

THE POLO SAFER C7 PROJECT

CONSTITUTION

1: Name

The name of the Group shall be:

The 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 conserving and enhancing 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 (if required)
- d) Liaise with other organisations to achieve project aims

4: Membership

- a) Membership of the Group will be Chairs of the Parishes of the Lower Ouse (The Panel) and the members of the Delivery Team.
- b) The Group may from time to time co-opt as Affiliate Members other individuals, for example, local councillors, 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 Group.

5. Management

- a) The Group shall be administered by a Steering Committee comprised of the members of the Panel and the members of the Delivery Team, as set out in the Memorandum of Understanding.
- 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 4 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 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 Group shall ensure that its accounts are independently examined every year.

8. Annual General Meeting

a) The Group shall hold an Annual General Meeting (AGM).

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.

10. Memorandum of Understanding

This Constitution shall have effect subject to the terms of the Memorandum of Understanding (and its Schedule) into which this Constitution is bound. This Memorandum of Understanding informs and underpins the role and operation of the Parish Panel and the Project Delivery Team within the project Constitution. The purpose of the MoU is to define roles, responsibilities and reporting frameworks.

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.