

Mendlesham Community Charity Constitution

Amended 01 December 2021 Registered Charity No: 282391

1. **Name:** Mendlesham Community Charity

2. **The Purposes of the charity are:**

To enhance the quality and conditions of life for the members of the community residing in the Parish of Mendlesham (the Mendlesham Community) by the advancement of amateur sport, education and health for the public benefit of the Mendlesham Community. This to include supporting the provision of recreational facilities, playing fields, playgroups, a community centre and other amenities and overseeing the management of events, and on request, supporting organisations and groups or individuals in the Mendlesham Community to undertake activities for charitable purposes; and any purposes not specified above but which are recognised as charitable purposes by the law of England and Wales; and any purposes that may reasonably be regarded as analogous to or within the spirit of any of the above purposes.

3. **Trustees:**

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGEM) of the charity.

4. **Carrying out the purposes**

In order to carry out the charitable purposes, the trustees have the power to:

1. Raise funds, receive grants and donations.
2. Apply funds to carry out the work of the charity.
3. Co-operate with and support other charities for similar purposes.
4. Do anything which is lawful and necessary to achieve the purposes.

5. **Membership**

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep and up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interest of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

6. **Annual General Meeting (AGM)**

1. The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept.
2. There must be at least 15 members present at the AGM.
3. Every member has one vote.
4. The trustees shall present the annual report and accounts.
5. Any member may stand for election as trustee.

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6. Members shall elect between 3 – 10 trustees to service for the next year. They will retire at the next AGM but may stand for re-election.

7. Trustee meetings

1. Trustees must hold at least 3 meetings each year. At their first meeting after the AGAM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
2. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
3. If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
4. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next election.
5. The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8. Money and Property

1. Money and property must only be used for the charity's purpose
2. Trustee must keep accounts. The most recent annual accounts can be seen by anybody or request.
3. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
4. Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

9. General meetings

If the trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days' notice and told the reason for the meeting. All decisions require a two thirds majority, Minutes must be kept.

1. **Winding up** – any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
2. **Changes to the constitution** – can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
3. **General Meeting** – called on written request from a majority of members.
4. Trustees may also call a General Meeting to consult the membership