

# CONSTITUTION OF THE COASTAL COMMUNITY CHALLENGE

## 1. NAME

The name of the “Organisation” is:

The Big Local Partnership-Mablethorpe, Sutton on Sea and Trusthorpe.

## 2. OBJECTS

The objects of the Organisation are:

**2.1** To make Mablethorpe, Trusthorpe and Sutton on Sea even better places to live.

**2.2** To create and deliver a Big Local Partnership Plan, which sets out a shared vision for Mablethorpe, Trusthorpe and Sutton on Sea.

**2.3** To actively encourage people living in these areas to play their part in supporting Big Local and its activities by supporting residents and people locally to improve their community.

**2.4** To promote Mablethorpe, Trusthorpe and Sutton on Sea Big Local Plan and Big Local activities in a thoughtful, continuous and inclusive way to encourage participation and promote opportunity to all within the community.

**2.5** To provide overall direction of Big Local locally to meet Mablethorpe, Trusthorpe and Sutton on Sea's long term vision and outcomes.

## 3. POWERS

In furtherance of the Objects but not otherwise the Organisation may:

**3.1** Employ and remunerate such staff (who shall not be Officers) as are necessary for the proper pursuit of the objective;

**3.2** Acquire and dispose of property (subject to any consent required by law);

**3.3** Invest funds in any lawful manner provided that professional investment advice is obtained whenever it is prudent to do so;

**3.4** Borrow money, with or without giving security (subject to any consents required by law);

**3.5** Raise funds by any lawful means except permanent trading;

**3.6** Accept gifts, either for the general purposes of the Organisation or for a specific purpose within or connected with the Objects;

**3.7** Do anything else within the law, which is necessary in carrying out the Objects.

## 4. MEMBERSHIP

**4.1** Membership of the Organisation is open to any individual who is interested in furthering the Objects who lives and/or works within the defined Big Local Map boundaries of Mablethorpe, Trusthorpe and Sutton on Sea (referred to as “the Membership”). Where possible, an equal amount of members from each area will make-up the Membership.

**4.2** There shall be a minimum of 8 and a maximum of 18 members.

**4.3** Every person who is part of the Membership has one vote.

- 4.4 Each new member shall be subject to a six month probationary period.
- 4.5 A member may resign his or her membership at any time. Should a member miss 3 consecutive meetings they will be deemed to have resigned, unless mitigating circumstances are agreed.
- 4.6 If the Membership considers that a member's conduct is harmful to the Organisation it may, by resolution, require the member concerned to resign or to put their case to a meeting.
- 4.7 Where the Membership is satisfied, after hearing the case put by, or on behalf of the member concerned, that the member should leave the Organisation, it may terminate that membership by written notice and that notice is final.
- 4.8 The Membership may make provision for non-voting categories of membership, including junior membership, associate membership and honorary membership.
- 4.9 The Officers must keep a list of members in each category.
- 4.10 Any person who is part of the Membership that knowingly fails to declare an interest in any items on an agenda, or abuses their position, shall be dismissed and will not be allowed to participate further, for at least 5 years, unless otherwise defined by the Membership.

## **5. MEETINGS**

- 5.1 The Membership must meet at least 6 times in every calendar year.
- 5.2 The Membership, or at least 25 residents of Mablethorpe, Trusthorpe and Sutton on Sea, may call an Extraordinary General Meeting at any time on 14 days written notice to the Officers, outlining the reason for calling such a meeting.
- 5.3 A quorum at a General Meeting or Extraordinary General Meeting is six.
- 5.4 There must be an Annual General Meeting of the Membership.
- 5.5 An Annual General Meeting requires 28 days notice to be given specifying the matters to be dealt with.
- 5.6 A quorum at an Annual General Meeting is 9 members present, or a minimum of one third of the Membership, whichever is the smaller. If there is no quorum, the meeting may be adjourned for at least 14 days and the number present at the adjourned meeting (if at least 3) will constitute a quorum for that meeting.
- 5.7 At the Annual General Meeting the Membership will:
- 5.7.1 Receive the Chairman's Report for the previous year;
  - 5.7.2 Receive the Treasurer's Report and accounts for the previous year;
  - 5.7.3 Elect the Officers for the following years from the existing Membership;
  - 5.7.4 Discuss and advise the new Officers on activity for the Organisation.
  - 5.4.5 Determine any other matter of which notice has been given.
- 5.8 The Chairman of the Officers or, in their absence, some other person elected by the meeting takes the Chair at Annual General Meetings.
- 5.9 Wherever possible, decisions should be arrived at by consensus, but where this is

not possible a majority vote should decide the issue. The Chair will have the casting vote in the event of a draw. In the event of a vote tie, when choosing an Officer, the Chair can ask for a vote by proxy.

