

# **ST CALIXTUS CHURCH HALL (THE IRON ROOM)**

## **Constitution & Rules**

### **1. NAME**

1.1 The name of the organisation shall be St Calixtus Church Hall (Iron Room) Management Committee (hereinafter called the "Management Committee").

### **2. OBJECT**

2.1 The object of the Management Committee shall be to undertake day to day management of and maintain the Iron Room principally for the use of the community within the three parishes forming the Villages' Mission Community (i.e. West Down, Marwood and Heanton), without distinction of Political, Religious or other opinions (except where the use is contrary to Christian beliefs) including use for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the object of improving the condition of life of the said inhabitants in accordance with the Villages' Mission Community Action Plan.

### **3. ADMINISTRATION**

3.1 The Iron Room shall be administered by a Management Committee on behalf of the Parochial Church Council for St. Calixtus Church, West Down, Devon.

### **4. CUSTODIAN TRUSTEES**

4.1 Members of the Parochial Church Council (PCC) of St. Calixtus Church are trustees of the Iron Room on behalf of the Exeter Diocese as set out in the Covenant between the PCC and the Exeter Diocese enacted in 1955.

### **5. MANAGEMENT COMMITTEE**

5.1 The Management Committee shall consist of:

Chairperson, Secretary, Treasurer, 3 other elected members; and co-opted members at the discretion of the Management Committee. The Executive Committee will comprise the Chairperson, Vice-Chairperson, Secretary and Treasurer.

5.2 All members of the Management Committee, except the Chairperson, shall be elected at the Annual General Meeting to be held in accordance with these rules and they will hold office for one year following their election.

5.3 The Chairperson will be the incumbent for the Villages' Mission Community including St. Calixtus Church, West Down.

## **6 THE DUTIES OF THE OFFICERS**

6.1 The duties of the Chairperson shall be:

- a) to preside at meetings of the Committee and the organisation
- b) as may be required by the Committee to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organisation to public bodies.

6.2 The duties of the Vice-chairperson shall be to deputise in the absence of the Chairperson.

6.3 The duties of the Secretary shall be:

- a) to prepare in consultation with the Chairperson the agenda for the meetings of the Committee
- b) to take minutes of all meetings

6.4 The duties of the Treasurer shall be:

- a) to supervise the financial affairs of the organisation
- b) to ensure that proper accounts are kept with regards to all monies received and paid out by the organisation

## **7. FAILURE TO APPOINT**

7.1 The proceedings of the Management Committee shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any member.

## **8. DETERMINATION OF MEMBERSHIP**

8.1 Any member who is adjudged bankrupt, or who makes a composition or agreement with his creditors, or who communicates in writing to the committee a wish to resign, shall thereupon cease to be a member.

## **9. MEETINGS OF THE COMMITTEE**

9.1 The Management Committee shall hold at least four ordinary meetings in each year.

## **10. VOTING IN COMMITTEE**

10.1 Every matter shall be determined by the majority of the members of the Management Committee present and voting on the question. In the case of equality votes the Chairperson of the meeting shall have a second or casting vote.

## **11. ANNUAL GENERAL MEETING**

11.1 There shall be an Annual General Meeting which shall be held in the month of February in each year or as soon as practicable thereafter.

11.2 All inhabitants of the area within the VMC of eighteen years of age and upwards shall be entitled to attend and vote at the annual general meeting.

11.3 The first Annual General Meeting after the date these Constitution and Rules are approved by the PCC shall be convened by the persons named in clause 5 hereof and subsequent Annual General Meetings by the Management Committee formed.

11.4 Public notice of every Annual General Meeting shall be given within the area of the VMC at least fourteen days before the date thereof by affixing a notice to some conspicuous part of the Iron Room property and any other conspicuous place within the area of the VMC and by such other means as the convenors think fit.

11.5 The Chairperson of Annual General Meetings, in the absence of the appointed Chairperson, shall be a member of the Executive. An Annual General Meeting will not be able to take place without a member of the Executive being present and able to take on the role of Chairperson. In the case of equality of votes the Chairperson of the meeting shall have a second or casting vote.

11.6 The Management Committee shall present to each Annual General Meeting the report and accounts of the Iron Room for the preceding year for forwarding to the PCC.

## **12 SPECIAL GENERAL MEETING**

A Special General Meeting may be called by the Management Committee or members to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

## **13 REPAIRS AND INSURANCE**

13.1 The Management Committee shall cause the buildings and grounds of the Iron Room all times to be kept in good repair and sufficiently insured against fire, theft, public liability and other insurable risks.

13.2 Insurance cover will be provided by the PCC based on information provided by the Management Committee.

## **14 APPLICATION OF INCOME**

14.1 After satisfying its obligations under clause 11 hereof the Management Committee shall as and when it thinks fit apply the net yearly income for the purposes of the development of the Iron Room or the activities undertaken therein.

## **15 SURPLUS CASH**

15.1 Any sum of cash at any time belonging to the Iron Room and not needed as a balance for working purposes shall be invested.

## **16 FURTHER ENDOWMENTS**

16.1 The Management Committee may receive any additional donations or endowments for the general purposes of the Iron Room and it may also accept donations or endowments for special objects connected with the Iron Room not inconsistent with the provisions of these Constitution and Rules.

## **17 MINUTES AND ACCOUNTS**

17.1 The Management Committee shall provide and keep a minute book and books of account. All proper statements prepared thereof shall be sent to the PCC following each Annual General Meeting.

## **18 CONSTITUTION & RULES**

18.1 The Management Committee may not alter the Constitution and Rules without the prior permission of the PCC. Proposals for changes to the Constitution and Rules shall be voted upon at the Annual General Meeting and be submitted to the next meeting of the PCC for consideration.

18.2 Within the limits prescribed by these Constitution & Rules the Management Committee may from time to time make rules for the management of the Iron Room in particular with reference to:

- a) Within the scope of the Mission Action Plan for the Villages' Mission Community, the terms and conditions upon which the Iron Room may be used by persons or bodies other than the Management Committee for the purposes specified in these Conditions & Rules and the sum (if any) to be paid for such use.
- b) The deposit of money at a proper bank and the safe custody of documents.
- c) The appointment or an auditor.
- d) The engagement and dismissal of such officers, servants and agents as the Management Committee may consider necessary.
- e) The summoning and conduct of meetings including the number of members who shall form a quorum thereat; provided that at meetings of the committee the quorum shall not be less than one-third of the total number of the members for the time being.

**19 DISSOLUTION**

19.1 If the Management Committee, by a simple majority, decides at any time to dissolve itself, it shall give at least 21 day’s notice of a meeting to all members of the Villages’ Mission Community who have the power to vote and the PCC. If such a decision is confirmed by a majority of those present and voting at the meeting, the Chairperson will ensure that any assets held by the Management Committee remaining after the satisfaction of any proper debts or liabilities shall be transferred to the PCC.

**20 ADOPTION OF THE CONSTITUTION & RULES**

These Constitution & Rules were adopted on 14<sup>th</sup> April 2012 by the people whose signatures appear below. They will be the Management Committee until the next AGM, which must be held within one year of this date.

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