



CONSTITUTION OF HEART COMMUNITY GROUP

Date of constitution (last amended):

.19th January 2022.....

1. NAME

The organisation's name is HEART Community Group. Hereafter to be called 'the Organisation.

2. SCOPE

The Organisation will primarily undertake activities in or for the benefit of Hertfordshire, UK, although it may partner with other organisations or events outside that area to realise the Organisation's objects.

3. OBJECTS

The Organisation's objects ("the objects") are;

- a. Awareness, Education, Advocacy
 - i. Engage and campaign with local leaders (political, health & community organisations)
 1. Advocate for adaptation and resilience
 2. Communicate the importance of community resilience
 3. 'Tell the Truth' about how dire the predicament is
 4. Model kindness / love / caring
 - ii. Educate through social media, talks, articles, retreats and workshops
- b. Contribute to community resilience
 - i. Provide support in:
 1. Personal and community resilience and clarity
 2. Mental health & wellbeing
 - ii. Provide opportunities for people to engage in 'inner' and 'outer' adaptation through workshops, retreats, webinars
 - iii. Build a co nourishing network of people who are adapting and preparing and learning with and from each other
 - iv. Signpost to resources, support and partner organisations

The Organisation shall be non-party in politics and non-sectarian in religion.

4. CARRYING OUT THE OBJECTS

In order to carry out the Organisation's objects, the Committee Members have the power to:

- a. Raise funds, receive grants and donations.
- b. Apply funds to carry out the work of the Organisation.
- c. Co-operate with and support other organisations with similar purposes or purposes that contribute to ours.
- d. Do anything which is lawful and necessary to achieve the purposes.

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- e. Carry out any other purposes that the Committee Members see fit.

5. MEMBERSHIP OF THE ORGANISATION

- a. The members of the Organisation shall be its Committee Members for the time being. The only persons eligible to be members of the Organisation are its Committee Members. Membership of the Organisation cannot be transferred to anyone else.
- b. Any member and Committee Member who ceases to be a Committee Member automatically ceases to be a member of the Organisation.

6. INFORMAL OR ASSOCIATE (NON-VOTING) MEMBERSHIP

- a. The Committee Members may create associate or other classes of non-voting membership ("the Associates"), and may determine the rights and obligations of any such associates (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- b. Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose.

7. COMMITTEE MEMBERS

- a. The Organisation shall be administered by a Board of Committee Members (The Committee Members) comprising not less than three and not more than 12 individuals.
- b. First Committee Members.

The first Committee Members are as follows, and are appointed for the following terms –

..Kim Barbara Hare..... for 3 years

..Chantal Philippa Burns..... for 2 years

..Katharine Ruth Swindells..... for 1 years

- c. Appointment of Committee Members.
 - i. Apart from the first Committee Members, every Committee Member must be appointed for a term of three years by a resolution passed at a properly convened meeting of the Committee Members.
 - ii. In selecting individuals for appointment as Committee Members, the Committee Members must have regard to the skills, knowledge and experience needed for the effective administration of the Organisation.
- d. The Committee Members shall include the Officers, including Chair and Treasurer.
- e. Any Committee Member may stand for election as an Officer.
- f. The Committee Members, at their first meeting, shall appoint a Secretary, and elect the Chair, Treasurer, and such other officers as it may deem necessary.
- g. The Chair will give Committee Members and any Associates notice of the Annual General Meeting and of any Special General Meetings. The Chair will support the flow of communication within the Organisation and ensure that meetings are held.
- h. The Treasurer shall keep an account of all income and expenditure and shall present accounts at the AGM.
- i. The Secretary shall keep records of meetings and hold details of the membership.
- j. If any Committee Member retires between AGMs, a General Meeting shall appoint an interim replacement.
- k. If any Committee Member retires from being an Officer between AGMs, a General Meeting shall appoint an interim replacement.
- l. No Committee Member shall serve for more than three consecutive years, except in extraordinary circumstances.
- m. No person shall hold a particular office for more than three consecutive years, except in extraordinary circumstances.
- n. Retiring Committee Members shall be eligible for re-election after a gap of at least one year, except in extraordinary circumstances.
- o. Retiring Officers shall be eligible for re-election after a gap of at least one year, except in extraordinary circumstances.

