

The North Thoresby Community Events Association (NTCEA)

Constitution

Aims

The aims of the North Thoresby Community Events Association (hereafter NTCEA) are:

To enhance community life and individual well-being in North Thoresby by organising social, recreational, educational and cultural events.

To encourage residents to support village events and to participate in their organisation.

To raise and distribute funds, including applying for grants, to support village organisations, clubs, and institutions.

To contribute to improvements in village amenities and facilities and contribute to good causes and charities.

Equal Opportunities

NTCEA will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

Data protection

NTCEA will ensure that the requirements of data protection legislation are adhered to and has a data protection policy.

Participation, Structure and Management Committee

NTCEA operates as a not-for-profit organisation with any revenues generated from events, activities, publications or grants, being reinvested to support the association's aims.

Participation in NTCEA activities is open to anyone living in North Thoresby village and parish, and anyone living in the surrounding area.

Residents and other Individuals can access information about NTCEA's programmes through a database which is used to send out information, and other channels, including a website, Facebook page and a printed 'North Thoresby News' which is delivered to all homes in the Parish.

NTCEA is organised and run by a voluntary management committee responsible for ensuring the aims of the association are translated into effective actions.

This includes –

- financing and facilitating village events and activities
- operating a bank account and purchasing appropriate licences and insurances
- obtaining, collecting and receiving funds by way of contributions, donations, fees, grants and any other lawful method towards the aims of the association
- liaising and co-operating with village organisations, clubs, institutions and groups and providing financial support where possible and appropriate
- recruiting and supporting volunteers and ensuring appropriate safety measures are in place
- ensuring that all money and resources are properly used, managed and accounted for
- effectively communicating with residents, and other interested parties

Committee and Officers

The management committee consists of not more than 12 members. Other individuals – for example, those responsible for leading other village groups - may be invited (or may request) to attend a management committee meeting in appropriate circumstances.

Committee members may volunteer, and/or be invited, and are co-opted by the existing management committee members. All committee members are expected to be actively engaged in the activities of the group. A more formal recruitment procedure may be introduced by the committee if deemed necessary.

Members serve at their pleasure. In extremis, a member could be invited to step down by a majority vote, with the chairman having a casting vote if required.

The committee may set up sub-committees to investigate specific matters or to organise events and activities falling under the umbrella of the organisation. These may have additional members from outside the organising committee and are chaired by a member of the committee itself.

Exact roles may vary. The lists below reflect current practice.

The Chair

The chair's duties include:

- Preparing, in collaboration with the Secretary, the agenda and briefing papers for committee meetings – and ensuring these are sent out
- Chairing meetings
- Leading the strategic planning and review process
- Ensuring that actions agreed are followed through
- Setting timelines and priorities
- Representing NTCEA to outside bodies and speaking on behalf of NTCEA
- Liaising with, and supporting, other committee members in their roles
- Ensuring that decisions are made, agreed, summarised and communicated so that everyone understands the detail and consequences

The Vice Chair (or Chairs)

The Vice Chair – or joint Vice Chairs - stand in for the Chair, assist the Chair and other officers in fulfilling their roles above and undertake leadership of specific activities or events.

Chairs of Sub-Committees

Chairs of sub-committees perform roles in the sub-committees parallel to that of the main Chair and report back to the management committee.

The Treasurer

The Treasurer is responsible for taking care of the money and overseeing the finances and accounts. The role of treasurer includes:

- Overseeing and controlling the association's finances
- Checking and paying the association's invoices and bills
- Helping coordinate funding applications
- Maintaining accounts and preparing them at least quarterly and at the end of each financial year.
- Making sure that committee members are reimbursed for any expenses they incur on behalf of NTCEA

The Secretary

The role of the secretary, in conjunction with the Chair, includes:

- Asking management committee members what items they want to be included on the agenda prior to meetings
- Sending out the agenda, minutes and reports of meetings
- Taking minutes at meetings or delegating minute-taking to a named individual
- Ensuring that records are kept.
- Filing all the paperwork and records associated with NTCEA
- Ensuring that data bases of contacts are kept up to date
- Ensuring that Data Protection and any other privacy legislation is adhered to

The President

The role of President is an honorary one and is bestowed on a member of the community with a distinguished record in community activity.

Meetings

At the beginning of each financial year, the management committee will hold a 'review and forward planning' meeting and publish a report.

It will follow this with an open meeting to report to residents, and others who participate in the group's activities, on the organisations' activities, expenditure current and future plans.

Full management committee meetings will be held at least 3 times a year in addition to the annual review meeting. Sub-committees meet as and when required.

Decisions may be made by email discussion and agreement.

The committee works on the basis of consensus and votes are generally not taken but can be if any member requests it. In the case of a vote being taken a 2/3^{rds} majority is necessary.

No significant policy, financial or other decisions are made without all committee members being consulted, where at all possible. The quorum is 2/3^{rds} of the current membership.

Such issues will be flagged up in at least 5 days before a meeting with full briefing material.

An agenda and any relevant papers are sent out in good time before meetings by email.

Committee members are always to treat each other with courtesy and respect and by all methods of communication.

Finance

All money raised by or on behalf of NTCEA is only to be used to further the aims of the group.

Accounts are maintained on behalf of NTCEA at a bank agreed by the management committee.

Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household. Two signatures on every cheque.

The Association has a debit card which can be used by the Chair and Treasurer to pay invoices or order goods and services relating to activities and events which are in line with the objectives of the Association.

The approval of expenditures and related procedures are regulated by the Associations financial protocols. See separate document.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at appropriate intervals.

Committee members may claim reasonable out-of-pocket expenses – or re-imbusement - on terms approved by the committee. No other payments can be made to members of the association in their capacity as members, but they may be engaged to provide professional services (such as web design), sanctioned by the management committee, and which otherwise would be outsourced.

The financial year runs from April to the following March.

Accounts will be internally and externally audited annually.

Amendment and Dissolution

Amendments to the constitution can only be made through agreement of 2/3rds of the committee.

Should circumstances arise – for example, through a decline in membership or activity – the committee membership can decide to wind up the Association.

Any remaining assets should be given to another organisation (or organisations) with similar objectives within the village with the proviso that funds must be used for the stated aims of the NTCEA.

November 2021

The original draft of this constitution was written by Sarah Middleton, John Sanchez and Ian Wright in November 2019. It was reviewed by IW, SM and George Krawiec in October 2021 and put before the NTCEA committee for approval on 9th November 2021.