CONSTITUTION

CONSTITUTION OF: THE CANDDO PROJECT CIC

(A NOT FOR PROFIT ORGANISATION)

1. Name

The name of the group shall be The Canddo Project

2. Aims

To be a not for profit organisation benefiting the community of Torfaen.

To provide a safe environment for social and recreational activities for those aged over 18.

3. Objectives

The group will fulfil the aims by:

\* Promoting the health and well-being of the members and the wider community.

\* Improving local people’s lives by involving them in community projects and cohesion events.

\* To carry out and promote both environmental improvement and practical conservation, to educate, encourage and support the local population in environmental practice.

\* To carry out and promote activities including arts, horticulture, craft, woodwork and any other legal social activity to educate, encourage and support community cohesion.

\* To work with statutory and non-statutory agencies.

\* To raise funds and receive contributions where appropriate to finance the work.

\* To publicise and promote the work of the group.

\* Open bank accounts.

\* Make rules and standing orders for categories of members and their rights.

\* Take out insurance.

\* Organise meetings, training courses and events.

\* Work with similar groups and exchange information and advice with them.

\* Take any action that is lawful, which would help it to fulfil its aims.

4. Management

(a) The Canddo Project shall be administered by a Management Committee of not less than three (3) people and not more than ten (10) full members elected at the group’s General Meeting, Committee Members must be at least 18 years old.

(b) The officers of the Management Committee shall be:

The Chairperson

The Treasurer

The Secretary

and such other officers the group shall deem necessary at the meeting.

(d) The Management Committee shall meet at least six times a year.

(e) At least three (3) Management Committee members must be present for the Management Committee meeting to take place.

(f) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.

(g) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.

5. Finance

(a) Any money obtained by the group shall be used only for the group. (b) Any bank accounts opened for the group shall be in the name of the group. (c) Any cheque issued shall be signed by at least two of any three nominated signatures. (d) The Management Committee will ensure that the group stays within the budget.

6. Committee Meetings

(a) The committee shall meet at least six (6) times each year.

(b) The quorum for a meeting shall be three (3).

(c) The committee shall at all times represent the interests of the group.

(d) All meetings must be minuted and available to any interested party.

(e) All committee members shall be given at least seven (7) days’ notice of a meeting unless it is deemed an emergency meeting.

7. General Public Meetings

(a) The committee shall call at least one general public meeting each year, the purpose of this meeting is for the group to account for its actions and consider suggestions from the public.

(b) The Chair of the group shall normally chair these meetings.

(c) At least fourteen (14) days’ notice of such a meeting must be given and advertised in at least five (5) public places.

(d) All meetings must be minuted and available to any interested party.

8. Annual General Meeting

(a) The Canddo Project shall hold an Annual General Meeting (AGM) at not more than 18 month intervals.

(b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days’ notice of the AGM.

(c) The business of the AGM shall include:

\* Receiving a report from the Chairperson of the group’s activities over the year.

\* Receiving a report and presentation of the last financial year’s accounts from the

Treasurer on the finances of the group.

(d) The quorum for Annual General Meeting shall be at least three (3) committee members.

9. Alteration of the Constitution

(a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (14 days) clear notice.

(b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

10. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another not for profit group with similar aims.

11. Adoption of the Constitution

This constitution was adopted by the members present at the SGM held on: Saturday 2ndMarch 2020

Signed:

................................................................................................................ (Chair) ................................................................................................................ (Secretary)