

Constitution

1. Name

The name of the group shall be **Chorlton Community Led Housing Group** (known as CCLHG)

2. Aims

The aims of the Chorlton Community Led Housing group shall be

- To develop, provide, lease and manage community led housing in Chorlton
- To ensure the development reflects the Vision of CCLHG

3. Membership

Membership is open to anyone who supports the Aims and Vision of CCLHG

Membership will begin as soon as the membership form and membership fee of £1 has been received.

A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time in writing to the membership secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the steering group, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

CCLHG will not discriminate on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity .

5. Officers and steering group

The business of the group will be carried out by a steering group re-elected at the Annual General Meeting. The steering group will meet as necessary and not less than six times a year.

The steering group will consist of up to twelve members; and be composed of four officers and up to eight additional steering group members. Up to two additional members may be co-opted onto the steering group at the discretion of the steering group.

The officers' roles are as follows:

- Chair, who shall chair both general (member) meetings and steering group meetings
- Secretary, who shall be responsible for ensuring minutes are taken and papers distributed
- Membership secretary, who shall be responsible for keeping records of members

- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any steering group member not attending three successive meetings without apology will be contacted by the steering group and asked if they wish to resign.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the steering group may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The steering group will present a report of the work of CCLHG over the year.
- The steering group will present the accounts of CCLHG for the previous year.
- The officers and steering group for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the steering group or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 6 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Steering Group Meetings

Steering group meetings may be called by the Chair or Secretary. Steering group members must receive notice of meetings at least 7 days before the meeting.

The quorum for steering group meetings is half the number of current steering group members plus one.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of CCLHG at a bank agreed by the steering group. Three cheque signatories will be nominated by the steering group (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), authorisation will be required by two signatories.

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

All money raised by or on behalf of CCLHG is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the CCLHG 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 non-profit community organisation with a similar vision. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at a meeting of Chorlton Community Led Housing Group on:-

Date: 27 February 2019

Name	Position in group	Signed
1.Eddy Fox	Steering Group member	
2.Steve Goslyn	Chair	
3.Steve Landamore	Steering Group member	
4.Margaret Manning	Secretary	
5.Paula Moorhouse	Steering Group member	
6.Chris Peacock	Steering Group member	
7.Sian Richards	Treasurer	
8.Kate Wilson	Membership Secretary	

End of Chorlton Community Led Housing Group constitution

Updated February 2019