

Constitution of the 'Explore Culture Group'

1. Name

The name of the group shall be the **Explore Culture Group**

2. Aims

The aims of the Explore Culture Group will be:

- To bring together and foster understanding amongst people from the diverse communities across the world.
- To promote social activities, mutual support, collaboration and joint aid among our members.
- To explore and to use knowledge, stories and media to share culture and experiences.
- To develop skills for the session providers.

3. Membership

Membership is open to anyone who:

- is aged over 10 years old (anyone aged between 10 and 18 years old must be accompanied by an adult or must provide prior parental or guardian consent); and
- supports the aims of the Explore Culture Group

A person will qualify for membership if they have attended 4 sessions minimum. After this time we will issue a membership form which requires to be completed and returned to the secretary.

There will be no annual membership fee.

A list of all members will be kept by the membership secretary.

Ceasing to be a member

Members may resign at any time by notifying the organiser.

Any member who has not attended any sessions for one year will be assumed to have left the group.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy shall be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Explore Culture Group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

5. Management

The business of the group will be carried out by Management Committee. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of a minimum of 4 members. Additional members may be co-opted onto the committee at the discretion of the committee.

The officers will be as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of notes and the distribution of all papers. Marc
- Membership secretary, who shall be responsible for keeping records of members. Ploy
- Treasurer who shall be responsible for maintaining accounts. Minji & Gary

The Committee meetings will be open to any member of Explore Culture Group wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified by email at least 3 weeks before the date of the meeting, giving the date and time.

Nominations for the committee may be made to the Secretary before the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Explore Culture Group over the year.
- The Committee will present the accounts of Explore Culture Group for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the date, time and agenda, and notice may be by email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

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

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 shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer).

All payments will be paid in good time.

- For cheque payments, the signatory 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 the signatory, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each finance committee meeting.

All money raised by or on behalf of Explore Culture Group is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If an AGM or Special General Meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Explore Culture Group on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed