

Snodland Partnership Draft Constitution

Adopted 2008

1. NAME

- i) The Organisation shall be known as Snodland Partnership, hereafter referred to as the Partnership.

2. AREA OF BENEFIT

- i) The area of benefit of the Partnership shall be Snodland.

3. AIMS

- i) Generate improvements in the quality of life for Snodland's residents.
- ii) Look at the needs of Snodland's residents before those of the Partnership.
- iii) Extend community pride and sense of belonging through public participation and commitment.
- iv) Co-operate in order to build successful partnerships; involving businesses, local government and the local community to secure benefits for the many facets of the town; its character, its facilities and residents.
- v) Maximise the town's valued character as an attraction in itself for residents and visitors alike.
- vi) Improve community safety and facilities for all sectors of the community.
- vii) Enhance the community's business, educational and training opportunities, and thereby its employment prospects.

4. OBJECTIVES

In order to achieve its main aims the partnership shall have the following key objectives for action:

- i) To prepare a shared vision and a realistic business plan for Snodland.
- ii) Identify and prioritise quality improvements to Snodland.
- iii) Attract funding for management and community projects.
- iv) Distribute funds in accordance with parameters to be agreed by the Partnership from time to time.
- v) Support local groups and organisations through grants and resources available.
- vi) To seek, through a variety of means, to engage the whole community and keep them informed of the work of the partnership.
- vii) To monitor and review the work of the partnership to ensure it delivers appropriate results, maintains its credibility and is restructured when appropriate.
- viii) Manage the Snodland Partnership budget and provide annual audited accounts for public scrutiny.
- ix) To develop a fully representative membership, or other consultative processes, to ensure the needs of all sections of the community are heard and taken into consideration.
- x) Do any other such lawful things as are necessary to achieve the aims.

5. MEMBERSHIP

- i) The Partnership comprises the following member organisations: Snodland Town Council, Tonbridge and Malling Borough Council, Lafarge Cement, Trenport Ltd, Berkeley Homes, Snodland Chamber of Commerce and Smurfitt Townsend Hook.
- ii) Each member organisation shall have voting rights on the Partnership determined by the amount of annual financial support made to the Partnership using the following thresholds: support of below £5,000 – one voting representative; support of between £5,000 and £14, 999 – two voting representatives; support of £15,000 or above – 3 voting representatives.
- iii) New members of the Partnership shall be proposed by a voting member at a full meeting of the partnership board and must be agreed by all member organisations.
- iv) The level of annual contribution offered by each new member of the Partnership shall be confirmed at the Annual General Meeting of the Partnership and voting rights for that financial year determined accordingly.
- v) The Secretary shall keep an up-to-date record of both the member organisations and the names of voting representatives nominated by those member organisations. Each voting representative will be required to complete an annual declaration of interest indicating any business or other interests they may have outside of the normal work of their organisation.
- vi) Membership of an organisation may be terminated by the Partnership by a vote of at least 75% of the voting representatives to which an appeal can be made at the next meeting of the Partnership.

6. MEETINGS OF THE PARTNERSHIP

6A. ANNUAL GENERAL MEETING

- i) An annual general meeting shall be held in April of each year, the date, time and place to be agreed by the Partnership.
- ii) The Secretary shall notify all members in writing at least 28 days before the date of that meeting.
- iii) Any motion for consideration at the annual general meeting must be submitted in writing to the Secretary no later than 21 days prior to the date of the meeting. The agenda for the meeting should then be circulated no later than 14 days prior to the date of the meeting.
- iv) The business of the annual general meeting shall include:
 - adoption of annual report and audited accounts
 - election of its officers

- vi) The quorum at the Annual General Meeting and all Extraordinary meetings shall be 50% (one half) of the voting representatives.
- vii) At the annual general meeting of the Partnership, the members shall:
 - i) elect from amongst themselves a Chairman, Vice-Chairman and Secretary, and Treasurer (the officers) who shall be elected annually.
 - ii) In the event of any Partnership members resigning before expiry of office, the organisation he/she represents shall co-opt a member to fill this vacancy. In the event of an Officer resigning, a replacement shall be elected by the Partnership from amongst its own members.
 - iii) All officers, e.g. Chairman, Vice Chairman, Secretary, and Treasurer shall resign at the AGM but shall then be eligible for re-election.

6B. EXTRAORDINARY GENERAL MEETINGS

An extraordinary general meeting can be convened by the Secretary and/or or at the request of at least 5 members, made in writing to the secretary giving 21 days notice. Such a meeting shall be held within 30 days of that request. Agenda and motions submitted should be circulated to all members.

6C ORDINARY MEETINGS OF THE PARTNERSHIP

- i) The Partnership shall meet no less than four times annually including the Annual General Meeting.
- ii) The quorum for an ordinary meeting of the Partnership shall be not less than 5 Partner organisations.
- iii) The Secretary shall keep minutes of the proceedings at ordinary meetings of the Partnership and the meetings of any sub-committee and shall circulate the draft minutes to Partnership members within seven working days.
- iv) The Partnership may invite any persons with particular knowledge, experience or skill to attend ordinary meetings on special issues but without having the right to vote.
- v) The Partnership may set up sub-committees and working groups from time to time, establishing their terms of reference and any delegated responsibilities as appropriate and may agree to regard associated, existing local groups as sub groups of the Partnership from time to time.
- vi) All Partnership members should be sent written notice of all ordinary meetings at least 14 days in advance of such meetings unless, when there is urgent business, shorter notice may be given in agreement with the Chair.

7. FINANCE

- i) All monies raised by or on behalf of the Partnership should be used to further the objects of the Partnership
- ii) The Treasurer shall keep account of all income and expenditure and shall submit audited accounts to the Annual General Meeting.
- iii) A bank or building society account shall be established in the name of the Partnership and withdrawals shall be made in its name on the signature of any two of four named officers.
- iv) The Partnership should agree, and review annually, a set of parameters to guide the distribution of Partnership funds.

8. ALTERATIONS TO THE CONSTITUTION

This constitution may be altered by means of a resolution passed by a 75% majority of those present and voting at a quorate Annual General Meeting or a quorate Extraordinary Meeting held for that purpose. Any alterations to this constitution shall take immediate effect, providing that such implementation shall not run counter to any other provision of this constitution.

9. DISSOLUTION

The Partnership may be dissolved at any time by means of a resolution agreed by a two thirds majority of those present and voting at any annual general meeting or extraordinary meeting called for that purpose. The Partnership's assets, following the satisfaction of all debts and liabilities, shall be returned to the contributing partners in proportion to their original annual contributions.