

- (c) the conditions of any Premises Licence which may from time to time be issued or varied by the responsible governmental authority.

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- iv. the number of Members who shall form a quorum at meetings of the Committee, provided that the number of Members who shall form a quorum shall not be less than one-third of the total number of Members for the time being.

6. Application of Income

- (a) The income of the Charity including all payments for the use of the Premises and all donations for the benefit thereof shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.
- (b) The moneys standing to the credit of the said account shall be applied as the Committee shall decide in insuring as aforesaid, in maintaining and repairing the Premises and furniture and effects therein and in paying all rent (if any), rates, taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the Primary Object of the Charity.
- (c) The Committee may receive any additional grants, donations or endowments for the general purpose of the Charity and it may also accept grants, donations or endowments for any special objects connected with the Charity not inconsistent with the provisions of this Constitution.

7. Annual General Meeting

- (a) There shall be an Annual General Meeting in connection with the Charity which shall be held in the month of May in each year or as soon as practicable thereafter.
- (b) All inhabitants of the Area of Benefit of eighteen years of age and upward shall be entitled to attend and vote at the Annual General Meeting.
- (c) Public notice of every Annual General Meeting shall be given in the Area of Benefit at least fourteen days before the date thereof.
- (d) The chairman of any Annual General Meeting shall be the Chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
- (e) The Committee shall present to each Annual General Meeting the report and accounts of the Charity for the preceding year.

8. **Notification of Constitution** No alteration or addition to this Constitution shall be made except by a resolution carried by a majority of the Committee at a General Meeting.

9. **Responsibility for Membership** The Committee shall have power to expel any Member who shall offend against the rules of the Charity or whose conduct shall in the opinion of the Committee render him or her unfit for membership of the Charity.

10. **Hire** The Premises shall be made available for hire in accordance with:

- (a) the Objects of the Charity (2);
- (b) the Standard Conditions Of Hire and the Hire Charges (5(e)i);

and

the minute book of the Committee a declaration of acceptance and of willingness to act as a Trustee of this Charity.

- (j) Members not to be personally interested – Except in special circumstances with the approval in writing of the Commissioners no Member shall take or hold any interest in any property belonging to the Charity otherwise than as a trustee for the purpose thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

5. Meetings and Procedures of the Committee

- (a) Meetings of the Committee – The Committee shall hold at least two ordinary General Meetings in each year. A Special Meeting may be summoned at any time by the Chairman or by any two Members upon seven clear days' notice being given to all the other Members of the matters to be discussed.
- (b) Chairman –
- i. At the first meeting in each year after the Annual General Meeting (7(a)) the Committee shall elect one of its number to be Chairman of its meetings until the commencement of the first meeting after the Annual General Meeting in the following year and may also elect one of its number to be Vice-Chairman. The Chairman and Vice-Chairman shall be eligible for re-election for no more than three consecutive terms.
 - ii. If the Chairman and Vice-Chairman (if any) are absent from any meeting of the Committee the Members shall choose one of their number to be chairman of the meeting before any other business is transacted.
- (c) Voting – Except as hereinbefore provided every matter shall be determined by the majority of votes of the Members present and voting on the question but in case of equality of votes the chairman of the meeting shall have a second or casting vote.
- (d) Minutes and Accounts – the Committee shall provide and keep both paper and electronic copies of the minutes of its meetings and of its accounts.
- (e) Rules – Within the limits prescribed by the Charity Deeds the Committee may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular with reference to –
- i. the terms and conditions upon which the Premises may be used for the purposes specified in the Charity Deeds by persons or bodies other than the Committee (hereinafter called the "Standard Conditions Of Hire") and the sum (if any) to be paid for such use (hereinafter called the "Hire Charges");
 - ii. the appointment of an auditor, treasurer and such other unpaid officers as the Committee may consider necessary and the fixing of their respective terms of office;
 - iii. the engagement and dismissal of such paid officers and servants as the Committee may consider necessary;

