



**Constitution of Friends of Clyne and Melincourt
Accepted at AGM – 19th July 2024.**

1. The name of the Association will be Friends of Clyne and Melincourt.
2. The objects of the Association are to:
 - a) Express and act upon the interests of the residents in the neighbourhood of Clyne and Melincourt.
 - b) To develop as a focus pride in the community and engage in community activities.
3. Trustees:

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.
4. Carrying out the purposes.

In order to carry out the charitable purposes, the trustees have the power to:

 - a. Raise funds, receive grants and donations
 - b. Apply funds to carry out the work of the charity
 - c. Co-operate with and support other charities with similar purposes
 - d. Do anything which is lawful and necessary to achieve the purposes
5. The Association will:
 - a. Bring the communities of Clyne and Melincourt together.
 - b. Promote the involvement of residents within the local community by undertaking practical tasks to improve the visual appearance of the local area.
 - c. Keep local people informed about proposed projects and other matters of interest
 - d. Work to develop the provision of services and activities for the local community.
 - e. To be inclusive of all age groups and abilities without prejudice.
 - f. To promote the UNICEF rights of the child throughout all relevant activities.
 - g. Engage with older people to help reduce loneliness and isolation in the community.
 - h. To work alongside the community council to achieve our goals.
6. Volunteer opportunities are open to local residents of Clyne and Melincourt, on completion of a volunteer form. Any person under the age of 16 must be accompanied by a parent or responsible adult whilst volunteering. Applications must be accepted by the trustees, The trustees will keep an up-to-date volunteer list, The trustees may remove a volunteer if they believe it is in the best interests of the group. The volunteer has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.
7. The Association shall have no political affiliation.
8. The Association shall have a steering committee made up of a chairperson, vice chairperson and treasurer; All volunteers will be subject to adhering to the code of conduct and will be expected to sign this.



9. Additional subgroups will be created to represent particular interest or projects as required, i.e. youth group, maintenance, etc.
10. The Annual General Meeting:
 - a. Will take place in July each year.
 - b. 14 days notice of the agenda will be given to all volunteers.
 - c. The trustees shall present the annual report and accounts.
 - d. Any volunteer may stand for election as a trustee.
11. Trustee meetings:
 - a. Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
 - b. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
 - c. If trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.
 - d. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
 - e. The trustees may make reasonable additional rules to help run the group. These rules must not conflict with this constitution or the law.
12. Finances.
 - a. Funds for the group will be raised voluntarily.
 - b. Money and property must only be used for the group's purposes.
 - c. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
 - d. Trustees cannot receive any money or property from the group, except to refund reasonable out of pocket expenses.
 - e. Money must be held in the groups bank account. All cheques must be signed by 2 trustees
13. The Treasurer will open an account in the name of the Association and present a report on the accounts at the steering committee meetings and the Annual General meeting.
14. Friends of Clyne and Melincourt may be wound up at any time if agreed by at least two-thirds of members present and voting at an AGM, Notice must be given at least 14 days before the meeting. In the event of winding up any assets remaining, after all debts have been paid, shall be given to another Group with similar aims.
15. All activities will be risk assessed.
16. Setting up the group
 - a. This constitution was adopted on by the people whose
 - b. signatures appear below. They are the first members of the charity and will be the trustees until the AGM, which must be held within one year of this date.



Constitution signatures:

Name	Position	Date	Signature
Kay Griffiths	Chair	22/07/2024	K Griffiths
Sharon Bradley	Vice chair	22/07/2024	S Bradley
Stuart Ure	Administrator/treasurer	22/07/2024	S A Ure