



A Name, Establishment, Organisation and Legal Status:-

**Organisation name THE PONTELAND COMMUNITY PARTNERSHIP
("the Partnership").**

Established in accordance with the precepts of the Local Government Act 2000.

Legal status is that of an unincorporated association.

B Administration

Subject to the matters set out below the Partnership shall be administered and managed in accordance with this constitution by the members of the Executive Committee constituted by clause G of this constitution ("the Executive Committee")

C Objectives

The Partnership's Aims and Objectives ("the Objectives") are:

- To raise the profile of the Ponteland Community Partnership.
- To identify activities, aspirations and projects for those who live or work in Ponteland that will improve their quality of life.
- To work and share ideas with other like minded organisations to develop acceptable ways of meeting these needs
- To encourage greater community participation in activities.
- To access funding and support for viable and sustainable activities and projects.

D Powers

In furtherance of the Objectives but not otherwise, the Executive Committee may exercise the following powers:

1. Power to carry out research by way of questionnaires or otherwise into the needs of the people in the Ponteland Civil Parish:
2. Power to raise funds and to invite and receive contributions to finance its work provided that the Executive Committee shall not undertake any

substantial permanent trading activities and shall conform to any relevant requirements of the law:

3. Power to buy or take on, lease any property necessary for the achievements of the Objectives: power to employ staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the Objectives and to make all reasonable and necessary provisions for their remuneration:
4. Power to co-operate with other partnerships, statutory authorities, voluntary bodies or charities in furtherance of the Objectives or of similar purposes and to exchange information or advice with them:
5. Power to appoint and constitute any such advisory committees, project teams and task groups as the Executive Committee may think fit:
6. Power to appoint professional advisers in the furtherance of the Objectives. In doing so the Executive Council may rely upon the advice or opinion of professional advisers:
7. Power to support appeals to the Local Government Ombudsman on behalf of residents of the Ponteland Civil Parish:
8. Power to do all such other lawful things as are necessary for the achievement of the Objectives

E Membership

1. Every resident or person who works in the Ponteland district is eligible to be a member of the Partnership.
2. Such members are entitled to attend the AGM of the Partnership.
3. At the AGM each member over the age of 18 years shall have one vote
4. At the AGM members over the age of 16 years may put themselves forward for election to serve on the Executive Committee.
5. Anybody corporate or unincorporated association which supports the Objectives and is interested in furthering the Partnership's work may appoint an individual to represent it and to vote on its behalf at the AGM and may appoint an alternative to replace its appointed representative if the appointed representative is unable to attend.
6. Membership of any individual or membership organisation may be terminated by the Executive Committee if there is unanimous agreement among Executive Committee members that there is good reason to terminate a membership. The individual concerned or the appointed representative of the membership organisation concerned (as the case may be) shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.

F Honorary Officers

At the AGM of the Partnership the members shall elect from themselves a chairman, vice chairman, a secretary and a treasurer who shall hold these offices on the Executive Committee from the conclusion of the meeting.

G Executive Committee

The Executive Committee shall consist of not less than eight members no more than eighteen members being:

1. a) The honorary officers specified in the preceding clause:
 - b) Not less than six and not more than ten elected members at the AGM to represent the various strata of the residents of Ponteland, who shall hold office from the conclusion of that meeting:
 - c) Six nominated members appointed to represent major organisations active and interested and involved in the Ponteland community:
2. The Executive Committee may in addition appoint co-opted members, but so that no one may be appointed as a co-opted member if, as a result, more than one third of the Executive Committee comprises co-opted members, and shall take effect from the end of the meeting unless the appointment is to fill a place which has not been vacated, in which case the appointment shall run from the date when the post becomes vacant.
3. Executive Committee and members are elected annually.
4. No more than one third of the Executive Committee may retire from office at the AGM.
5. The proceedings of the Executive Committee shall not be invalidated by a vacancy among their number, or by a failure to appoint, or any defect in, the appointment or qualification of a member.
6. Nobody shall be appointed as a member of the Executive Committee who is under 16 years of age.
7. At its discretion, the Executive Committee may invite non-elected members or other persons to attend meetings during which matters are to be discussed on which the invitees can contribute knowledge or experience. Such invitees do not have power to vote on these matters.

H Determination of Membership of the Executive Committee

A member of the Executive Committee shall cease to hold office if he or she:

1. Becomes incapable by reason of mental disorder, illness or injury of carrying out the duties of a Executive member:
2. Notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive will remain in office when the notice of resignation is taken into effect).

I Executive Committee Members not be personally interested:

1. Executive Committee members will bear in mind the Nolan Committee's seven principles namely, honesty, integrity, selflessness, objectivity, accountability, openness and leadership, when undertaking the business of Ponteland Partnership.
2. In the spirit of openness interests should be declared where appropriate. Those declaring an interest may be asked to leave a meeting of the Executive Committee and take no part in the discussion on, decision or voting on a matter in which an interest has been declared.