and

iii. Six Co-opted Members

- (b) Elected Members – Subject as hereinafter provided for casual vacancies, the Elected Members shall be appointed at the Annual General Meeting to be held as hereinafter provided and shall hold office from the end of the Annual General Meeting at which they are appointed to the end of the following Annual General Meeting.
- (c) Representative Members –
- i. One Representative Member shall be appointed by each of the Representative Organisations.
 - ii. Each Representative Organisation shall notify the name of the person appointed by it to the Secretary of the Committee.
 - iii. The term of office of a Representative Member shall commence on the day on which notification is received by the said Secretary and shall continue until such time as the relevant Representative Organisation appoints a new Representative Member or said Representative Organisation ceases to exist.
- (d) Co-opted Members – The Committee may appoint if it thinks fit not more than six Co-opted Members elected from inhabitants of the Area of Benefit. Each appointment of a Co-opted Member shall be made at a meeting of the Committee to take effect from the date of that meeting.
- (e) Termination of Membership –
- i. Any Member who is adjudged bankrupt or makes a composition or arrangements with his creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.
 - ii. All the Elected Members and Co-opted Members shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected.
- (f) Alteration of composition of Committee – The composition of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Charity Commissioners.
- (g) Casual Vacancies –
- i. Upon the occurrence of a casual vacancy the Committee shall cause a note thereto to be entered in its minute book at its next meeting.
 - ii. A casual vacancy in the office of Elected Members may be filled at a meeting of the Committee to take effect from the date of that meeting.
- (h) Failure to Appoint – The proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any failure to appoint or any defect in the appointment or qualification of a Member.
- (i) Declaration by Members – No person shall be entitled to act as a Member whether on a first or on any subsequent entry into office until after signing in

Arkenstall Village Centre
7 Station Road Haddenham Ely Cambs CB6 3XD
e-mail: bookings@arkenstallcentre.org.uk

Constitution

1. **Name** The name of the Charity is the Arkenstall Village Centre.

2. **Objects**
 - (a) The Primary Object of the Charity is to make the village hall and its environs, at 7 Station Road, Haddenham, Ely CB6 3XD (hereinafter called the "Premises") available for the use of the inhabitants of the Parish of Haddenham in the County of Cambridgeshire (hereinafter called the "Area of Benefit") without distinction of political, religious or other opinions for all forms of educational, recreational and other leisure time occupation with the object of improving the condition of life for the said inhabitants.

 - (b) The Secondary Object of the Charity is to make the Premises available for the use of individuals and commercial and governmental organisations, from within and without the Area of Benefit, for private functions, meetings, exhibitions and other activities which shall be deemed appropriate by the Management Committee of the Charity (4) (hereinafter called the "Committee"), in order to raise funds for the maintenance, upkeep and improvement of the Premises.

3. **Representative Organisation**
 - (a) The Committee shall on application be entitled to recognise any organisation from within the Area of Benefit having aims and objectives not inconsistent with the Primary Object of the Charity as a Representative Organisation.

 - (b) Members of the Representative Organisation shall not automatically be members of the Charity but shall be eligible for election to membership as a Representative Member as provided elsewhere (4(c)).

 - (c) While so recognised, a Representative Organisation shall be entitled to such rights and privileges and use of the Premises as is permitted by the Committee and consistent with the Charity Deeds, and General Regulations of the Charity provided that the Representative Organisation has a Representative Member who has attended at least 50% of the duly constituted meetings of the Committee which he or she has been eligible to attend, and that the Representative Organisation provides at least one volunteer helper for at least one designated event organised by the Charity in each calendar year.

4. **Management** The management shall be entrusted to the Committee in accordance with the provisions of the Charitable Trust Deed.
 - (a) Composition – Subject as hereinafter provided, the Committee shall consist of up to fifty persons (hereinafter called "Members") being:
 - i. Eight Elected Members

 - ii. Thirty-six Representative Members