

CONSTITUTION FOR: GENIE (Gap Electronic News & Information Exchange) Community Group

1. Name

The name of the group shall be GENIE COMMUNITY GROUP, established as a community-led project, owned and run by volunteer members of the group for the benefit of the community.

2. Aims

The overarching aim of GENIE COMMUNITY GROUP will be to provide, whenever necessary on an *ad-hoc* basis, a free, fast dissemination of useful, important or urgent community information to all online residents who desire to receive it.

In order to do this:

- the group aims to recruit and maintain a 'Master List' (subscriber list) in accordance with the Data Protection Act and all other relevant laws and statutes.
- the group aims continually to grow the Master List through encouraging subscription. Newsletters will be sent out initially using a standard commercially available bulk email service. Therefore, individuals would choose to subscribe (opt in) and may unsubscribe (opt out) at any time.
- the group aims to ensure that only important, accurate and relevant news is sent out (though this is the delegated responsibility of each Category Editor, a responsible volunteer and group member who is knowledgeable and involved in the general area concerned). These category editors will receive the basic information from any source and would decide what and when to send out in their relevant newsletter.

3. Membership

Membership is open to anyone who:

- lives in Goring, Streatley, South Stoke or the surrounding area; and
- supports and contributes positively toward the aims of GENIE COMMUNITY GROUP
- is constructively engaged in the production of the newsletters

Membership will begin as soon as the membership request has been received.

There will be no annual membership fee or any payment required to join the membership.

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

Ceasing to be a member

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

Any offensive or disruptive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way, denigrating the GENIE newsletter or community group 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 management committee, accompanied by a friend, before a final decision is made. Members who are deemed by the Management Committee to have behaved inappropriately will be reprimanded and/or struck-off the membership list.

4. Subscribers

Subscription is open to anyone who:

- lives in Goring, Streatley, South Stoke or the surrounding area, or is interested in the activities in the area; and

- actively 'opts in' by registering for the newsletter service.

Subscription will begin as soon as the request and required information (name and e-mail address) has been received. There will be no fee or any payment whatsoever required to subscribe.

Information on subscribers to be requested and kept on file will be limited to the basic requirements to mail to them efficiently and in a targeted way (eg, email address, preferred salutation, village name and which newsletters they have opted to subscribe to).

Those who subscribe to any of the various individual categories of newsletter will automatically be added to the 'Master List'. This will ensure that the mailings for the 'Public Information' newsletter (which uses the full Master List) go to the maximum number of people in the community.

The subscribers' information will be maintained, in compliance with the Data Protection Act and any relevant laws and statutes, will be kept by the designated Data Controller. Access to the names and e-mail addresses on the Master List will be appropriately restricted on a 'need to know' basis.

5. Equal Opportunities

GENIE COMMUNITY GROUP will not discriminate on the grounds of gender, gender-identity, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

6. Officers and Management Committee

The business of the group will be carried out by a Management Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than two times a year.

The Committee will consist of 4 - 5 members, and be composed of 3 officers and 2 or 3 committee members. Up to 2 additional members may be co-opted onto the committee (totalling 7 members) at the discretion of the committee.

The officers' roles are as follows:

Chair, who shall chair both general and committee meetings

Secretary, who shall be responsible for the taking of minutes and the distribution of all papers

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 Annual General Meeting of members. The Management Committee will appoint an interim officer until such time as the Annual General Meeting.

Any committee member not attending a meeting without apology for three consecutive meetings will be contacted by the committee and asked if they wish to resign.

The Management Committee meetings will be open to any member of GENIE COMMUNITY GROUP and any subscribers who wish to attend, who may be offered an opportunity to speak but not to vote.

7. Meetings

7.1. 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. Subscribers to the Master List as well as interested members of the public may attend.

Nominations for the Management Committee may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 25% of the membership or 5 members, whichever is the greater number.

At the AGM:-

The Committee will present a report of the work of GENIE COMMUNITY GROUP over the year.

The Committee will present the accounts of GENIE COMMUNITY GROUP for the previous year.

The officers and Committee 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.

7.2 Special General Meetings

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

The meeting will take place within thirty days of the request.

All members will be given at least 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 25% of the membership or 5 members, whichever is the greater number.

7.3 Management Committee Meetings

Management Committee meetings may be called from time-to-time by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Management Committee members.

8. 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 all members 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.

9. Finances

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

All payments will be authorised 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), a requisition note will be signed by two signatories, and held by the treasurer.

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 GENIE COMMUNITY GROUP is only to be used to further the aims of the group, as specified in item 2 of this constitution.

10. 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 members present and entitled to vote.

11. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the 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 charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the GENIE COMMUNITY GROUP on:-

Date 22nd March 2016

Name and position in group Ron Bridle, Chairperson

Name and position in group Mary Carr, Treasurer

Name and position in group Bryan Urbick, Secretary