



# Ivinghoe Town Hall Constitution (Charity No. 300287)

## CONSTITUTION

### 1. Name

The Ivinghoe Town Hall Management Committee (hereinafter called the Committee)

### 2. Purpose

To manage and administer that part of the Ivinghoe Town Hall covered by the terms of the Sub-Lease for the use of the peoples and organisations of Ivinghoe and the neighbourhood.

### 3. Membership

- a) Existing and any new organisations or groups, excluding political organisations, may each elect one representative to serve on the Committee.
- b) The Committee shall have the power to co-opt not more than two members, who shall be deemed full members, to hold office until the end of the Annual General Meeting following their co-option.
- c) In the absence of the nominated representative, a deputy representative may attend meetings and speak, but is not entitled to vote.
- d) Membership of the Committee shall cease immediately a representative ceases to be a member of said organisation or group.

- e) **Any member who is incapacitated from acting or who communicates in writing to the Committee, a wish to resign, shall thereupon cease to be a member of the committee.**
- f) **Upon occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in their minutes at their next meeting, and if in the office of representative member, it shall be notified as soon as possible to the proper appointing organisation or group. A member appointed to fill a casual vacancy shall hold office only for the unexpired term of office of the member in whose place they are appointed.**
- g) **The proceedings of the Committee shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any member.**

#### **4. Organisation**

- a) **There shall be an Annual General Meeting held in September each year or as soon as is practicable thereafter.**
- b) **The offices of Chair, Vice-Chair, Treasurer and Secretary shall be elected at the Annual General Meeting, for a term of office commencing at the end of the Annual General Meeting at which they were elected and expiring at the end of the Annual General Meeting the following year.**
- c) **The Committee shall keep a Minute Book and Accounts Book; a report and accounts shall be presented every year at the Annual General Meeting.**
- d) **An auditor shall be appointed at the Annual General Meeting.**
- e) **Three Trustees will be appointed at the Annual General Meeting.**

## **5. Committee Meetings**

- a) The committee shall hold at least three ordinary meetings each year, and may hold other meetings as required. A Special Meeting may be summoned by the Chair and any two members, giving seven clear days notice to all other members of the matters to be discussed.**
- b) A meeting may be recognised and minutes taken when a quorum of not less than one-third of the members are present.**
- c) Meetings may be held by video conference or in person at a nominated venue, as decided by the Chair.**

## **6. Voting**

- a) Every matter shall be determined by the majority of the members present and voting. In the case of equality, the Chair shall have the casting vote.**
- b) Each officer shall have the right of vote only if his services are given free of charge.**

## **7. Finance**

- a) The Treasurer shall be given 14 days notice at any time when the Account books are required for examination**
- b) Cheques shall be signed by any two of the three signatories appointed by the Committee.**
- c) All capital expenditure in excess of £100 must be the subject of a 2-1 majority voting of the members present.**

**8. Use by other bodies and persons**

**The Committee may permit the Hall to be used otherwise than for the purposes specified, subject to payment which is sufficient to at least defray the expenses incurred. This must not substantially interfere with it's stated use.**

**9. Alterations and Modifications**

**The Committee may make and alter rules and regulations for the conduct of their business and for the summoning and conduct of their meetings.**

**Organisations and Groups represented**

**The Parish Council**

**Beacon Villages Community Library**

