

# South Northumberland Radio Group Constitution

(prepared in line with Charity Commission recommendations)



## 1. Name

The name of the organisation shall be South Northumberland Radio Group (hereafter called SNRG).

## 2. Objectives

The objectives of SNRG are to improve communications and provide and promote vital links in south east Northumberland between local people; community groups; social, health and local government organisations; businesses; and visitors to the area. Our aim is to bring together all generations through the medium of radio to maintain and develop social gains and civic pride. The group will meet this aim primarily through an initial series of 28-day restricted service licence broadcasts culminating in a full-time broadcasting licence.

## 3. Powers

SNRG has the following powers, which may be exercised and/or delegated only in achieving the objectives:

- a) To acquire or hire property of any kind
- b) To let or dispose of property of any kind
- c) To co-operate with other bodies
- d) To employ and remunerate staff or advisors as necessary to carry out the objectives
- e) To raise funds
- f) To deposit and/or invest funds in any lawful manner
- g) To set aside funds for special purposes or as reserves against future expenditure
- h) To borrow money with and/or without giving security
- i) To enter into contracts to provide services to or on behalf of other bodies
- j) To accept gifts either for general or specific purposes of SNRG
- k) To enter into contracts to purchase, procure or otherwise acquire services or goods which help to achieve SNRG aims and objectives
- l) To do anything else within the law which promotes or helps to promote the objectives

## 4. Committee

SNRG will be run by a Management Committee (the Committee) consisting of Chairman, Treasurer, Secretary and at least two other members of the organisation. The members of the Committee shall be elected annually by vote of the membership at an Annual General Meeting. The Committee shall meet at least four times a year to conduct the business of SNRG and at least three members with power to vote must be present to form a quorum. The Chairman holds a casting vote. Any member of SNRG may apply for election to the Committee (except junior members under the age of 18).

## 5. Annual General Meeting

A general meeting of the membership of SNRG (the Annual General Meeting) shall be held at least once a year on a date to be arranged by the Committee. No more than 18 months should elapse between one Annual General Meeting and the next. The Secretary shall give notification of the

date, time and venue of the meeting to the members, at least 21 days before the proposed date of the meeting.

#### **6. Extraordinary General Meeting**

An Extraordinary General Meeting of SNRG must be called within 14 clear days of a written request from at least 10 members (or one quarter of the membership, whichever is the less).

#### **7. Procedure at General Meetings**

A full record of proceedings at every General Meeting of SNRG shall be kept by the Secretary or by such other person appointed by the Committee. There shall be a quorum when at least three members of SNRG are present. If, after 15 minutes of the start of the meeting, there are not sufficient members present to form a quorum, the meeting shall be adjourned to a future suitable date and/or time, when a quorum should be present. Notice of any General Meeting, shall be deemed to have been given when communicated to members (giving a minimum of 14 clear days' notice) to the addresses last given to SNRG. Voting on the election of Committee members and officers and on any other matters arising at any General Meeting shall be by a simple majority – through a paper ballot – except where the business of the meeting concerns amendments to the constitution or dissolution of SNRG in which case a two-thirds majority shall be required.

#### **8. Membership**

Membership of SNRG shall be open to any interested person upon completion of an appropriate membership Form. The Committee may at its discretion charge an annual fee for membership. Each member of SNRG will be entitled to have one vote on the election of officers and committee members and on other matters considered at the Annual General Meeting or at any Extraordinary General Meeting. Junior members below the age of 18 years shall not be entitled to vote. A member may resign his or her membership at any time by notifying the Management Committee. The Management Committee member(s) may terminate the membership of any member on the grounds that in their reasonable opinion the member's continued membership would be harmful to the organisation. The member will have a right of appeal by written representation submitted within 14 clear days of receiving notice of termination to the SNRG Management Committee.

#### **9. Bank Accounts and Annual Accounts**

The financial assets of SNRG shall be held in a bank, building society or credit union account operated by and in the name of SNRG. There shall be at all times at least three Committee members empowered to act as signatories to the bank account, one of whom shall be the Treasurer. The Treasurer at each Committee meeting shall make a statement of the financial position of SNRG. The Treasurer shall ensure that annual accounts are prepared at the end of each financial year in accordance with current best practice and financial regulations. The annual accounts shall be presented at the Annual General Meeting and shall thereafter be available for inspection by any interested person.

#### **10. Payments or benefits**

Any out-of-pocket expenses reasonably incurred by Committee members whilst engaged in the business of SNRG shall be reimbursed. Committee members shall not be entitled to any other personal financial benefit arising from their involvement in the running of SNRG.

#### **11. Amendments to the Constitution**

Amendments to this Constitution may only be made following consideration by the membership of SNRG at the Annual General Meeting. Members must be given 21 days' notice of the proposed

amendments. Voting on the adoption of amendments to the Constitution shall be by two-thirds majority of those present and entitled to vote, on a show of hands.

## **12. Dissolution**

If at any time SNRG at a general meeting decide to dissolve the organisation, the Management Committee will remain in office as Trustees and will be responsible for the orderly winding up of the organisation's affairs.

After making provision for all outstanding debts and liabilities of the organisation, the Trustees must apply the remaining property and funds by transfer to one or more other like-minded bodies.

**This Constitution was adopted on the First day of June 2011.**