



Our Belper Mills

Constitution

1. Name

The name of the group shall be **Our Belper Mills**

2. Objective & Aims

The objective of **Our Belper Mills** is:

Within a partnership of organisations and working together at local, national and international level, restore and put to viable use, the Belper Mills site(s) to a world-wide recognised standard.

The aims of **Our Belper Mills** are:

1. Engage with the general public, both locally and worldwide to raise awareness of the heritage, importance and value of the site(s) and ensuring that all available information, plans and progress are regularly communicated to the widest audience
2. Listen to, respect and take account of, the views of local people as well as commercial and environmental issues and to represent the public voice of the community,
3. Work together with any partnership of organisations involved, in the restoration and rescue of the Belper Mills site(s), using the information received to help shape the solution.
4. Engage with local and national press and media to promote the aims of OBM and raise awareness
5. Actively seek to increase to increase membership of the group and continually improve our effectiveness.

3. Membership

OBM consists of:

1. **‘Supporters’**
 - Support the aims of OBM but currently take no active role,
 - OBM will maintain engagement and communication with and provide timely information
 - Are unable to vote
2. **‘Members’**
 - Support the aims of OBM,
 - Have completed a membership form
 - Participate in some form of active role
 - Are able to vote
3. **‘Committee Officers’**
 - Members who support the aims of OBM and have been elected into an official role
 - Have completed a membership form
 - Are able to vote
 - Designated roles: Chair, Secretary, Treasurer, Membership Secretary, Publicity/Communications Officer

In addition to designated Committee Officer roles, OBM will have a range of additional ‘non-officer’ member roles. They may include:

- Fundraising
- Data Protection
- Website/digital
- Partnerships
- Technical advisors
- Events

.... All of whom may vote

This is not an exhaustive list:

Membership is open to anyone who is:

- Aged over 18
- Supports the aims of Our Belper Mills

Membership will begin as soon as the membership form is completed.

Ceasing to be a member

Members may resign at any time in writing to the Membership Secretary.

OBM will publish and make available to all members a Code of Conduct policy to which Members should adhere. Notwithstanding this....

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Committee accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Our Belper Mills 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. Officers and Committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 5 Officers and 5 elected members. Up to 2 additional members may be co-opted onto the at the discretion of the committee.

The officers' roles are as follows:

- **Chair**, who shall chair both general and committee meetings
- **Secretary**, who shall be responsible for the taking of minutes and the distribution of all papers
- **Membership Secretary**, who shall be responsible for keeping records of members
- **Treasurer** who shall be responsible for maintaining accounts
- **Publicity and Communications Officer** who will be responsible for all external communications

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members or at the earliest opportunity thereafter.

Any Committee Member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The committee meetings will be open to any member of Our Belper Mills wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 21 days before the date of the meeting, giving the venue, date and time.

Nominations for the committee 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 10 members**, whichever is the greater number. OBM will review the definition of a quorum should this become untenable as group numbers grow.

At the AGM: -

- The Committee will present a report of the work of Our Belper Mills over the year.
- The Committee will present the accounts of Our Belper Mills for the previous year.
- The Officers and Committee 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 eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 21 days of the request.

All members will be given 14 days' notice of such a meeting, giving the venue, date, time and agenda, and notice may be email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given 14 days' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee Members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is 5 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 an open 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.

Only Members have a right to vote

8. Finances

An account will be maintained on behalf of OBM at a bank agreed by the Committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

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

All money raised by or on behalf of Our Belper Mills 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 a 51% 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 at a Special Meeting of Our Belper Mills on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed