

Constitution of the *Romney Marsh H4H* Charity

1 Name of the Charity

The charity's name is Romney Marsh H4H

2 Purpose of the Charity

The purpose of the charity is to raise funds in the Romney Marsh area of Kent for the Help for Heroes charity.

3 Values

Romney Marsh H4H adheres to the values of openness, transparency, accountability and trust in all its operations.

4 Trustees

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

5 Carrying out the Purpose

In order to carry out the charitable purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with and support other charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

6 Annual General Meeting (AGM)

- (1) An AGM must be held every year, with 14 days notice given to all interested members of the public telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 4 people members present at the AGM, 3 being Trustees.
- (3) Everyone present shall have one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any person may stand for election as a trustee.
- (6) The meeting shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 Trustee Meetings

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the charity. 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 charity's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses. Such expenses must be approved by at least 2 trustees.
- (4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

9 General Meetings

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

10 Setting up the Charity

This constitution was adopted on 1 July 2012 by the people whose names appear below. They will be the trustees until the AGM, which must be held within one year of 1 November 2012.

Name and address

Peter Faulkner (*Chairman*)
92 Merritt Road
Greatstone
Kent TN28 8SZ

Trevor Wilkinson
30 Cornes Close
Willesborough
Ashford
Kent TN24 0LG

Peter Brooke
51 Leonard Road
Greatstone
Kent TN28 8RX

Rebecca Macquire
36 Marsh Crescent
New Romney
Kent TN28 8JU

1 November 2012