



Constitution

Association or Group Name

The name of the group is the **Ryebank Fields Community Group**

Aims

The aims of **Ryebank Fields Community Group** will be:

To preserve and protect Ryebank Fields for future generations to enjoy as a rewilded, open, local green space

To work together with all the other groups and communities who are involved in the Save Ryebank Fields campaign.

Membership

The Committee believes a member-based structure is required in order to connect individuals around the shared purpose of Saving Ryebank Fields and for the group to function on a democratic basis.

Membership will be open to anyone who:

Is aged 16 and over; and supports the aims of the **Ryebank Fields Community Group**

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

Equal Opportunities

Ryebank Fields Community Group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

Ryebank Fields Community Group - Management Committee

The business of the group will be carried out by a committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year. The inaugural committee includes three of the people who created the group; their names and positions are listed on page four of this document.

A full Committee will consist of 6 members. Up to two additional members may be co-opted onto the committee at the discretion of the committee.

Ryebank Fields Community Group - Committee members' roles:

Chair, who shall chair both general and committee meetings

Secretary, who shall be responsible for the taking of minutes and the distribution of all papers

Treasurer, who shall be responsible for maintaining accounts

In the event of a committee member standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

Committee meetings will be open to any member of the **Ryebank Fields Community Group** wishing to attend. Members will be given the opportunity to vote on resolutions and issues raised by the committee at Annual General Meetings or Special General Meetings.

Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the Annual General Meeting:

The Committee will present a report of the work of Ryebank Fields Community Group over the year.

The Committee will present the accounts of Ryebank Fields Community Group for the previous year.

Committee members for the next year will be elected.

Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or

Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request. All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that members can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote. We believe this rule will enable the group to function as democratically as possible.

Finances

A bank account will be opened and maintained on behalf of the Association at Metro Bank, 45 Market Street, Manchester M1 1WR. Three signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household. The named signatories are confirmed on page 5 of this document.

All payments will be signed by the two signatories.

For cheque payments, two signatories will sign the cheque.

For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All funds raised by or for the **Ryebank Fields Community Group** will be donated to the Save Ryebank Fields campaign.

Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing.

The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

Office address: 9 Rosslyn Road, Stretford, Manchester M16 0FY

Website: <https://ryebankfieldscommunity.co.uk>

Email: ryebankfieldscommunity@gmail.com

Telephone Enquiries: 07833 358703

This constitution has been agreed upon at the Inaugural Meeting of the **Ryebank Fields Community Group** on the 22nd October 2024.

Committee Members and Bank Account Signatories

Date: 22nd October 2024

Name: Dr Rhetta Moran

Position in Group: Chair

Signed: 

Date: 22nd October 2024

Name: Polly Noble

Position in Group: Treasurer

Signed: 

22nd October 2024

Name: Tom Butler

Position in Group: Secretary

Signed: 