account along with Southam First assets at the date of dissolution will be allocated to Southam based charitable organisations as deemed appropriate by the Management Committee.

Adopted 18<sup>th</sup> August 2015

## CODE OF CONDUCT

### ***Members of Southam First (the group) are expected to:***

- Understand and support the Objectives of Southam First, making their experience, skills and knowledge available to the group as appropriate.
- Act within the law and the Constitution of Southam First and be familiar with and abide by the group's policies and procedures.
- Respect the confidentiality of the group and its members.
- Act in the best interests of Southam First and avoid bringing the group into disrepute.
- Use Southam First's resources responsibly.
- Declare any conflicts of interest to ensure they are managed effectively.
- Attend all appropriate meetings or give apologies.
- Raise issues and questions in an appropriate and sensitive way, accept majority decisions, and not act individually unless authorised to do so.
- Participate positively, considerately and respectfully and avoid giving offence.

### ***Members must not:***

- Use their position or influence in Southam First to the advantage of any political party or religious group.
- Gain materially or financially from their involvement with Southam First unless specifically authorised to do so.

## EQUAL OPPORTUNITIES POLICY

### ***Southam First members aim to:***

- Ensure that no members or beneficiaries receive less favourable treatment on the grounds of gender, marital status, age, responsibility for dependants, socio-economic status, race, colour, ethnic or national origin, political or religious conviction, sexual orientation, disability, membership or non-membership of Trade Union, local geographic (rural or community) factors or is disadvantaged by conditions or requirements which cannot be shown to be justifiable to the Management Committee.
- Identify practices in all areas of activity that may unfairly discriminate and replace them, as relevant, with practices that ensure equality of opportunity.
- Make Equal Opportunities an integral aspect of Southam First's activities.

**The Southam First Code of Conduct and Equal Opportunities Policy Statement will be reviewed regularly and amended as required.**