



## PITTVILLE PUMP ROOM REVIVAL

### Constitution

#### A Name

The group's name is Pittville Pump Room Revival.

#### B Aims

The aims of the group are to encourage and support

1. the preservation, development, interpretation and promotion of Pittville Pump Room's unique heritage;
2. the retention and development of Pittville Pump Room as a public space available to all;
3. the improvement of the visitor experience at Pittville Pump Room.

#### C Carrying out the aims

In order to carry out the aims of the group, the committee has the power to:

1. raise funds, and receive grants and donations;
2. co-operate with and support other groups with similar purposes;
3. do anything else within the law which is necessary to achieve the group's aims.

#### D Membership

1. The committee may admit as a member anybody aged 18 and over who supports the aims of the group. People who wish to become a member should apply to the committee. The committee will keep an up to date membership list which conforms to current data protection requirements. A membership fee may be charged at a rate agreed by the committee.
2. The committee may remove someone from membership, provided it is in the best interests of the group to do so. The member will be given the right to be heard by the committee before the decision is made, and can be accompanied by a friend.

## **E Annual General Meeting**

1. An AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda.
2. There must be a quorum of at least 10% of members present at the AGM.
3. The committee shall present the annual report and accounts.
4. Any member may put themselves forward for election as a committee member at the AGM.
5. Every member has one vote.
6. Members shall elect between 3 and 6 members to the committee. They will retire at the next AGM but may stand for re-election for a maximum of 5 years.

## **F Committee**

1. The committee shall hold at least four meetings each year. They will elect a chair, treasurer and secretary at their first meeting.
2. At least 3 committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.
3. The committee must keep accounts which may be viewed by any member on request.
4. During the year, the committee may appoint up to 2 additional members to the committee; they will stand down at the next AGM but are eligible for re-election.
5. The committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.

## **G Money**

1. Funds must be held in the group's bank account. All expenditure must be authorised by two committee members.
2. Funds cannot be used to pay committee members, except to refund legitimate expenses.
3. Funds and property must only be used for the purposes of the group.

## H Special General Meetings

Special General Meetings may be called by the committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

1. **Changing the Constitution** – the constitution may be changed by a two-thirds majority of members present and voting at a Special General Meeting.
2. **Emergency Special General Meetings** – to allow the members to decide on important issues.
3. **Winding up** – the group may be wound up by a two-thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar (charitable) purposes.

## J Setting up the group

This constitution was adopted on 13 November 2019 by the people whose signatures appear below. They will be the committee until the first AGM, which must be held within one year of this date.

Signed

Print name and address

<i>Chris Archibald</i>	Chris Archibald, Fernmoor, Tommy Taylors Lane, Cheltenham GL50 4NP
<i>Fiona Clarke</i>	Fiona Clarke, 3 Burston House, Pittville Circus, Cheltenham GL52 2PU
<i>David Collins</i>	David Collins, 98 Evesham Road, Cheltenham GL52 2AL
<i>Hilary Simpson</i>	Hilary Simpson, 67 Prestbury Road, Cheltenham GL52 2BY

Based on a model for an unregistered and unincorporated voluntary group developed by the Charity Commission and the Wales Council for Voluntary Organisations.  
<http://www.governancepages.org.uk/sample-documents/constitutions/simple-constitution/>