

CONSTITUTION FOR THE WINSLEY WEAVER



1. Name

THE WINSLEY WEAVER (TWW) is a voluntary organisation, which may use the abbreviated names THE WEAVER for trading purposes.

2. Objective

The object of TWW is to assemble, prepare, print and publish a village magazine, known as THE WINSLEY WEAVER, in such forms and at such frequencies as shall be determined by a management team from time to time.

3. Beneficiaries

The area of benefit shall be the village of Winsley, adjacent hamlets and any person who has a connection with Winsley and is willing to subscribe to TWW.

4. Management Team

i) At the date of adoption, the organisation's objects are discharged by a Management Team consisting of volunteers acting in the roles of editor(s), advertisement sales, treasurer, subscriptions, distribution and proof reading co-ordination.

ii) A Chairman of the Management Team shall be appointed from within the team by majority vote.

iii) The Management Team shall have power to appoint, replace or co-opt other volunteers who are willing to assist in discharging TWW's objects, including increasing the size of the Management Team if the Chairman and a majority of the team agree. New members of the Management Team shall be from within, or closely connected to, the community of Winsley.

iv) The Management Team shall have power to increase or reduce the responsibilities of an individual member, always ensuring that the full range of duties and responsibilities are covered by the team as a whole.

5. Powers

i) The Management Team shall have power to determine and vary the forms and frequencies in which TWW is provided.

ii) The Management Team shall have power to discharge its responsibilities directly or through the use of suitable contractors or third parties as deemed appropriate, including labour only contracts.

iii) The Management Team shall not have power to borrow money, employ or pay staff.

6. The Editor

- i) Should the Management Team elect a Managing Editor, then he / she shall consult the Management Team about editorial matters from time to time and have regard to the Management Team's opinions and advice, but the final decision shall rest with the Managing Editor, who shall be responsible and accountable for all editorial copy published.
- ii) In the absence of a Managing Editor, then the editorial team will collectively agree editorial matters and, in the event of any dispute, the Chairman of the Management Team will have the final decision.

7. Meetings

- i) The Management Team shall meet at least four times a year.
- ii) Two members of the Management Team shall have power to convene a meeting.
- iii) At least seven days notice shall be given to each member of the Management Team to convene an ordinary meeting at which the management team's powers can be exercised.
- iv) An extraordinary meeting can be convened at not less than one day's notice if all members of the management team are informed of the matter to be discussed and a majority of the Management Team agree that the meeting shall take place. The only business transacted at an extraordinary meeting shall be the specific matter for which the meeting was convened.
- v) There shall be a quorum when four members of the Management Team are present.
- vi) Whenever possible, decisions should be reached on a consensual basis but, if a vote is needed, each member of the team shall have one vote. Where there is an equality of votes, the Chairman shall have a second, casting vote, which may be used at the Chairman's discretion.
- vii) Minutes of the decisions taken by the Management Team shall be circulated to all members of the team and confirmed as accurate at the next ordinary meeting.
- viii) Any decision taken by the Management Team can be rescinded or varied at the next or any subsequent ordinary meeting.

8. Finance

- i) TWW shall be operated on business principles in order to cover the costs of its activities.
- ii) The Treasurer shall keep the accounts and shall report to the Management Team on the financial position of TWW at each ordinary meeting.
- iii) The accounts shall be made up to the last day of March each year and shall be

promptly presented to an independent person with appropriate accounting skills for inspection.

iv) The Treasurer shall inform the Management Team when the inspection is complete, and shall pass on in full any formal comments on the accounts made at the end of the inspection.

v) Readers of the magazine shall be informed that the accounts have been closed, inspected and can be examined by appointment for a period of a month.

vi) A TWW bank account shall be maintained into which all monies received shall be paid and from which all payments shall be made.

vii) There shall be three signatories on the TWW bank account, which shall be members of the Management Team. Cheques shall be signed by any one of the signatories, except that a signatory cannot sign a cheque drawn in his or her favour.

viii) The Management Team must agree to all direct Bank Transfer Payment arrangements being established with any supplier. The authorisation of any payment will be as vii) above.

ix) Any member of the Management Team shall be entitled to inspect the accounting records maintained by the Treasurer at any time after reasonable notice.

9. Variations to the Constitution

The constitution can be varied after seven days' notice of the proposed changes have been provided to every member of the Management Team and a majority of the whole Management Team agree the changes at a properly convened ordinary meeting.

10. Dissolution

i) In circumstances where there are insufficient members of the Management Team to cope with the full range of duties and responsibilities and new members cannot be recruited, an extraordinary meeting of the Management Team shall be convened at which a resolution shall be put to disband TWW and hand over any surplus funds, after all legitimate costs have been defrayed, to Winsley Parish Council. The resolution shall recommend the purpose for which the funds should be used by Winsley Parish Council.

ii) In circumstances where all the Management Team have resigned and new members cannot be recruited, TWW will automatically disband and the Chairman, as a final act, shall ensure that any surplus funds, after all legitimate costs have been defrayed, are handed to Winsley Parish Council, recommending the purpose for which the funds should be used.

Adopted: 31st October 2017