



Farnley Tyas Community Group

Constitution

Version 7 2024 (3rd draft)

A document to guide the members and activities of the group

Preamble

We, the members of the Farnley Tyas Community Group, hereby establish this constitution to promote the common good, foster social cohesion, and enhance the quality of life in our village. We recognize the diversity, dignity, and rights of all people in our community. We commit ourselves to uphold the values of democracy, solidarity, and sustainability in our group.

Article 1: Name and Purpose

The name of the group shall be the Farnley Tyas Community Group, hereafter referred to as the FTCG. The purpose of the FTCG is to:

- Represent the interests and concerns of village residents to the local authorities and other stakeholders
- Organize and support various initiatives and projects that benefit the village and its residents
- Provide a platform for dialogue, cooperation, and mutual assistance among the residents
- Encourage the participation and involvement of all residents in the group's activities and decision-making
- Preserve and celebrate the cultural, historical, and natural heritage of the village

Article 2: Geographic Area of Influence

The Farnley Tyas Area, within which issues will be addressed, is defined by the area comprising:

- The village of Farnley Tyas
- Honley Road



- Woodsome Road, as far as the junction with St Helen's Gate
- Farnley Road
- Greenside Road
- Thurstonland Road
- Moor Lane
- Brockholes Road, as far as the top of the escarpment
- Ludhill Lane

Article 3: Membership and Rights

Membership in the FT CG is open to all residents of the Farnley Tyas Area as described in Article 2, who are 16 years of age or older, regardless of their gender, ethnicity, religion, or political affiliation.

Members have the right to:

- Attend and speak at the general meetings of the group
- Vote on the matters that are put to a vote by the group
- Elect and be elected to the Committee of the group
- Propose and initiate new activities and projects for the group
- Access the information and resources of the group
- Withdraw from the group at any time

Article 4: Duties and Responsibilities

Members of the FT CG have the duty and responsibility to:

- Abide by the constitution of the group
- Respect the opinions and views of other members
- Contribute to the achievement of the group's purpose and objectives
- Participate actively and constructively in the group's activities and decision-making
- Support and assist other members in need

Article 5: The FT CG Committee

The FT CG Committee, hereafter referred to as The Committee is the governing body of the FT CG and is responsible for the management and



administration of the group. The Committee consists of 12 elected or nominated Members comprising the following:

- Committee officers:
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer
 - Communications Officer
- Where possible, members or representatives of the following local bodies/organisations:
 - Farnley Tyas Women's Institute (WI)
 - Farnley First School
 - Kirkburton Parish Council
 - St Lucius Church
 - Local businesses
- Members of FTCCG
- Any other individuals who the Committee wishes to co-opt, until the date of the next AGM.

The Committee is elected by the members at the annual general meeting for a term of one year.

All members of the community (see Article 3) are entitled to:

- stand for election to the Committee, having been properly nominated and seconded.
- vote for members of the Committee at the AGM

All Committee members shall be elected for 1 year and people can be re-elected.

Where a Committee officer has served 2 consecutive terms, and a new member stands for election to that position, the existing officer shall be required to vacate the position in favour of the new member.

Where there are Committee members (not officers) who have served 2 consecutive terms, there is no vacancy and a new member(s) stands for election, unless any existing committee member chooses to stand down,



the longest-serving existing members (s) shall be required to vacate the position(s) in favour of the new member(s).

A person shall cease being a member of the Committee having notified the Chair or Secretary in writing of their wish to resign.

A Committee member who has not attended public meetings or Committee meetings for a period of 12 months shall be deemed to have resigned (except in cases of illness).

The Committee meets at least once a quarter and reports back to the members at the General meetings. The quorum for a Committee meeting is a minimum of 5 members. Notes will be taken of all Committee meetings and agreed as a record of the meeting and the discussions and actions from Committee meetings will be reported to the FTCG General meetings and the notes will be circulated alongside the notes from the General meetings.

