

## **CONSTITUTION AND RULES OF THE HARRIETSHAM FISH SCHEME**

### **1. Title**

The name of the organisation is "The Harrietsham Fish Scheme".

### **2. Objectives**

The objectives of the Scheme are to ensure that:

- 2.a. Wherever possible, all residents in the Parish of Harrietsham, who are in any need, receive assistance or are put in contact with an appropriate organisation.
- 2.b. No resident is denied help or friendship by reluctance to ask for it.

### **3. Operation of the Scheme**

- 3.a. All help offered under the Scheme will be given free of charge. Unsolicited donations may be received and used in order to defray administrative expenses and direct expenses of helpers. The Scheme will refund the cost of petrol, bus or train fares of helpers incurring such expenses.
- 3.b. Should the need arise, the Scheme may make a general appeal for funds or organise fund raising activities in order to defray expenses.
- 3.c. Should there be any surplus funds they will be spent at the discretion of the Committee on goods or services for the more needy residents of Harrietsham, in which event only the total sum that has been spent need be disclosed in the accounts of the Scheme.
- 3.d. The Scheme may publish a magazine, village directory or any other publication it considers necessary or desirable to fulfil its objectives, but, whilst such a magazine also fulfils the role of a Parish Magazine for St John the Baptist Parish Church, Harrietsham, the incumbent for the time being shall be invited to edit a Christian Message page and allow space for Rector's Notes. An Editorial Sub-Committee of no more than four members shall include the incumbent and one other member appointed by the Parochial Church Council.
- 3.e. The Scheme may also organise and run events and activities for the benefit of residents of the village to reduce social isolation in accordance with the objectives of the scheme.

### **4. Committee**

The scheme shall be administered by a Committee which shall comprise Chairman, Secretary and Treasurer and up to nine other members, all of whom shall be elected annually at the Annual General Meeting.

The members of the committee shall retire at the Annual General Meeting but shall be eligible for re-election.

A casual vacancy on the Committee may be filled until the next Annual General Meeting by the Committee.

A member of the Committee may resign at any time on written notice to the Secretary.

The Committee shall appoint an Organising Secretary for the Scheme and shall agree with such Secretary the duties to be carried out from time to time.

The Editor of Network Magazine, the Rector for the time being of St John the Baptist Parish Church, Harrietsham, the Roman Catholic Parish Priest for Harrietsham for the time being, and the Organising Secretary of the Scheme shall in addition be ex officio members of the Committee.

The Committee shall have power to co-opt up to three persons to serve on the Committee for any reason, such persons shall not be counted in quorum or be entitled to vote in Committee on any matter.

#### **5. Duties of Chairman**

The Chairman shall preside at all meetings of the Committee and at General Meetings. In the absence of the Chairman the members present at the meeting shall elect one of their number to act as Chairman of that meeting only.

#### **6. Duties of Secretary**

The Secretary shall, as far as practicable, attend all meetings of the Committee and General Meetings, shall record the names of persons in attendance, prepare the minutes of the proceedings which shall be submitted to the next meeting of the Committee or General Meeting as the case may be and, if approved, shall be signed by the Chairman as minutes of the meeting. The Secretary shall summon and give due notice of all meetings as instructed by the Committee and shall carry out the instructions of the Committee and General Meetings

#### **7. Duties of the Treasurer**

The Treasurer shall, as far as practicable, attend all meetings of the Committee and General Meetings and shall be interested generally in the financial affairs of the Scheme. The Treasurer shall take charge of all funds of the Scheme, and shall keep proper accounts and records as the Committee may direct and shall pay such sums as may be authorised by the Chairman, Committee or General Meeting. All cheques shall be signed by two members of the Committee in accordance with the mandate given from time to time to the Scheme's bankers.

The Treasurer shall produce all books, documents and monies of the Scheme in his possession, or under his control, and render a full and clear account thereof at each audit and whenever required by the Committee, and shall give up all such books, documents and monies when required to do so by a resolution of the Committee. The Treasurer shall present the audited accounts at the Annual General Meeting of the Scheme.

#### **8. Finance**

So much of the funds of the Scheme as the Committee may decide are not required for immediate use or to meet accruing liabilities, may be invested by the Committee in any of the following:

- (i) Post Office Savings Bank or any savings bank certified under the Trustee Savings Bank Act 1863.
- (ii) Public Funds
- (iii) Any investment in which the Committee are for the time being by law authorised to invest Trust Funds.

Such investments shall be realised and dealt with as the Committee may direct.

An Income and Expenditure Account shall be made up to and including the last day of December in each year which shall be the end of the Scheme's financial year. The annual accounts of the Scheme shall be audited by a suitably qualified person who shall report thereon to the Scheme and copies of the audited accounts shall be submitted to the Annual General Meeting.

## **9. Notice of Meetings**

Annual General Meetings shall be held no later than 30<sup>th</sup> June each year.

Meetings of the Committee shall be held not less than three times in each year and notice of such meetings shall be given at such times and in such manner as the Committee may direct.

Notice of the Annual General Meeting shall be given at least fourteen days before the date of the meeting and in such manner as the Committee shall decide.

Extraordinary General Meetings may be covered by the Committee on at least fourteen days' notice specifying the business to be conducted at the meeting. Notice shall be given in such manner as the Committee shall decide. The procedure and conduct at Extraordinary General Meetings shall follow that of the Annual General Meeting.

Any resident who wishes to make any formal proposal at a general meeting is free to do so provided that the proposal is submitted in writing to the Secretary and supported by two other signatories in sufficient time for publication with the notice of the meeting.

## **10. Voting**

Voting shall be by show of hands at both committee and general meetings. The Chairman shall not have any casting vote.

The quorum for committee meetings shall be three and for general meetings shall be six.

## **11. Documents**

The Treasurer and Minutes Secretary shall be appointed to hold and maintain copies of all relevant documents.

## **12. Alteration of the Constitution**

The Committee or any resident may propose an alteration or amendment to the Constitution and such alteration or amendment shall be approved if passed by a two-thirds majority of those residents present at a General Meeting provided that due notice has been given by displaying such notice in a conspicuous place or by advertisement in Network Magazine at least fourteen days before the date of the meeting, or in any such other manner as the Committee may decide.

## **13. Dissolution of the Scheme**

The Scheme may be dissolved by a resolution of two-thirds of the residents present at a General Meeting, notice of which contained a copy of the proposed resolution. The dissolution shall take effect on the day when the resolution is passed and the Committee shall be responsible for the winding up of the Scheme. In particular, the committee shall realise the assets of the scheme, discharge its debts and other obligations and distribute the surplus (If any) at the sole discretion of the committee to one or more registered charities, particular regard being given to any charities from which the residents of Harrietsham have received benefit or in accordance with the provisions of clause 3.c. of the Constitution or both.

This is a copy of the amended Constitution and Rules of the Harrietsham Fish Scheme adopted at the Annual General Meeting held on 15<sup>th</sup> March 2017.

Signed:.....

Peter Brown, Chairman