## **6. OFFICERS: COMPOSITION**

**6.1** The Officers are the body responsible for the management of the Organisation.

**6.2** The Officers consist of a Chairman, Vice Chairman (where possible), a Treasurer and Secretary who are existing members of the Organisation and who live and/or work within the Big Local area of Mablethorpe, Trusthorpe and Sutton on Sea.

**6.3** The Officers to be elected at the Annual General Meeting. Each will hold office on a four year rotating basis, with the longest serving Officer resigning in turn. Nominations from the Membership, including retiring Officers, for the vacant position to be received at the Annual General Meeting.

**6.4** An Officer who resigns by written notice to the Organisation, or who is disqualified by law from acting as a Charity Trustee, ceases automatically to be a part of the Membership.

**6.5** Casual vacancies in the Officers may be filled by co-option from the existing Membership, and a co-opted Officer will have the same voting powers and hold office for the same period as the Officer he or she replaces. Preference will be given to fill casual vacancies in the Officers to interested residents who live in the area with least representation on the Officers.

## **7. OFFICERS: PROCEDURES**

**7.1** The Officers have the power to award remuneration to executive and associate members where applicable.

**7.2** Every question is decided by a simple majority of the Membership present and voting at a meeting. In the case of equality of vote the Chairman of the meeting has a casting vote only.

**7.3** The Officers may appoint sub-committees, which can include stakeholders and non-members to carry out specific tasks for the Organisation, but sub-committees must always report back to the main Membership as soon as possible.

**7.4** The Officers must keep minutes of its meetings and proceedings and keep all records for the Organisation safe.

**7.5** The Officers may make rules to govern its own proceedings of subcommittees as long as they are not inconsistent with the provision of this Constitution. Associate members and stakeholders will be invited to attend meetings to advise and support, but will not have a vote.

**7.6** Meetings of the Organisation shall be conducted in a timely manner so as not to exceed 2 hours, but may be extended at the Chairman's discretion.

## **8. FINANCE**

**8.1** All funds of the Organisation, including all donations and bequests, shall be paid into an account operated by the Officers in the name of the Organisation and all funds

must be used in furthering the Objects.

**8.2** The Officers are responsible for the keeping of accounts and for the preparation of annual report and annual statement of accounts for the Organisation.

**8.3** The Officers shall maintain one or more accounts in the name of the Organisation at a bank or Building Society. All withdrawals from the accounts must be authorised and signed by at least two members of the Officers.

## **9. PROPERTY**

**9.1** If the Organisation acquires any land, building, investments or other property of a permanent nature the legal title of the property must be transferred to a corporate body as holding trustees (or, in the case of freehold land, invested in the Official Custodian for Charities).

## **10. NOTICES**

**10.1** Whenever any notice is required to be given to the Officers it must be delivered by hand, sent by post or emailed to the Secretary at [secretary@coastalcommunities.co.uk](mailto:secretary@coastalcommunities.co.uk).

**10.2** Whenever any notice is given by post it is deemed to have been received 48 hours after posting.

## **11. AMENDMENT OF CONSTITUTION**

**11.1** The provisions of this Constitution may be amended at an Annual General Meeting by resolution passed by two thirds of the Membership present and voting, but Notice of the items of the proposed amendment must be given with the notice calling the meeting.

**11.2** No amendment will be valid if it would alter the Object.

## **12. DISSOLUTION**

**12.1** The Organisation may be dissolved at a General Meeting by resolution by two thirds of the Membership present and voting.

**12.2** In the event of dissolution, the Officers will remain responsible for the orderly winding up of the affairs of the Organisation and do all within its power to make provision for the continuation and delivery of the Mablethorpe, Trusthorpe and Sutton on Sea Big Local Project.

**12.3** After paying or making provision for all debts and liabilities of the Organisation, the Officers shall ensure that all business is concluded and accounted for in line with the Organisation's aims and objectives to the Local Trust Organisation responsible for the distributing of funding.

## **13. DISPUTES**

Any disputes as to the interpretation of this Constitution, or as to the propriety of any action taken or proposed by one or more of the Membership, may be resolved by unanimous decision of the Officers or referred to an independent advisor or mediator.

This constitution was adopted at a meeting held  
at..... on .....

Signed:

Chair of the Meeting .....

Secretary of the Meeting .....