The Committee has the power to:

- Implement the decisions and resolutions of the group
- Prepare and present the annual budget and financial report of the group
- Open, maintain and close bank accounts on behalf of the group (see Article 7)
- Process payments on behalf of the group (see Article 7)
- Plan and organize the activities and projects of the group
- Maintain and develop tools for communication with the community such as website, newsletters, social media etc
- Represent and communicate with the local authorities and other stakeholders on behalf of the group
- Appoint and supervise subcommittees and working groups as needed
- Fill any vacancies in the Committee until the next election

A Standing Committee shall be formed of the Chair, Vice-Chair, Treasurer and two other members of the Committee. They shall have the powers to take emergency decisions but shall be answerable to the full Committee. Any decisions taken by the Standing Committee shall be reported to next meeting of the full Committee and recorded in the notes.



Article 6: Meetings

The FTCCG will hold an Annual General Meeting and regular general meetings.

Whilst a meeting in-person is preferred, where the Committee considers it to be necessary, an online meeting can be held instead.

A minimum of 7 calendar days' notice will be given of all meetings and an agenda will be circulated with the notice.

Where the Chair is unable to attend, the Vice Chair will take their place. Should both the Chair and the Vice-Chair be absent, a nominated Committee member will chair the meeting.

Notes will be taken and agreed as a record of the meeting and the notes will be circulated after the meeting / made available on request from the Secretary, to all group members. Notes will also be held on the FTCCG website.

The decisions and resolutions of the meetings are made by a simple majority vote of the members present, except for:

- amendments to the constitution, which require a **two-thirds majority** vote and is subject to further conditions detailed in Article 8; and
- dissolution of the group, which requires a **two-thirds majority** vote and is subject to further conditions detailed in Article 9.

A. The Annual General Meeting (AGM)

The year will run from October to October and an AGM will be held before the October monthly meeting. The following business will be conducted at the AGM:

- Committee members shall be elected (or re-elected) by those eligible to vote (see Articles 3 and 5)
- The Treasurer shall present a statement of accounts
- The Chair shall give a summary report of activity undertaken during the previous year
- The Chair shall outline the priorities and objectives for the coming year, to be discussed and agreed by the meeting



B. General meetings

These are held monthly and are open to all members (see Article 3). The Committee may invite other attendees at its discretion, these may include but are not limited to representatives of the local authorities and other stakeholder bodies, who may give reports and answer questions from group members, but shall not be entitled to vote.

C. Special meetings

In the unlikely event that an additional meeting is required between the monthly general meetings, these will be held as necessary and shall be called by the Committee. They can also be requested by group members, such requests to be considered and determined by the Committee.

Article 7: Financial

Annual accounts should be audited by an independent and qualified auditor and the findings reported back to the Committee and the General meeting.

The full Committee, or a quorate General meeting (see Article 6), must approve in advance, any expenditure above £300.

The Standing Committee (see Article 5) can approve expenditure up to £300, however this must be reported to the next Committee meeting and recorded in the notes.

The FTCSG shall open and maintain bank account(s). Signatories to the bank account(s) shall be chosen from amongst the Committee officers (see Article 5).

£300 is the maximum amount that can be paid out per day via online banking. There is no limit to the amount that can be paid via cheque. However, two officers will be required to sign cheques and will be subject to the financial limits detailed within Article 7.



Article 8: Amendments

The constitution of the FTCCG can be amended by a proposal of the Committee; or at the request of at least 3 of the active members who have attended at least 2 FTCCG meetings in the previous 12 months. The proposed amendment must be circulated to the members at least one calendar week before the meeting where it will be discussed and voted on. The amendment must be approved by a two-thirds majority vote of the members present at the meeting.

Article 9: Dissolution

The FTCCG can be dissolved by a proposal of the Committee; or at the request of at least 3 of the active members who have attended at least 2 FTCCG meetings in the previous 12 months. The proposal or petition must be circulated to the members at least one month before the meeting where it will be discussed and voted on; and must outline the specific reasons why dissolution is being proposed (for example, insolvency, inability to form a committee etc). The dissolution must be approved by a two-thirds majority vote of the members present at the meeting. In the event of dissolution, the assets and liabilities of the group will be distributed to either Kirklees One Community (or its successor organisations); or to other Local Community group(s), according to the law and the wishes of the members.



The Constitution was agreed on 6th June 2024 at the FT CG monthly meeting held at Farnley Tyas Bowling Club.

Signed

Chair:	_____	_____
	Signature	Print Name

Vice-Chair:	_____	_____
	Signature	Print Name

Treasurer:	_____	_____
	Signature	Print Name