



## KNUTSFORD HOSTS CONSTITUTION

1. The name of the Society shall be THE KNUTSFORD HOSTS ASSOCIATION hereinafter referred to as Knutsford Hosts.

### 2. Objects

The objects of Knutsford Hosts shall be:

*'to promote the town of Knutsford and support its many activities, events and organisations; improve social cohesion; provide opportunities for individual volunteers to be actively involved with their local community and improve personal development and growth by maintaining, developing and expanding a pool of community volunteers and maintaining and increasing the range of partnerships and projects, by any means the steering group see fit.'*

### 3. Officers and Steering Committee

The management of Knutsford Hosts shall be in the hands of a Steering Committee consisting of the following Officers: Sarah Flannery (chair); Julie Tempest; Lydia Barclay (secretary); Patricia Woodruff; Mike Tolchard.

Every six months all Hosts will be invited to be on the steering committee, to ensure inclusiveness, up to a maximum of six in total, and if there are more then it will be on a 'first come, first served' basis.

### 4. Management

All the arrangements for the management of Knutsford Hosts and the control of finances shall be in the hands of the steering committee.

### 5. Meetings and Proceedings of the Steering Committee

i) The committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chair, or by any two members of the committee, upon not less than 4 days' notice being given to the other members of the committee of the matters to be discussed but if the matter includes the appointment of a co-opted member then not less than 21 days' notice must be given.

ii) The chair shall act as chair at meetings of the committee. If the chair is absent from any meeting, the other members of the committee shall decide who will be chair before any other business is transacted.

iii) There shall be a quorum when at least three members of the committee are present at a meeting.

iv) Every matter shall be determined by a majority of votes of the members of the committee present and voting on the question, but in the case of equality of votes, the chair of the meeting shall have a second or 'casting' vote.

v) The committee shall keep minutes of the proceedings at meetings of the committee, and shall ensure that these are stored safely, and that they are available for inspection as required.

vi) The committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents. No rule may be made which is inconsistent with this constitution.

vii) The committee may appoint one or more sub-committees, consisting of one or more members of the committee, for the purpose of making any enquiry or supervising or performing any function or duty which, in the opinion of the committee, would be more conveniently undertaken or carried out

by a sub-committee: provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the committee.

#### 6. Finance

i) The financial year shall end on 5 April 2016.

ii) A banking account in the name of the Society is held with Barclays Bank and cheques can be signed by Sarah Flannery and Lydia Barclay.

iii) Knutsford Hosts shall receive donations, grants in aid and financial guarantees.

iv) The income and property of Knutsford Hosts whencesoever derived shall be applied solely towards promoting the objects of Knutsford Hosts as set forth above and no portion thereof shall be paid or transferred either directly or indirectly to any member or members of Knutsford Hosts except in payment of legitimate expenses incurred on behalf of Knutsford Hosts or in payment of legitimate remuneration in respect of professional services rendered to Knutsford Hosts.

#### 7. Procedure at General Meetings

The secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meeting. There shall be a quorum when at least three of the members are present at any general meeting.

#### 8. Accounts

The financial accounts shall be scrutinized by a person who is independent of the Committee and then submitted to the members at the Annual General Meeting.

#### 9. Dissolution

In the event of the Knutsford Hosts being wound up, any assets remaining upon dissolution after the payment of proper debts and liabilities shall be repaid to the granting authority.

**Approved by Knutsford Hosts 28 April 2015**