

The Link Community Magazine Constitution

1. Name

1.1. The name of the group shall be **The Link Community Magazine**.

2. Status

2.1. **The Link Community Magazine** is classified as a ***Small Unincorporated Association***. It is also designated a non-profit organisation.

2.2. Income is received from advertisers. Expenditure is on production costs and annual subscriptions to necessary online software companies.

3. Aims

3.1. The aim of the organisation shall be to provide a free magazine with information and news from local groups whilst providing access to local services through advertising.

4. Beneficiaries

4.1. Beneficiaries of the organisation shall be every household in the villages of Berrick Salome, Berrick Prior, Chalgrove, Roke and Rokemarsh.

5. Membership of Committee

5.1. **The Link Community Magazine** is wholly staffed and produced by volunteers who all form the committee.

5.2. Any individual with the skills required to undertake tasks associated with the production and distribution of the magazine is welcome to join the team at any stage, either by invitation or by offering to do so.

5.3. Acceptance of new members would normally be by the existing editorial and administration team.

5.4. Any member is free to leave the organisation at any time by giving notice to do so.

5.5. Additional members may be co-opted onto the committee at the discretion of the committee.

5.6. In the event of a member standing down during the year, a replacement will be selected by the remaining committee members.

6. Officers

6.1. With the exception of the Treasurer, there are no official officers.

6.2. The business of the group will be carried out by a committee comprising some or all of the following.

6.2.1. An editorial team, who shall be responsible for the final layout of the magazine by organising content received from local individuals and organisations along with advertisements.

6.2.2. A Treasurer who shall be responsible for maintaining accounts and producing an annual statement of accounts.

6.2.3. An Advertising Manager who shall be responsible for acquiring advertisements and liaising with advertisers.

6.2.4. A Publisher who liaises with a commercial printer to produce the final publication in the required number of copies.

6.2.5. Individual members may carry out more than one of the above roles if necessary.

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7. Equal Opportunities

- 7.1. The Link Community Magazine 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.

8. Meetings

- 8.1. A meeting may be called at any time by any committee member if they feel there is a requirement to do so.
- 8.2. The quorum for Committee meetings is three Committee members. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- 8.3. 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.
- 8.4. Minutes of meetings will be circulated to all committee members and be available in the public domain if requested.

9. Finances

- 9.1. An account will be maintained on behalf of the Association at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.
- 9.2. All cheque payments will be signed by any one of the two signatories.
- 9.3. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting. They will also be available in the public domain if requested.
- 9.4. All money raised by or on behalf of the Link Community Magazine is only to be used to further the aims of the group, as specified in item 3 of this constitution.

10. Amendments to the Constitution

- 10.1. Amendments to the Constitution may only be made by a majority of the committee members.
- 10.2. Any proposal to amend the Constitution must be given in writing to the other members. The proposal must then be circulated with the notice of meeting.
- 10.3. Any proposal to amend the Constitution will require a two thirds majority of those present and entitled to vote.

11. Dissolution

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

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This Constitution was agreed at a meeting of the Link Community Magazine on: -

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

Name and position in group

Signed

Name and position in group

Signed.....