

Constitution of the Kirkbymoorside Community Support Group

1. Name

The name of the group shall be **Kirkbymoorside Community Support Group**

2. Aims

As a not-for-profit group of unpaid volunteers, the aims of the group are to support the community and individual residents of the Town of Kirkbymoorside* by:

- Supporting and / or working in partnership with existing and new local community groups
- Protecting and promoting the history and heritage of the town
- Supporting local businesses and the independent retailers in the town centre and encouraging a 'shop local' philosophy in order to protect the local economy
- Undertaking projects to promote the town, increase visitor numbers and enhance enjoyment of the town (e.g. annual Music Festival)
- Undertaking projects to enhance residents' sense of community, health and wellbeing (e.g. Community Christmas Dinner, Health and Wellbeing Week) and their enjoyment of, and pride in the town

[* Living within a 6-mile radius of the Kirkbymoorside town boundary]

3. Membership

Membership is open to anyone who:

1. Lives in the town of Kirkbymoorside or within six miles of the town's boundary
2. Supports the aims of KCSG

Note: Any dishonest or offensive behaviour, including racist, sexist or inflammatory remarks by members will not be permitted and could lead to termination of membership.

Founding Members

The Founding Members are all full (voting) members and form the initial KCSG Committee (see section on Committee)

The 4 Founding Members are:

- Jean Illingworth
- David J. Illingworth
- Karen Kelly
- Al Kelly

Founding members may resign at any time in writing to the KCSG Committee.

Full (voting) Membership

Anyone who complies with membership criteria 1 and 2 and are aged 18 or over, can apply in writing to the Founding Members to become a full member and join the KCSG Committee (up to the maximum number allowable).

Applications will be considered by the KCSG Committee at the next meeting following application.

Once accepted by the Founding Members, membership lasts for 2 years and may be renewed on the majority agreement of the remainder of the KCSG Committee. Members may resign at any time in writing to the KCSG Committee.

The Secretary will keep an up-to-date list of KCSG Committee members (full members).

Associate (non-voting) Membership

Anyone who complies with membership criteria 1 and 2 may join the group on the invitation of one or more full member.

The invitation and acceptance need not be in writing, but where minutes of meetings are taken, the names of all members (full and associate) present will be recorded.

Associate member may join to assist for a short term specific KCSG project only (e.g. as Music Festival Stewards or Christmas Dinner servers). If they wish to remain for the longer term they can apply to the trustees to become full members.

Termination of Membership

Both Full (including Founding Members) and Associate membership can be terminated by a majority vote of other KCSG Committee members, if their membership is found to be counterproductive to the aims of KCSG, if their behaviour is dishonest or offensive or if they bring the Group into disrepute.

Full members have the right to be heard by the KCSG Committee before the decision is made and can be accompanied by a friend. Termination of Full Membership must be confirmed in writing.

4. Equal Opportunities

Kirkbymoorside Community Support 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. KCSG Committee and Officers

The business of the group will be carried out by the KCSG Committee comprising of Founding Members and Full Members. The Committee will meet as necessary but not less than four times a year.

The Committee will consist of between 5 and 10 members, at least 3 of whom should be the appointed Officers. All Officers must be Founding or Full Members.

The Founding Members will agree the Officers at their first meeting. Officers will step down at the first AGM and Officers will thereafter be appointed / reappointed at the annual AGM by a majority vote of all Full Members.

The officers' roles are as follows:

- Chair, who shall chair KCSG Committee meetings, AGM and informal meetings of Associate Members and others.
- Secretary, who shall be responsible for the taking of minutes, the distribution of papers and for keeping a record of Full Members
- Treasurer, who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be appointed at the next Committee Meeting to stand until the next AGM.

Any KCSG Committee member not attending a meeting without a valid reason for three months will be contacted by the Committee and asked if they wish to resign.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. The AGM is open to Full and Associate Members and to members of the public.

All Full Members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time. Associate Members and members of the public will be informed of the AGM by information in the public domain (e.g. poster, social media).

Nominations for the Officers may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 5 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Kirkbymoorside Community Support Group over the year.
- The Committee will present the accounts of Kirkbymoorside Community Support Group for the previous year.
- The Officers 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.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or at least 10 other members (full and associate) 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 Full Members will be given two 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 10% of the membership or 5 members, whichever is the greater number.

6.3 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Apart from in extraordinary circumstances, Committee Members must receive notice of meetings at least 2 days before the meeting.

The quorum for Committee meetings is 3 Committee members.

7. 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 that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple 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.

8. Finances

An account will be maintained on behalf of the Group at a bank agreed by the committee. A minimum of two cheque signatories will be agreed by the Committee. The signatories must not be related nor members of the same household.

All payments above £1000 must be agreed by a majority of the Committee.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

Financial accounts must be audited annually, and the audit signed off by the Committee.

All money raised by, or on behalf of, Kirkbymoorside Community Support Group is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. 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.

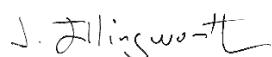
Any proposal to amend the constitution will require agreement by a majority of those present and entitled to vote.

10. 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 local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed by the Founding Members of the Kirkbymoorside Community Support Group on 1st October 2025.



Jean Illingworth, Chair