

SewSussex Members Association

Constitution

1) Name

The name of the association shall be “SewSussex Members Association” (SewSussex)

2) Aims and Objectives

a) The Aims of this Association are

- i) To **build** a network of helpful and willing people with focus on community usefulness through shared skills and talents, and to collectively prosper each other, and our communities, through social enterprise endeavours.
- ii) To **promote** skills sharing within our communities, promote the development of small sustainable home industries, and in doing so, provide a vital network of kindness, usefulness and purposefulness to strengthen our communities and underpin the mental health and wellbeing of all who come through our doors.

b) The objectives of the association are to

i) **Connect:**

We encourage all to join SewSussex irrespective of race, religion, sexual orientation, economic position, or creed. We encourage members to connect through any of our platforms, both online and in person where ideas, thoughts, creativity and usefulness are shared and where the human connection, kindness and care are underpinned.

ii) **Teach:**

We encourage skills sharing and empower our members to train and upskill others thus building confidence and ability, trainers and trainees alike, to use those acquired skills to prosper one another and our communities.

iii) **Learn:**

We encourage upskilling and learning throughout our network and enable one another to share talents, ideas and encouragement, building confidence and ability, so that these acquired skills can be put to purpose to prosper one another and our communities.

iv) **Prosper:**

As a true social enterprise, we share out talents, skills and creativity to prosper one another into as many self-sustaining home industries and small businesses as possible through mentoring, skills sharing, upskilling and by providing the platforms and spaces in which to collectively grow and succeed.

v) **Give:**

We foster a spirit of gratitude and giving within our membership and we support and assist community projects, other societies, charities and associations by lending willing hands, talents, skills and volunteers wherever we are needed where we are able to and where appropriate to do so.

3) Membership

Membership of the Association shall be open to any interested persons who currently pay an annual subscription. The annual subscription shall be agreed at each Annual General Meeting (AGM). Refer to paragraph 5d.

4) Management of the Association

- a) The general management of the affairs of the Association shall be undertaken by an Executive Committee consisting of at least 5 officers which includes a Chairman, Secretary, Treasurer, Publicity Officer and a Membership Officer and any other volunteers as required and appointed by the committee. At least one of the Executive Committee must be a Director of SewSussex. A quorum shall be 3 members.
- b) The Executive Committee shall be elected annually at the AGM. Current Executive Committee Members may stand for re-election at each AGM
- c) Each member of the Executive Committee shall have one vote. In the event of a tie the Chairman shall exercise a casting vote.
- d) Additional members may be co-opted onto the Executive Committee as and when required and between each AGM.
- e) The Executive Committee shall appoint Trustees from at least 1 of the elected Executive Committee officers. The Trustees are to ensure that the Association is managed correctly and lawfully as specified in paragraphs 10a and 12c below.

5) Meetings

- a) An "Annual General Meeting" (AGM) shall be held between the 1st and 31st day of the month of October in each calendar year.
- b) All members are to be informed at least 21 days prior to each AGM through newsletters, posters and general leaflets. The agenda, date and time will be published on the SewSussex website and emailed to all members. The agenda, financial statement and minutes of the last AGM will be made available at the AGM meeting.
- c) A copy of the minutes of the previous AGM shall be made available to members prior to the AGM by request.
- d) The business of the AGM shall include the election of Officers of the Association as shown in paragraph 4 above, consideration of the content of the Annual Report, acceptance of the verified Annual Accounts of the Association up to the end of the previous financial year, a report from the Association Chairman setting the Annual Membership Fees, and the transactions of Any Other Business (AOB) considered appropriate to the Aims and Objectives of the Association, and verbal reports by serving Executive Committee members.

- e) A majority vote by those members present, which includes any postal votes, will suffice to carry each item of business. Refer to paragraph 5f below. The Chairman shall have a casting vote.
- f) Members unable to attend the AGM may submit a postal vote which shall be declared by the current elected Chairman at the AGM.
- g) The Executive Committee shall meet at times and dates agreed by them as being conducive to conducting the business affairs of the Association. At least 4 meetings shall be held each calendar year. The Secretary or an elected officer or volunteer shall be appointed to take, hold and distribute Executive Committee meeting minutes. These minutes are open to all members and other partnership bodies involved in the Association.

6) Extraordinary General Meetings

- a) An Extraordinary General Meeting (EGM) may be convened at any time by the Chairman subject to receiving a written request, signed by at least 10 members, which details the nature of the business to be considered at the EGM.
- b) The secretary shall give each paid up member notice within 28 days of the date, time and venue for the EGM. The notice shall include details of the written request that generated the EGM.
- c) A majority vote by those members present at the EGM shall be sufficient to resolve any business discussed. The Chairman shall have a casting vote.

7) Open Meetings

The Executive Committee may call "Open Meetings" to which all association members and the general public are invited to attend.

8) The Constitution

- a) This Constitution may only be changed or amended by majority agreement of the members of the Association at an AGM or EGM. The Secretary shall give notice within 28 days of the proposed changes to all members prior to such a meeting. Refer to paragraph 6b above.
- b) Proposed changes to clause 2, 12 or this clause must also be submitted to the "Charities Commission" for approval prior to the proposed AGM or EGM.

9) Finance

- a) All monies received by the Association shall be kept in safe custody by the appointed Treasurer and are to be paid into the Associations bank accounts without delay. Money not required for the day to day running of the Associations business is to be placed into an interest earning account.
- b) The appointed Treasurer shall provide statements of income and expenditure supported by bank statements at each Association Executive Committee meeting and a verified statement of account at each AGM. Refer to paragraph 5d above.
- c) All monies collected by the Association are to be used to further the Aims and Objectives of the Association at the discretion of the elected Executive Committee.

10) Association Property

The title of all property which may be acquired by the Association shall be vested in the appointed "Trusties". The Trustees may appoint one of the Association's elected officers to hold all such property in safe keeping. Refer to paragraph 4f above.

11) Impartiality

The Association shall remain completely and totally impartial regarding politics and religion in all its actions and business.

12) Dissolution

- a) If it becomes necessary for whatever reason to dissolve the Association, then the Chairman of the Executive Committee or in his absence another appointed officer is to announce this at the AGM or convene an EGM (whichever is most expedient). Members are to be given notice within 28 days of this intention, together with the reasons for dissolution, prior to the convened meeting.
- b) A majority vote at this meeting shall suffice to dissolve the Association.
- c) On dissolution the appointed "Trusties" shall dispose of the assets and property of the Association after making provision for any debts or liabilities. Remaining assets and property may only be transferred to other such charitable organisations which have similar Aims and Objectives to those of Sew Sussex Members Association.

Interim Constitution – Rev1.0 November 2020

Adopted on 01 November 2020

Victoria Richards	Director	
Alistair Campbell	Trustee	
Freya Hawes	Trustee	