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- p. The Committee Members shall have the power to remove a Committee Member for good and proper reason and shall have the power to fill vacancies if they occur during the year.
- q. If Committee Members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.
- r. The Committee Members may make reasonable additional rules to help run the Organisation. These rules must not conflict with this Constitution or the Law.

8. GENERAL MEETINGS

- a. General Meetings of the Organisation shall be held at least three times a year.
- b. A formal record of the meeting shall be kept. This must be approved as a correct record at the next meeting.
- c. At least two Committee Members, or the number nearest to one-third of the total number of Committee Members, whichever is greater, must be present for a General Meeting to take place.
- d. Decisions shall normally be made by consensus. If an agreement cannot be reached by consensus, then that decision shall be made by a simple majority vote, with each Committee Member present having one vote. In the event of equality in votes, the Chair shall have a second or casting vote.

9. ANNUAL GENERAL MEETINGS "AGM"

- a. The Committee Members shall convene an AGM in February of each calendar year.
- b. The business of the meeting shall include an Annual Report of the Committee Members, the Statement of Accounts; and electing or re-electing the Committee Members and Officers.
- c. Notices of intention to hold the AGM shall be emailed to all Committee Members, any Associates and our general mailing list, and posted on social media, 21 clear days in advance of the said AGM and should state the business to be transacted.
- d. At least two Committee Members, or the number nearest to one-half of the total number of Committee Members, whichever is greater, must be present for an AGM to take place.
- e. A formal record of the meeting shall be kept. This must be approved as a correct record at the next meeting.
- f. Decisions shall normally be made by consensus. If an agreement cannot be reached by consensus, then that decision shall be made by a simple majority vote, with each Committee Member present having one vote. In the event of equality in votes, the Chair shall have a second or casting vote.

10. EXTRAORDINARY GENERAL MEETINGS "EGM"

- a. The Committee Members may, at any time, at their discretion, call an EGM of the Organisation for consideration of any matter which may be put to them, or for any purpose.
- b. They shall call an EGM no later than 28 days following receipt of a request in writing from at least two Committee Members, or the number nearest to one-third of the total number of Committee Members, whichever is greater, stating the business to be considered.
- c. Notices of intention to hold the EGM shall be emailed to all Committee Members, any Associates and our general mailing list, and posted on social media, 21 clear days in advance of the said EGM and should state the business to be transacted.
- d. A formal record of the meetings shall be kept. This must be approved as a correct record at the next meeting.
- e. Decisions shall normally be made by consensus. If an agreement cannot be reached by consensus, then that decision shall be made by a simple majority vote, with each Committee Member present having one vote. In the event of equality in votes, the Chair shall have a second or casting vote.

11. FINANCES

- a. The Organisation is a non-profit making organisation.
- b. There shall be a bank account in the name of the Organisation.
- c. Three Committee Members shall be authorised by the AGM, or in exceptional circumstances by a General Meeting, to sign cheques. Each cheque must be signed by two of these signatories, who must not be related.
- d. The income and property of the Organisation shall be applied only in furtherance of the objects.
- e. The Treasurer shall keep records of the Organisation's income and expenditure.

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- f. The most recent annual accounts can be seen on request.
- g. Committee Members cannot receive any money or property from the Organisation, except to refund reasonable out-of-pocket expenses, which must be agreed beforehand by the Committee Members.

12. ALTERATIONS TO THE CONSTITUTION

The Constitution may be altered by a resolution passed by the number nearest to two-thirds of the Committee Members present and voting at an AGM or EGM. The notice of the AGM or EGM must include notice of the resolution.

13. DISSOLUTION

If the Committee Members decide that it is necessary or advisable to dissolve the Organisation, it shall call a meeting of all its Committee Members, giving not less than 21 days' notice stating the terms of the resolution to be proposed. If the proposal is confirmed by the number nearest to a two-thirds majority of those present and voting, the Committee Members shall have power to realise any assets held by or on behalf of the Organisation. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having purposes similar to the purposes of the Organisation as the Committee Members may determine or failing that shall be applied for some other charitable or not-for-profit purpose.

Adopted at a meeting on 19th January 2022

"THE STABLES"
BEDMOND ROAD
ABBOTS LANGLEY
HERTS WD5 0QB

Signed [Signature] Date 19/01/2022 Print name and address Kim Hare

Chair 4 Priory Walk 19/01/2022 Chantal Burns [Signature]

Secretary 87 Albans