

BUCKLESHAM AND FOXHALL COMMUNITY COUNCIL

CONSTITUTION

NAME

1. The Council shall be called "The Bucklesham and Foxhall Community Council".

2. OBJECTS

- (a) To provide adequate recreational facilities, playing fields, playgrounds and community centres within Bucklesham, Foxhall and the neighbourhood in the interests of social welfare.
- (b) To encourage and develop all recreational activities in the interests of social welfare.
- (c) To raise by subscription or otherwise funds for furtherance of the objects of the Council.
- (d) Provided always that nothing in the foregoing shall authorise or empower the Bucklesham & Foxhall Council to participate directly or indirectly in any activity which is not charitable according to the laws of the United Kingdom for the time being in force and the whole of the property and funds of the Bucklesham & Foxhall Council shall at all times be used and applied for such purposes only as are charitable in accordance with such laws.
3. The income and property of the Council shall be applied solely towards the objects of the Council and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the Council.

CONSTITUTION

4. The Council shall consist of the following:-

- (i) (a) The Officers of the Council, viz: The President, Chairman and Vice-Chairman of the Council, Treasurer, Legal Adviser and Secretary to be elected annually at the Annual General Meeting of the Council.
- (b) Vice-Presidents.
- (c) Representatives of:-
- (i) The Bucklesham and Foxhall Parish Councils
- (ii) Such voluntary organisations as may be invited by the Executive Committee.
- (iii) Such sports organisations and clubs (men and women) as may be invited by the Executive Committee.
- (d) Subscribers under Rule 7.
- (e) Such persons as may be accepted for membership by the Council on such terms as the Council may from time to time decide.
- (ii) The Council shall appoint an executive committee annually from the above, the number to be determined by the Council.
- (iii) In the event of resignation a representative elected under sub-section (i)(c) may continue to act until another representative shall be appointed by the local authority or organisation concerned.
5. (a) The business of the Council shall be carried on by the executive committee which shall be elected from among the Council members (the number to be determined by the Council) at the Annual Meeting.

- (b) The Executive Committee shall have power to fill up by co-option any vacancy which may occur in its body during the year, and shall have power to co-opt in an advisory capacity any person whom they shall think fit.
- (c) A meeting of the executive committee shall be called at any time, in either of the following ways, subject to seven days' notice from the Secretary:-
 - (i) By order of the Chairman.
 - (ii) On receipt by the Secretary of a requisition signed by one-third of the members of the executive committee
- (d) The Executive Committee shall have power to appoint such sub-committees as they think fit and may delegate to such sub-committees such powers as they from time to time think desirable, and may co-opt to such sub-committees non-members of the executive committee.
- (e) The Executive Committee shall have power to appoint District Representatives to represent the Council.
- (f) Any matter not covered by these rules or any question of interpretation shall be dealt with by the Executive Committee, which may refer the matter in question to the Council for decision.

GENERAL MEETING

- 6. (a) That a General Meeting shall be held at least once a year for the following purposes:-
 - (i) Election of Officers.
 - (ii) Election of Vice-Presidents.
 - (iii) Election of Executive Committee.
 - (iv) The presentation of audited accounts.
 - (v) Any other business.
- (b) Twenty-one days' notice with an agenda shall be given of any general meeting and all resolutions and of any alterations in the rules to be proposed thereat, and shall be sent to the Officers and all Members of the Council eligible to attend, together with the Annual Report and audited statement of accounts to be presented thereat.
- (c) The Council shall meet at least once a year and at such other times as the Chairman shall direct, an Extraordinary General Meeting must be convened upon the receipt of a requisition in writing by six or more members.

MEMBERSHIP

- 7. (a) The subscription for membership of the Council shall be a minimum of six pence per week per person.
- (b) The affiliation fee, if any for Sports Clubs and other organisations shall be nil.

VOTES

- 8. Every question at general or other meetings shall be decided by a simple majority of the votes of all those present at the meeting, and in the case of equality of votes, the Chairman shall have a casting vote.

ALTERATION OF RULES

- 9. Notice of any proposed alteration to the Rules shall be submitted in writing to reach the Secretary not less than four weeks before the date of the Annual General Meeting, or of an Extraordinary General Meeting called for that purpose.
- 10. The Secretary shall cause Minutes to be made in a book provided for that purpose, of all resolutions and proceedings of all meetings and such Minutes shall, upon questions put and vote taken thereon, either at the meeting or some subsequent meeting, be signed by the Chairman, and when signed shall

be conclusive evidence of the correctness of the entry.

ACCOUNTS

11. Books of Accounts as agreed by the Executive Committee shall be kept by the Secretary or Treasurer.

For the proper maintenance of a Banking Account, the following financial system shall be carried out by the Executive Committee of the Community Council.

- (a) An account shall be opened in the name of the Community Council to be called "The Bucklesham and Foxhall Community Council Account" at a Bank to be approved by the Executive Committee, into which Fund all monies received on behalf of the Community Council shall be paid by the Treasurer or other responsible official.
- (b) Cheques for the payment of all accounts shall be signed by any two of the following:- Chairman of the Executive Committee, Treasurer, Secretary.

At the Annual Meeting in every year, the Executive Committee shall lay before the members a detailed audited statement of the accounts of the Council for the past twelve months. A copy of such statement shall accompany the notices of the Annual General Meeting.

AUDITOR

12. The accounts shall be audited by an auditor to be elected at the Annual General Meeting in each year.