

1. Name

The name of the group shall be **Three Villages Flood Group**.

2. Aims and Objectives

The aims and objectives of Three Villages Flood Group will be:

- a) To promote the interests of all residents in all matters relating to flood risk prevention, preparation, response, recovery and resilience.
- b) To develop a local community flood resilience plan to help reduce the impact of flooding.
- c) To assist the individuals, residents, business owners and community at times of flooding and to ensure effective support is available to assist with recovery.
- d) To promote community spirit, participation, cohesion and enterprise.
- e) To work with all responsible authorities and all other agencies to reduce the risk of flooding, to minimise its material damage and its social, environmental, health and economic effects, and to assist in recovery from flooding.
- f) To ensure members of the group are adequately trained and informed.
- g) To ensure that the risks associated with the group's activities are assessed and that appropriate insurance cover is maintained, and that liability of the group and its members is limited accordingly.
- h) To uphold equal opportunities and to work for good relations among all members of the community, specifically prohibiting any conduct that discriminates or harasses on the grounds of race, religion, disability, age, political beliefs, gender or sexual orientation.

3. Membership

Membership is open to anyone who:

- a) Is of legal voting age; and
 - b) Supports the aims and objectives of Three Villages Flood Group; and
 - c) Resides in the county of Somerset or Dorset
- There shall be NO subscription associated with membership.
 - Membership will begin as soon as the membership form has been received.
 - A list of all members will be kept by the Secretary.
 - Membership of Three Villages Flood Group consists of committee members and general members.

Ceasing to be a member and member's conduct

- Members may resign at any time by writing to the Secretary.
- Membership will automatically cease when a member moves out of the county Somerset or Dorset.
- 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 representative, before a final decision is made.

4. Equal Opportunities

Three Villages Flood 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.

5. Officers and committee

- a) A committee will be elected to carry out the aims, objectives and business of the group
- b) The Committee will be made up of the chairperson, vice chairperson, secretary, and treasurer and up to 6 general members. A treasurer must be appointed if the group decides to apply for grant funding or undertakes fund raising.
- c) The office bearers (chairperson, vice chairperson, secretary and treasurer) and the Committee will be elected at the Annual General Meeting of the group.
- d) The Committee has the right to co-opt additional committee members to fill vacancies. These appointments will stand until the next Annual General Meeting.
- e) New members may be co-opted, between AGMs, at a general meeting, to fill any vacancy on the committee.
- f) The Committee will meet up to 6 times per year, in addition to the AGM and organise additional meetings as necessary.
- g) The quorum at any meetings of the Committee will be 50% of the committee members or 5 members, whichever is the greater number including at least 2 office bearers.
- h) Only the Chair of the meeting can exercise a casting vote.
- i) Minutes or a record of actions and decisions including the names of all those in attendance shall be taken at all committee meetings.
- j) The Committee can co-opt additional guest members who have relevant skills and experience.

6. Powers

The Committee may exercise the following powers:

- a) Power to raise funds through receiving grants or otherwise, but not including trading;

- b) Power to co-operate with other bodies operating in similar areas of interest and to exchange information and advice with them;
- c) Power to establish or support any charitable trusts, associations or institutions formed for any of the objectives.

7. No personal interest

No committee member shall be paid for serving the Committee, except in the case of professional work undertaken for Three Villages Flood Group with consent of a meeting of the Committee. Such consent can only be given after a quorum meeting by a vote of 50% or 5 members whichever is greater, in favour. The committee member who seeks to be paid for serving the Committee must not participate in the vote.

No committee member shall have any interest in property or funds of Three Villages Flood Group other than a trustee on behalf Three Villages Flood Group.

8. Meetings

8.1. 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 (or by email) at least 2 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 50% of the membership or 5 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Three Villages Flood Group over the year.
- The Committee will present the accounts of Three Villages Flood Group for the previous year.
- The officers and Committee 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.

8.2 Special General Meetings

- The Secretary will call a Special General Meeting at the request of the 50% majority of the committee or at least **3** 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 one calendar 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 50% of the membership or 5 members, whichever is the greater number.

8.3 General Meetings

- General Meetings are open to all members and will be held at least once every 6 months or more often if necessary.

- All members will be given one calendar 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 50% of the membership or 5 members, whichever is the greater number.

8.4 Committee Meetings

- Committee meetings may be called by the Chair or Secretary.
- Committee members must receive notice of meetings at least 7 calendar days before the meeting.
- The quorum for a Committee meeting is 50% of the committee members or 5 members, whichever is the greater number and at least 2 office bearers.

9. 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 by everyone present.
- If a consensus cannot be reached a vote will be taken and a decision will be made by a 50% 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.

10. Finances

- An account will be maintained on behalf of the Group at a bank agreed by the Committee.
- Three account signatories will be nominated by the Committee (one to be the Treasurer).
- The signatories must not be related by family, in a relationship nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the 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 money raised by or on behalf of Three Villages Flood Group is only to be used to further the aims and objectives of the group, as specified in item 2 of this constitution.

11. 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.

12. 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 registered charitable organisation. The charitable organisation will be agreed at the meeting which agrees the dissolution.

13. Assent

The officers and Committee members shall sign a copy to indicate their assent to this constitution and their consent to be bound by it.

As soon as practicable its existence shall be made known to members through an edition of the newsletter (or an email), which must indicate where a copy can be seen.

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed

Name and position in group

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