

Constitution of the Campaign for a Shipley Town Council

1. Name

The name of the group shall be the Campaign for a Shipley Town Council (CSTC).

2. Aim

The aim of CSTC is to secure a town council for the people of Shipley.

3. Campaign for a Shipley Town Council Steering Group

The business of the CSTC will be carried out by a Steering Group.

It will be the duty of the Steering Group

- to explain to local people and community groups the roles and powers of local councils and to raise awareness of their value
- to secure endorsement for the Campaign from community groups. These groups will be kept informed of progress and involved in the work of the Campaign
- to recruit and mobilise individual Campaign supporters. The Steering Group will maintain a secure list of Campaign supporters who will be kept informed of progress and involved in the work of the Campaign.

4. Membership of the Steering Group

Membership of the Steering Group is open to anyone of voting age who supports CSTC's aim and is prepared to make a significant commitment of time and expertise in pursuit of that aim.

The Steering Group reserves the right to accept an individual into membership. It also reserves the right to terminate that membership if, in light of CSTC's aim, it is determined that this would benefit the Steering Group.

5. Meetings of the Steering Group

The Steering Group will meet as and when necessary but at least 4 times each year.

Steering Group meetings will be open to listed supporters.

Meetings of the Steering Group will be recorded. Subject to there being no confidentiality issues, these notes will be made available on the Campaign's website.

6. Officers of the Steering Group

The Steering Group will elect its officers from amongst its members. The officers will include:

- ◆ Chair, who shall chair Steering Group meetings
- ◆ Secretary, who shall be responsible for agendas, notes of meetings, and the distribution of papers
- ◆ Treasurer, who shall be responsible for maintaining accounts.

The Steering Group will have the right to create other offices.

6. Rules of Procedure for Steering Group meetings

All questions that arise will be discussed openly and the meeting will seek to find general agreement that everyone present can support.

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 will have an additional casting vote.

7. Campaign Finances

An account will be maintained on behalf of CSTC at a bank agreed by the Steering Group. Three signatories will be nominated by the Steering Group (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.

The Treasurer will present a monthly financial update to the Steering Group. Subject to there being no confidentiality issues, this will then be made available on the Campaign's website.

All money raised by or on behalf of CSTC is only to be used to further the aim of CSTC.

It will be a duty of the Steering Group to put in place a robust system of independent annual audits of Campaign finances.

8. Dissolution

If it is agreed by the Steering Group to dissolve CSTC, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local not for profit organisation which works for the benefit of the people of Shipley. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed by the Steering Group on 22 February 2018.

Rob Martin *Chair*

Signed

James Roberts *Treasurer*

Signed