

CONSTITUTION FOR HOLMFIRTH CONSERVATION GROUP

AREA OF BENEFIT – Holme Valley and surrounding areas.

AIM – To preserve and enhance Holmfirth's built environment for the benefit of all.

OBJECTIVES

- To undertake a conservation appraisal of both buildings and open spaces of the conservation area of Holmfirth.
- To create an associated action plan.
- To secure the endorsement of the conservation area appraisal by Kirklees Local Planning Authority.
- To work with both Kirklees, the Holme Valley Parish Council and the wider community on the successful long-term implications of the action plan.
- To apply for funding to realise the identified actions.

MEMBERSHIP

The membership is open to anyone, without regards to disability, political or religious affiliation, race or sexual orientation, who is interested in furthering the group's aims and objectives.

TERMINATION OF MEMBERSHIP

All members are expected to conduct themselves in a responsible manner, without causing offence to other members of the organization or those taking part in its activities. Any member whose conduct is unacceptable or who works against its stated aims may be asked by a majority of the membership to leave the organization.

MANAGEMENT

A committee will be set up to set up to oversee the activities of the organization, up to a maximum of 5 and a minimum of 3 people to be quorate. This group can appoint a Chair, Secretary and Treasurer and will be responsible for the running of the organization, its administration and fundraising.

Meetings will take place quarterly or as needed, organized by the committee, to oversee the organisation's activities.

Annual General Meetings (AGM) will be held to appoint a Chair, Secretary and Treasurer. Every year a minimum of 4 people must be present. Elections will take place annually at the AGM by a majority voice. Officers will stand for one year periods and may be re-elected at the following AGM. Any resignations shall be filled by a majority vote of the committee at an ordinary meeting 14 days notice shall be given of an AGM.

DUTIES OF OFFICERS

CHAIRPERSON will chair meetings, represent the group at functions and meetings (or appoint a second), maintain the membership list, support the team and communicate fully and regularly with the team and group as a whole.

SECRETARY will take and keep minutes of meetings, prepare the agenda in consultation with the chairperson, deal with correspondence, collect and circulate any relevant information.

TREASURER will supervise the financial affairs of the group, keep proper accounts that show all monies collected and paid out and permit any reasonable request from any member or grant aid body to view the accounts.

POWERS

The committee shall have the power to:

- Using direction, refuse or withdraw membership.
- Fundraise to meet the stated aims of the organization.
- Apply for grant aid.
- Promote the organization.
- Enter into agreements for rental or hire of property for the organization used.
- Organise activities for the group.

FINANCE

The treasurer shall keep accurate records of all financial details. These will be available for any member or grant aid body to view at a reasonable request.

A bank account will be opened with a recognised community banking provider. The account will require two signatories to authorise the release of any money. Any release of money must have the agreement of the committee. No two family members may be signatories at the same time on a cheque.

Funds raised are to be used for the benefit of the organization. Expenses will only be paid on receipt and by prior agreement of the committee.

DISSOLUTION

In the event of the organisation disbanding, all assets may be donated to projects in the Holme Valley and surrounding areas that deal with issues or social and leisure activities for the local community. Any remaining grant aid will be returned to the agency or provider.

AMENDMENTS TO THE CONSTITUTION

The constitution may be altered at the request of the majority of the membership at an ordinary meeting.

INTERPRETATION

Any procedure not covered by the constitution shall be decided by the committee. This shall be binding until any amendment to the constitution is made.