

## **Revised Constitution of Mungrisdale Writers October 2017**

### **1. Name**

The name of the Group is **Mungrisdale Writers**

### **2. Administration**

Subject to the matters set out below the Group shall be administered and managed in accordance with this constitution by members of the Management Committee, constituted by Clause 6 of this constitution.

### **3. Aims and Objects**

2i To establish and run a group to encourage creative writing and the acquisition of writing, literary, publishing and performance skills

2ii To publish anthologies to celebrate progress and a sense of achievement amongst the members

2iii To undertake a variety of projects to promote the group and extend opportunities for community involvement

### **4. Powers**

The group may:

4i Hire premises

4ii Engage and pay tutors, editors, graphic designers and other appropriate professionals as required

4iii Fundraise

4iv Publish and sell books and pamphlets, holding intellectual property rights when appropriate

4v Reimburse legitimate expenses

4vi Stage events open to the public

4vii Create and manage a website including a members' forum for sharing and developing work

4viii Do all such other lawful things as are necessary for the achievement of the objects

### **5. Membership**

5i Full Membership shall be open to anyone over 18 in a position to attend meetings

5ii There shall be an annual membership subscription and a sessional fee proposed by the Management Committee and agreed by Members at the AGM.

5iii The Management Committee may by majority vote and for good reason terminate the membership of any Member: provided that the Member concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

### **6. Management Committee**

6i The group shall be managed by a Management Committee of up to 7 members including the Officers elected at the AGM.

6ii All the members of the Management Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed. Officers shall not serve more than three years in any one position.

6iii The regular tutor shall be a co-opted member of the Management Committee and the committee shall have the power to co-opt additional members.

## **7. Officers**

7i The Chair, Vice Chair, Secretary and Treasurer shall be elected by the Members at the AGM and shall hold office from the conclusion of that meeting

7ii In the event of any vote in either the Management Committee or a General Meeting being tied, the Chair shall have a casting vote

7iii The Chair shall have the responsibility and the power to ensure the smooth running of meetings.

7iv The Treasurer shall keep the accounts and prepare accounts annually and be responsible for the financial management of the Group

7v The Secretary shall keep Minutes of all meetings and conduct correspondence as necessary.

## **8. Committee Meetings**

8i There shall be at least three Management Committee meetings a year and a quorum shall consist of 3 including at least two officers.

8ii The Management Committee may appoint such sub-committees as it thinks fit for supervising or performing any activity or service, defining the terms of reference and determining each sub-committee's composition and the duration of its activities. All acts and proceedings of each sub-committee shall be reported as soon as possible to the Management Committee

8iii Each sub-committee shall have a Member of the Management Committee as its Chair. No Member of the Management Committee shall normally serve on more than one sub-committee except that the Chair of Mungrisdale Writers shall serve ex officio on each sub group.

## **9. Finances**

9i The Group's Bank account will require two out of three signatories to sign cheques.

9ii The Treasurer shall prepare annual statements of accounts which, after examination by an auditor or independent examiner previously appointed by the Annual General Meeting, shall be presented to the next succeeding Annual General Meeting

9iii Where funds are received by donation, grant, gift, bequest or otherwise for specifically defined purposes, such funds shall be held as restricted funds and shall be used only for the purposes defined by the donor(s). They shall be reported in the accounts as restricted funds. If such moneys cannot be spent in accordance with the conditions of their donation, any unspent balance shall be returned to the donors or to their trustees, or otherwise used only as the donors or trustees require or permit. In the absence of such requirement or permission, after reasonable notice to the donor(s) or trustee(s), the Management Committee shall apply such funds to purposes as near as possible to those for which they were granted. A fund shall exist for the subsidizing of Annual Subscription and sessional fees for those members who have difficulty paying the full rates. Grants from this fund are confidential and at the discretion of the Chairman of the committee.

## **10. General Meetings**

10i There shall be an AGM in October each year at which the business will be as follows:

to receive the Annual Report of the Management Committee

to receive the accounts of the Group for the preceding financial year

to elect the Officers and the Committee

to appoint an independent examiner for the coming year to examine the accounts of the Group.

to fix the annual membership and sessional fees.  
to consider and vote on any proposals to alter this constitution  
to consider any other business of which due notice has been given  
10ii Other General Meetings may be held at the discretion of the committee or on receipt of a request from eight members.  
10iii A minimum of a fourteen days notice should be given to all members of a General Meeting and the business to be conducted.  
10iv Group Members may put forward any matters of concern to be discussed at a General Meeting by contacting the Chair at least 16 days before the meeting  
10v General Meetings shall be quorate if attended by 8 members or half the paid up Full members whichever is the least.

**11. Constitutional Changes**

11i Amendments may be made to this constitution at any General Meeting by a two thirds majority of those present.

**12. Dissolution of the Group**

12i The group may be dissolved at a General Meeting called for this purpose providing the accounts are in order, all creditors have been paid, by a two thirds majority of those present

12ii Any balance left in the accounts shall be donated to a community group within Cumbria with similar objectives.

Date.....

Signed.....Chair

Signed.....Secretary

Revised constitution proposed AGM 12<sup>th</sup> October 2017