

Draft Constitution

1: Name

The name of the Group shall be:

POLO Safer C7 Project

2: Aims

The aim of the Group shall be:

To make the C7 Lewes to Newhaven Road a safer place for all road users while preserving the rural nature of the road.

3: Powers

In order to achieve its aim the Group may:

- a) Raise money
- b) Open bank accounts
- c) Take out insurance
- d) Liaise with other organisations to achieve project aims
- e) Do anything lawful which will help to achieve its aims

4: Membership

- a) Membership of the Group shall be open to any member of POLO who is interested in helping the Group to achieve its aims without regard to disability, political or religious affiliation, race, sex or sexual orientation.
- b) The Steering Committee shall from time to time co-opt as Affiliate Members other individuals who are interested in helping the Group to achieve its aims.
- c) The membership of any member may be terminated after due process by the Steering Committee.

5. Management

- a) The Group shall be administered by a Steering Committee of not fewer than four and not more than six individuals elected by the Group.
- b) The Officers of the Steering Committee shall be the Chairperson, the Treasurer and the Secretary.
- c) The Steering Committee may co-opt up to six individuals in an advisory and non-voting capacity that it feels will help to fulfil the aims of the Group.
- d) The Steering Committee shall meet at least once a year.
- e) At least 3 Steering Committee members must be present for a Steering committee meeting to take place.

- f) Voting at a Steering Committee shall be by a show of hands. If there is a tied vote then the Chairperson shall have a casting vote.
- g) The Steering Committee shall have the power to remove any member of the Committee for good and proper reasons.
- h) The Steering Committee may appoint any other member of the Group as a Committee member to fill a vacancy.
- i) In the absence of the Chairperson at any Steering Group or General Meeting those attending will nominate and agree who will act as Chairperson and assume the voting rights for that meeting only.

6: The duties of the Officers

- a) The duties of the Chairperson shall be to:
 - Chair meetings of the Steering Committee,
 - represent the Group at functions/meetings that the Group has been invited to and
 - act as the spokesperson of the Group when necessary.
- b) The duties of the Secretary shall be to:
 - keep a membership list,
 - prepare in consultation with the Chairperson the agenda for meetings of the Steering Committee,
 - take and keep minutes of all meetings and
 - collect and circulate any relevant information within the Group.
- c) The duties of the Treasurer shall be to:
 - Supervise the financial affairs of the Group and
 - Keep proper accounts that show all monies received and paid out by the Group.

7. Finance

- a) All monies received by or on behalf of the Group shall be applied to further the aims of the Group and for no other purpose.
- b) Any bank accounts opened for the Group shall be in the name of the Group.
- c) Any cheques issued or other payments shall be signed/authorised by two nominated members of the Steering Committee.
- d) The Groups shall ensure that its accounts are independently examined every year.

8. Annual General Meeting

- a) The Group shall hold an Annual General meet (AGM) in the month of September.
- b) All Members will be given at least seven days' notice of the AGM and shall be entitled to attend and vote.
- c) The business of the AGM shall include:
 - receiving a report from the Chairperson on the Group's activities over the year,
 - receiving a report from the Treasurer on the finances of the Group and
 - considering any other matter as may be decided.
- d) At least 6 Members must be present for the AGM to take place.

9. General Meetings

- a) There shall be a minimum of two General Meetings (including the AGM) each year.
- b) All members shall be entitled to attend and vote.

11. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any general meeting.