However, if appropriate, the Executive Committee can invite the interested party to provide factual information before the discussion begins

J Meetings and Proceedings of the Executive Committee

1. The Executive Committee shall hold at least six ordinary meetings each year. A special meeting may be called by the chairman or by any two members of the Executive Committee upon not less than 4 days notice be given to the other members of the Executive Committee of the matters to be discussed. If the matters include the appointment of a co-opted member then not less than 21 days notice must be given:
2. The chairman shall act as chairman at meetings of the Executive Committee if the chairman is absent from any meeting, the vice chairman shall take the chair. If both are absent then the members of the Executive Committee present shall choose one of their number to be chairman before any business is transacted:
3. There shall be a quorum when at least one third of the members of the Executive Committee for the time being, or three members of the Executive Committee, whichever is greater, are present at a meeting.
4. A consensus rather than a voting procedure shall be sought for most decisions at meetings of the Executive Committee When matters have to be determined by a majority votes of the members of the Executive Committee present and voting on the question, in the event of equality of voting on the question the chairman of the meeting shall have a second or casting vote.
5. The Executive Committee shall keep Minutes of the proceedings at meetings of the Executive Committee and any sub-committee.
6. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of their documents. No rule may be made that is inconsistent with this constitution.
7. The Executive Committee may appoint a Management Committee to manage the day-to-day affairs of the Partnership – provided that the Executive Committee shall exercise reasonable supervision over such a committee and that the acts and proceedings of such a committee shall be regularly and promptly reported back to the Executive Committee
8. The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making an inquiry or supervising or performing any function or duty which, in the opinion of the Executive Committee, would be more conveniently undertaken or carried out by a sub-committee – provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.

K The Executive Committee

The Executive Committee shall consist of four officers of the Executive Committee, namely the chairman, vice chairman, the secretary and the

treasurer, and a maximum of nine elected members plus a maximum of five co-opted members.

L Financial

1. The funds of the Partnership, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Partnership at such a bank as the Executive Committee shall decide. All cheques drawn on the account as well as other authorisations for the withdrawal or transfer of funds from the account must be signed by at least two members of the Executive Committee
2. The funds belonging to the Partnership shall be applied only in furthering the Objectives.

M Property

The Executive Committee may permit any investments held by, or in trust for, the Partnership to be held in the name of the clearing bank, trust corporation or any stock broking company which is a member of the International Stock Exchange (or subsidiary of any such stock broking company) as nominee for the Executive Committee and may pay such nominee reasonable and proper remuneration for acting as such.

N Accounts

The Executive Committee is obliged to:

1. Keep accounting records for the Partnership:
2. Prepare annual statements of account for the Partnership:
3. Arrange for the independent examination of the statements of account for the Partnership.

O Annual Report

The Executive Committee is required to prepare an annual report for the Partnership and to present this at the AGM.

P Annual Return

The Executive Committee is required to prepare any Annual Return that may be required by law.

Q Annual General Meeting (AGM)

1. There shall be an AGM of the Partnership each year or as soon as practicable thereafter.
2. Every AGM shall be called by the Executive Committee. The Secretary shall give at least 21 days notice of the AGM by publicising the date in the local media. All members of the Partnership over the age of 16 years are entitled to attend in person and to vote at the meeting. Proxy votes are **NOT** permitted.
3. Before any other business is transacted the persons present shall appoint a chairman of the meeting.
4. At the first and at subsequent AGM's, nominations for election to the Executive Committee must be made by members of the Partnership in

writing, and must, at the first meeting, be in the hands of the Interim Steering Group, or at subsequent AGM's, in the hands of the Executive Committee at least 14 days before the date of the AGM. Should nominations exceed vacancies, elections shall be by ballot.

R Special General Meetings

The Executive Committee may call a special general meeting of the Partnership at any time. If at least ten members request such a meeting in writing stating the business to be considered, the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

S Procedures at AGM's

1. The secretary, or any other person specially appointed by the Executive Committee, shall keep a full record of proceedings at every AGM.
2. There should be a quorum of at least ten members of the Partnership over the age of 18 years present at any AGM.

T Notices

Any notice required to be served on any member of the Partnership shall be in writing and shall be served by the secretary of the Executive Committee either personally or electronically shall be deemed to have been received within 10 days of dispatch.

U Alterations to the Constitution

The Constitution may be altered by a resolution approved by two thirds of the members present and voting at the AGM. The notice of the AGM must include notice of the resolution, setting out the terms of the alteration proposed.

V Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Partnership it shall call a meeting of the members of the Partnership of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal shall be confirmed by a two thirds majority of those over the age of 18 years, present in person and voting, the Executive Committee shall have power to realise any assets held by the Partnership. Any assets remaining after the satisfaction of any proper debts or liabilities shall be given or transferred to such other institution or institutions having similar Objectives to the Partnership as the members of the partnership may determine, or failing that, shall be applied for some other charitable purpose. A copy of the statement of accounts for the final accounting period of the Partnership must be available for public inspection.