

CONSTITUTION AND MANAGEMENT COMMITTEE PROCEDURE.
WISTOW NEW JUBILEE HALL AND SPORTS ASSOCIATION.

1. The Hall will be managed by a Committee comprising at least four residents of the Parish of Wistow, two representatives of the Groups using the Village Hall and one member of the Parish Council
2. The objective is to provide a village hall and sports facility for the use of all the inhabitants of the Parish of Wistow, without distinction of political, religious or other opinions. This to include use for meetings, lectures, classes and all forms of sport and leisure- time occupations, with the aim of improving the facilities and opportunities for the residents of Wistow. It may; if available, hire to persons or bodies outside of the Parish Boundary.
3. The Committee are empowered to make rules as necessary for the efficient operation and management of the Village Hall
4. Rules may be altered and additional rules may be added with the consent of a two thirds majority of the Committee, provided the terms of the Trust Deed and any statutory provisions are observed
5. The Annual General Meeting will be held in October each year or as soon as practicable thereafter. Notice of the AGM will be posted on the Parish Notice boards not less than 6 weeks before the Meeting
Any Propositions should be received in writing by the Secretary not less than 14 days prior to the meeting
Amendments to propositions should be received in writing by the Secretary not less than 7 days prior to the meeting. No amendments to propositions will be taken from the floor at the AGM
Any additional items for discussion should be received in writing by the Secretary not less than 14 days prior to the meeting
6. The Committee will meet quarterly or more frequently if the business dictates. An EGM may be called at any time at the request of at least two members. At least seven days clear notice of all meetings shall be given to members in writing, including a copy of the Agenda
7. The Chairman, the Vice-Chairman, or a member of the Committee elected preceding the business of the meeting, will take the chair at all Committee Meetings. The Chairperson will have the casting vote
8. The Committee will decide the quorum necessary to transact business which, under the terms of the Trust Deed, may never be less than one third of the total number of the members and, at the present time, will be THREE.
9. The Committee will appoint all officials from within its membership; these posts will be without remuneration. If the Committee deems it appropriate, it has the authority to co-opt someone with the necessary experience to fulfil the role of Secretary or Treasurer. In this case the roles may be remunerated at the

discretion of the Committee. It is the responsibility of the Committee to fill vacancies in its numbers occurring after the AGM. Anyone co-opted shall hold office for the remainder of the year until the next AGM. No co-opted member is allowed to vote at Committee

10. The Committee may decide the terms and conditions upon which the Trust property may be used in accordance with the provisions of the Trust Deed and the sum to be paid for such use
11. The Committee may appoint such sub-committees as it considers necessary e.g. sports, entertainments, finance, fabric. Any Sub Committee is empowered to co-opt persons with experience, specialist knowledge or skills to join that Sub Committee. The number of members of the Sub Committee shall always exceed the number of co-opted members. Notes of any Sub Committee meetings shall be reported back to the Committee as soon as possible. Sub Committees will carry out functions delegated by the Management Committee, but will not have the power to authorise expenditure
12. BANK ACCOUNT - All transactions will be via the Trust Account at the Yorkshire Bank, 46 Coney Street. York
13. Two signatures will be required on all cheques - the Treasurer or Secretary and one of two other persons nominated by the Committee
14. CUSTODY OF DEEDS - The Trust Deed or any other legal document governing the Trust Property will remain in the custody of the YORKSHIRE BANK