Community Creations constitution

Aims

-To work within communities helping people that may become isolated, using group sessions, outings and online presence as an avenue to reconnect and build confidence

- To enhance the well-being and confidence of displaced people, supporting them to develop their creative practice and give them a space to tell their own stories through a variety of community-based art sessions and online sessions where appropriate

- To develop the confidence and skills of the members of these disadvantaged communities in such a way that they are better able to identify, and help meet, their needs and to participate where they can in society

- To support Integration and connection with the local community where possible, through public exhibitions, and collaborations, or the creation of online content such as skills sharing blogs, enabling the breakdown of societal barriers and further building a sense of community inclusion

- To enhance self-confidence and communication skills through mentoring and peer support

- To offer training and portfolio/skills building where this previously may have been missed due to conditions of isolation or displacement

Membership

Membership is open to anyone, any age who:

May be isolated or displaced due to conditions in their life

Wishes to develop through creative expression

Supports the aims of the group

Membership will begin when the membership form has been completed and returned.

A list of all members will be kept by the project coordinator.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

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

management committee, accompanied by a friend, before a final decision is made.

Equal opportunities

Community Creations will not discriminate on the grounds of background, disability, race, sexual orientation, religious or political belief, gender reassignment, marital status, pregnancy or maternity, age.

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 when necessary and not less than four times a year.

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

the committee.

The officers’ roles are as follows:

• Chair, who shall chair both general and committee meetings

• Treasurer, responsible for maintaining accounts

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

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 Community Creations

wishing to attend, who may speak but not vote.

The committee may invite other people to co-opt for use of particular skills or knowledge.

Meetings

Annual General Meetings

The AGM will be run by the committee, all members welcome. Members will be emailed or texted the date, time and venue at least 1 month before.

The AGM will happen at least every 15months

Members can submit items for discussion up to 1 month before.

Committee elections and constitution amendments can take place if desired.

The quorum for the AGM will be one third of the total number of members.

Special general meetings

The Chair 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 Treasurer stating the

reason for their request.

The meeting will take place within twenty-one days of the request.

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

The quorum for the Special General Meeting will be one third of the total number of members.

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 two weeks’ notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone or email.

The quorum for a General Meeting shall be one third of the total number of members.

Committee meetings

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

Committee meetings will happen once a year, this can be via video or at a venue.

The quorum for Committee meetings is three Committee members.

Rules of procedure for meeting

All questions that arise at any meeting will be discussed openly and the meeting will seek to find a 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.

Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (To be the Chair and treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by the signatories.

For 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 Chair.

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

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

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 Chair in writing. The proposal must then be circulated with the notice of meeting.

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

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 the Inaugural General Meeting of Community Creations

Date 29/09/2022