

**C.A.R.E.**  
**For Carsington and Hopton**  
**CONSTITUTION**

**1. NAME**

The organisation shall be called Community Activity and Recreational Enthusiasts for Hopton and Carsington, hereafter referred to as C.A.R.E.

**2. OBJECTIVES**

The objectives of C.A.R.E. shall be:

- To encourage recreational sport, leisure and social pursuits for all age groups of the community
- Extra consideration for the school children and young people within the community.

**3. THE COMMUNITY**

- (a) Residents within the parish boundaries of Carsington and Hopton, and
- (b) Children and parents of children who attend the Carsington and Hopton Primary School.

**4. MANAGING COMMITTEE**

**Officers:** - Chair, Vice-Chair, Secretary and Treasurer and between three and nine Committee members to be elected at the Annual General Meeting - one of whom will represent 0-16 year olds.

The Officers shall serve a period of one (1) year and the Committee members for a period of two (2) years. Resignations should be made in writing to the secretary.

**5. MEETINGS OF THE COMMITTEE**

The Committee shall hold an Ordinary Meeting at least once every two months. A quorum will consist of at least 60% of the Committee. Voting may be conducted by proxy on agenda items that have been issued prior to the meeting.

Minutes shall be kept of all proceedings of the Committee.

**6. POWERS OF THE COMMITTEE**

- (a) It will have the power to enforce the rules and regulations that may be infringed;
- (b) It shall in all other respects have the direction and management of C.A.R.E. subject to existing rules;
- (c) To purchase or rent or take or let property on lease or otherwise;
- (d) To acquire by purchase, hire or otherwise on behalf and at the cost of C.A.R.E. any furniture, chattels or effects from time to time as deemed necessary for the purpose of C.A.R.E.;

(e) To appoint and dismiss employees.

The Committee shall be indemnified by C.A.R.E. against all liabilities which they may undertake or incur in carrying out or giving effect to all or any of the powers contained in this rule.

**7. PROPERTY**

All property of C.A.R.E. shall be vested in the Committee for the time being.

**8. ACCOUNTS**

The Treasurer shall keep all necessary accounts of C.A.R.E. and present at Ordinary Meetings as requested by the Committee.

**9. ANNUAL AUDIT**

These shall be made up to the end of each calendar year and audited accounts shall be presented at the next General Meeting.

One/ two auditors (not being members of the Committee) shall be appointed at the Annual General Meeting.

**10. GENERAL MEETING**

All members of the community aged 16 and over (as defined in Point 3), shall be entitled to attend and vote at a General Meeting. There shall be no voting by proxy for members of the community. Members of the Committee shall be able to vote by proxy on agenda items that have been issued prior to the meeting.

**(a) Annual Meeting**

At least one General Meeting called the Annual General Meeting shall be held in each year. This meetings shall be called by the Committee, who shall give not less than 14 (fourteen) days' notice of such a meeting.

**(b) Extraordinary Meeting**

An Extraordinary General Meeting may be called:

- By the Committee at their discretion, at any time;
- By a written request of the Secretary signed by not less than nine members of the community, whereby the Secretary will call a General Meeting within 14 days of the request. Notice of any Extraordinary General Meeting stating the object for which it is called, shall be publicised for a minimum of 7 (seven) days preceding such a meeting. No resolution passed at any Extraordinary General Meeting shall be valid unless 9 members be present, and the resolution is passed by at least two thirds of the members present

## **11. NOMINATIONS**

- (a) Existing Officers and Committee Members shall retire at the due date, but shall be eligible for re-election;
- (b) It shall be open for any member of the community to be nominated for any office. Such nomination, duly seconded, to be received in writing by the Secretary at least 7 (seven) days prior to the meeting at which the election is to take place;
- (c) In the event of there being no nominee for any particular office, verbal nominations may be made at the meeting at which the election is to take place;
- (d) No nomination shall be made without the previous consent of the person nominated being obtained.

## **12. VOTING**

- (a) Voting for the election of Officers shall be in writing, by secret ballot;
- (b) Voting on all other matters shall be by a show of hands, unless one-third of the members present at a meeting demand a ballot.

## **13. POWER OF COMMITTEE TO MAKE BY-LAWS**

- (a) On all questions of interpretation of these rules, the decision of the Committee shall, until the matter has been considered at a General Meeting, be binding;
- (b) Any matter not covered by these rules shall, pending the calling of a General Meeting be decided by the Committee;
- (c) Decisions made by the Committee in respect of 13 (a) and 13 (b) shall be in writing.

## **14. COMMUNICATIONS**


- (a) A copy of this Constitution and the rules contained therein; procedures and documents appertaining to the Constitution; by-laws; rules, regulations and decisions made by the Committee under 13) above, shall be displayed on the C.A.R.E. website;
  - (b) Notice of meetings will be displayed on the C.A.R.E. website and village noticeboards.
- All communications should be addressed for the attention of the Secretary

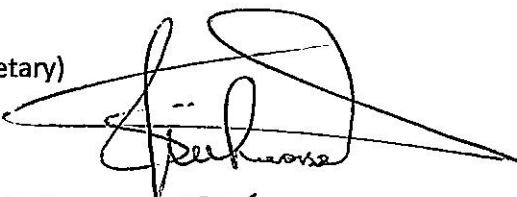
## **15. AMENDMENTS TO CONSTITUTION AND RULES**


Proposals, duly seconded, to amend the Constitution and the rules for the time being of C.A.R.E. shall be received in writing by the Secretary at least 7 (seven) days before the issuing of the notices calling the General Meeting. Notice of any proposed amendment shall be incorporated in the notice publicising the General Meeting. The proposed amendment(s) shall be considered in accordance with the procedure applicable to that General Meeting.

The above Constitution and rules were approved and passed at the Annual General Meeting of the members of the community duly convened and held on March 21<sup>st</sup>, 2019 at Carsington, cancelling any previous Constitution and Rules.

Signed: (Chair) 

Signed: (Treasurer) 

Signed: (Secretary) 

Signed: (Member) 

Signed: (Member) 