

## CONSTITUTION FOR FOUR MARKS VILLAGE NEWS

### 1. Name

- i) FOUR MARKS VILLAGE NEWS (FMVN) is a voluntary organisation, which may use the abbreviated names FOUR MARKS NEWS or THE NEWS for trading purposes.

### 2. Objects

- i) The objects of FMVN are to assemble, prepare, print and publish magazines and other community information in such forms and at such frequencies as shall be determined by the management team from time to time.

### 3. Beneficiaries

- i) The area of benefit shall be the village of Four Marks and contiguous areas in north east Hampshire.
- ii) Any surplus remaining after all legitimate costs have been defrayed shall be used for the benefit of the community of Four Marks, and distributed to organisations and individuals who are based within the civil parish of Four Marks, or who provide a service or benefit to the community of Four Marks.

### 4. Powers

- i) The management team shall have power to determine and vary the forms and frequencies in which the magazine and other community information are provided. Other community information shall include posters, flyers, pamphlets, books, websites, social networks and all other hard copy and electronic means of communication.
- ii) The management team shall have power to discharge its responsibilities directly or through the use of suitable contractors or third parties as deemed appropriate, including labour only contracts.
- iii) The management team shall not have power to borrow money, employ or pay staff.

### 5. Management Team

- i) At the date of adoption the organisation's objects are discharged by a management team consisting of volunteers acting as Editor, Advertising Manager, Business Manager, Circulation Manager, Domestic Manager and Assistant Editor.
- ii) The management team shall have power to appoint, replace or co-opt other volunteers who are willing to assist in discharging FMVN's objects, including increasing the size of the management team if the Editor and a majority of the team agree. New members of the management team shall be from within, or closely connected to, the community of Four Marks.
- iii) The management team shall have power to increase or reduce the responsibilities of an individual member, always ensuring that the full range of duties and responsibilities are covered by the team as a whole.

iv) The Editor for the time being shall be Chairman of the management team.

## **6. The Editor**

i) The Editor shall consult the management team about editorial matters from time to time and shall have regard to the management team's opinions and advice, but the final decision shall rest with the Editor, who shall be responsible and accountable for all editorial copy published.

ii) The Editor shall remain Chairman of the management team until a successor Editor is appointed.

## **7. Meetings**

i) The management team shall meet at least four times a year.

ii) The Editor, or two members of the management team, shall have power to convene a meeting.

iii) At least seven days notice shall be given to each member of the management team to convene an ordinary meeting at which the management team's powers can be exercised.

iv) An extraordinary meeting can be convened at not less than one day's notice if all members of the management team are informed of the matter to be discussed and a majority of the management team agree that the meeting shall take place. The only business transacted at an extraordinary meeting shall be the specific matter for which the meeting was convened.

v) There shall be a quorum when the Editor and two other members of the management team are present.

vi) Where possible decisions should be reached on a consensual basis, but if a vote is needed each member of the team shall have one vote. Where there is an equality of votes the Editor shall have a second, casting vote, which may be used at the Editor's discretion.

vii) Minutes of the decisions taken by the management team shall be circulated to all members of the team and confirmed as accurate at the next ordinary meeting.

viii) Any decision taken by the management team can be rescinded or varied at the next or any subsequent ordinary meeting.

ix) Decisions on non-contentious matters can be taken between meetings by email correspondence circulated by the Editor, provided all members of the management team are consulted and a reasonable time limit set for reply. A decision on the matter shall be made by a majority of the management team, not just those who reply within the time limit. Matters dealt with in this way shall be reported to the next ordinary meeting.

## **8. Finance**

i) FMVN shall be operated on business principles in order to cover the costs of its activities.

ii) The Business Manager shall keep the accounts and shall report to the management team on the financial position of FMVN at each ordinary meeting.

- iii) The accounts shall be made up to the last day of February each year and shall be promptly presented to an independent person with appropriate accounting skills for inspection.
- iv) The Business Manager shall inform the management team when the inspection is complete, and shall pass on in full any formal comments on the accounts made at the end of the inspection.
- v) Readers of the magazine shall be informed that the accounts have been closed, inspected and can be examined by appointment for a period of a month.
- vi) A bank account shall be maintained into which all monies received shall be paid and from which all payments shall be made.
- vii) There shall be three signatories on the FMVN bank account, which shall be the Editor, Advertising Manager and Business Manager. Cheques shall be signed by any one of the signatories, except that a signatory cannot sign a cheque drawn in his or her favour.
- viii) The Business Manager shall present to the signatory the invoice or other supporting paperwork for each payment, and a cheque shall not be signed without such evidence.
- ix) Any member of the management team shall be entitled to inspect the accounting records maintained by the Business Manager at any time after reasonable notice.

## **9. Variations to the Constitution**

- i) The constitution can be varied after seven days notice of the proposed changes have been provided to every member of the management team and a majority of the whole management team, including the Editor, agree the changes at a properly convened ordinary meeting.
- iii) If the management team agree to broaden coverage of the magazine to areas contiguous to Four Marks village the area of benefit for distribution of surplus funds under 3 ii) shall be widened to allow organisations and individuals in such areas to be considered for an equitable share of surplus funds.

## **10. Dissolution**

- i) In circumstances where there are insufficient members of the management team to cope with the full range of duties and responsibilities and new members cannot be recruited, or the Editor wishes to resign and a successor cannot be found, an extraordinary meeting of the management team shall be convened at which a resolution shall be put to disband FMVN and hand over any surplus funds, after all legitimate costs have been defrayed, to the Parish Council. The resolution shall recommend the purpose for which the funds should be used by the Parish Council.
- ii) In circumstances where all the management team have resigned and new members cannot be recruited FMVN will automatically disband and the Editor, as a final act, shall ensure that any surplus funds, after all legitimate costs have been defrayed, are handed to Four Marks Parish Council or, if coverage of the magazine has been broadened to other areas, shared equitably with Four Marks Parish Council and the Parish Councils of such other areas.