



Constitution

1. The name of the group is the Canvey Community Archive, from now on referred to as the 'Group'.
2. **The objectives of the Group are to**
 - a) Encourage and promote the collection and archiving of Canvey Island's heritage.
 - b) Keep and pass on through a virtual archive, images, video, written and spoken history of Canvey Island past and present.
 - c) Provide electronic storage and maintain a website for internet access to the archive.
 - (d) Bring the archived information to people of all ages who are interested in Canvey Island, including schools, colleges and places of adult learning.
 - (e) Encourage Canvey Islanders to join in the Group's work by inviting them to attend regular meetings.
 - (f) Support other organisations in projects associated with Canvey Island history.
 - (g) If necessary the Group will raise funds for the completion of any projects it undertakes concerning the history of Canvey Island .

3. The Committee

The Group will be run by elected Committee members known from now on as the Committee. The work of the Group will be overseen by the Committee, which will be elected at an Annual General Meeting. Unless it is agreed by members at an Annual General Meeting no member will be in any one post for longer than five years.

Committee members will have the power to appoint any member to an office which has become vacant during the year and to co-opt any additional members to fill vacancies or to perform any special tasks.

Meetings will be chaired by the Chairperson, or in their absence, by the Vice Chairperson. The minimum number of members for these meetings will be four. The Committee will meet at least three times a year.

4. Membership

Membership may be introduced at the discretion of the Committee, in which case membership of the Group would be open to all and would be by annual subscription set by the Committee. Voting rights would be restricted to one vote per member. Any member who does not pay the membership fee within a period of 3 months after the end of the membership year would be considered to have resigned by default.

Everyone, whether on the Committee or part of the Membership, will behave in a proper way whilst on Group business and will be courteous and polite to anyone interviewed or visited. Any member not complying with this requirement or who commits any act or deed, which brings the name of the Group into disrepute, will have their membership ended. Before this however, the member will be given the chance to defend themselves before the Committee. The decision of the Committee will be final.

5. Finances

The financial year will begin on 1st April and end on the 31st March of the following year.

The bank account will be kept in the name of the Canvey Community Archive.

- a. The Chair, Treasurer and one other appointed Committee Member will serve as signatories. For all internal transactions, the approval of at least two signatories will be required.
- b. The Treasurer, as the primary signatory, will be responsible for the establishment and management of the bank account.

The income and property of the Group will only be used for the promotion of the objectives (as outlined in clause 2) and none of it will be transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit to members of the Group. No member of the Committee will be paid by salary or fees or receive any other money or benefit in kind from anything the Group may do.

The Treasurer will keep an up-to-date and detailed record of the Group's finances and these will be presented at the Annual General Meeting. The accounts will be regularly audited by a non-member of the Group.

The accounts may be inspected at any reasonable time by any member of the Committee.

If the Committee decides on a membership the following clauses will apply:

6. Annual General Meeting.

The Annual General Meeting will be held as soon as possible after the end of the financial year. Members would be given a minimum of 4 weeks' notice of the date for this meeting.

Nominations for elections should be given or sent in writing to the Secretary. The agreement of the person to be nominated has to be received before they are proposed and seconded.

If there are not enough nominations to fill the vacancies then the Chairperson can ask for nominations at the Annual General Meeting. These would not need to be in writing.

The Committee will publish the agenda and any motions to be debated at least 2 weeks before the date of the Annual General meeting.

The voting will be by simple majority. If there is no majority the Chairperson will have the casting vote.

7. Extraordinary General Meeting

An Extraordinary General Meeting may be called at any time by the Committee. Members may request an Extraordinary General Meeting in writing to the Secretary. The relevance of the request will be considered by the Committee.

The Committee will contact members giving the time, date and place of the Extraordinary General Meeting and motions to be debated. A minimum of 4 weeks' notice will be given. Only the topic(s) put forward will be discussed. The meeting will be chaired by the Chairperson or in their absence, the Vice Chairperson.

If there is no majority the Chairperson will have the casting vote.

8. Changes to the Constitution

Any changes to the Constitution can be made at an Annual General Meeting or an Extraordinary General Meeting. The changes should be given in writing to the Secretary not less than 4 weeks before the date of the meeting so that copies can be given to Members in good time.

9. Closing down the Group

If the Committee decides it is necessary or advisable to close down the Group it will call a meeting of all members of the Group with at least 28 days' notice and will give reasons for the proposed resolution. If the proposal is confirmed by two-thirds majority of those present and voting the Committee will have the power to release any assets held by or on behalf of the Group. Any assets remaining after any debts and liabilities have been covered will be given or transferred to another charitable institution or institutions which have similar objectives to the Group. These institutions will be chosen by the Committee.

(CCA September 2007. Revised April 2024. Ratified 20.4.24)