

Walberswick Village News Committee

Constitution

Background

The Walberswick Village News Board (WVNB) was formed in 1996 to produce and distribute a free newsletter for the people of Walberswick.

The initial capital was subscribed by the Walberswick Parish Council (WPC), The Walberswick Common Lands Charity (WCLC) and the Walberswick Parochial Church Council (WPCC).

The constitution of the WVNB was set out in a document entitled "Policy Document" dated 2005 (The Previous Constitution).

This Constitution replaces The Previous Constitution with effect from the adoption date below and the name of the WVNB shall now be The Walberswick Village News Committee (WVNC).

1. THE PURPOSES OF WVNC ARE:

- (1) The production of a free newsletter in printed and electronic form to be distributed to residents of Walberswick and those visiting the village. The newsletter shall contain information and news of relevance to the village.
- (2) The newsletter will promote community cohesion by publicising local events and encouraging residents to co-operate with each other for the benefit of the village.

2. FUNDING

- (1) The newsletter shall primarily be funded by the sale of advertising to local businesses.
- (2) If at any time surplus funds have been accumulated these may at the Committee's discretion be donated to local charities, local not for profit community groups and projects provided that in the Committee's reasonable opinion an adequate reserve will be retained for Purpose 1. (1) above.

3. COMMITTEE MEMBERS

The members of the committee at the adoption date are set out below.

4. CARRYING OUT THE PURPOSES

In order to carry out the purposes set out above (The Purposes), the committee has the power to:

- (1) raise funds, receive grants and donations.
- (2) apply funds to carry out The Purposes.
- (3) co-operate with and support other organisations with similar purposes.

- (4) do anything which is lawful and necessary to achieve The Purposes.

5. EDITORIAL AND ADVERTISING POLICY

- (1) The newsletter shall not include party-political material and shall not endorse any local or national politician.
- (2) Defamatory material shall not be published.
- (3) Nothing shall be included that could be interpreted as an incitement to any form of illegality.
- (4) Editorial shall always support Purpose 1. (2) above.
- (5) Loose inserts shall only be carried for the promotion of not for profit local groups and the Committee has the discretion to refuse any insert.
- (6) The aim of selling advertising is to finance the newsletter and generate a modest surplus for charity. To regulate this, the Committee may draw up rules concerning the ratio of advertising to editorial material and the cost of adverts.
- (7) Adverts shall only be accepted from businesses serving Walberswick and its surrounding area.

6. ANNUAL GENERAL MEETING - AGM

- (1) At least 14 days' notice must be given of the AGM and it shall be publicised locally. Minutes must be kept.
- (2) There must be at least 3 committee members present at the AGM. Every committee member has one vote. In the event of a deadlock the Chair shall have an additional or casting vote.
- (3) The committee shall receive and adopt the annual report and accounts.
- (4) The committee shall retire at the conclusion of the AGM but may stand for re-election.
- (5) At the conclusion of the business of the AGM, and prior to the committee's retirement, members of the public may question the committee and make short statements.

7. COMMITTEE MEETINGS

- (1) At least one committee meeting must be held each year. At their first meeting after the AGM the committee will appoint members to such roles as chair, advertising manager, distribution manager, secretary, treasurer and editor. The current committee members and their roles are set out below. The Committee may act by

majority decision and each member shall have one vote. In the event of a deadlock the Chair shall have an additional or casting vote.

- (2) The quorum shall be three committee members for all meetings other than those convened under 7. (6) below. Minutes shall be kept for every meeting and meetings may be held by telephone or electronically provided that all members are given reasonable notice.
- (3) If members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) There shall be a minimum of three and a maximum of seven committee members. The committee may appoint additional committee members up to the maximum.
- (5) The WPC, WCLC and WPCC may each nominate a committee member if they have not already done so or if their current nominee ceases to be a committee member.
- (6) If the number of committee members falls below three the remaining members must call a meeting solely to appoint additional committee member(s).
- (7) The committee may make reasonable additional rules to help them achieve The Purposes. These rules must not conflict with this constitution or the law.

8. MONEY AND PROPERTY

- (1) Money and property must only be used for the Purposes and for donations under 2.(2) above.
- (2) The Committee must keep accounts. The most recent annual accounts may be seen by anyone on reasonable notice.
- (3) Committee members must not receive any money or property from the WVNC except to reimburse reasonable expenses.
- (4) Money must be held in a bank account in the name of Walberswick Village News Committee and all cheques and electronic payments must be authorised by two members.

9. GENERAL MEETINGS

If the committee considers it necessary to change the constitution or wind up the WVNC, the Chair must call a General Meeting so that the Committee can make the decision. Committee members must be given 14 days' notice and be told the reason for the meeting. All decisions require a two thirds majority and minutes must be kept. Any money or property remaining after payment of debts must be given to or shared between one or more local charities or not for profit community groups.

10. **ADOPTION OF CONSTITUTION**

This constitution was adopted by the people whose signatures appear below on the date stated below. They shall be the committee members until the conclusion of the AGM, which must be held within one year of this date.


Name

Edward Wright (Chair)

Signed: 

Catherine Goodchild (Treasurer, nominated as a member by WCLC)

Signed:



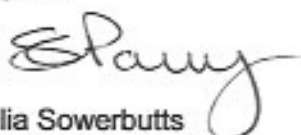
Pat Lancaster (Distribution Manager)

Signed:



Sheila Parry (Advertising Manager)

Signed:



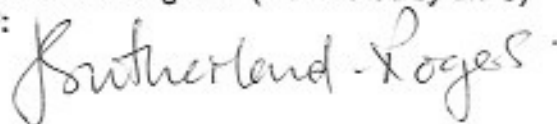
Julia Sowerbutts (Nominated by WPCC)

Signed:



Jane Sutherland-Rogers (Nominated by WPC)

Signed:



Dated the 19th of August 2019