



CONSTITUTION OF THE RUNNYMEDEYZ UNINCORPORATED ASSOCIATION

1) Name

The name of the group shall be RunnymedeYZ.

2) Aims

The aims of RunnymedeYZ shall be:

- To provide opportunities for local young adults in their 20s and 30s to connect and network in fun, informal and regular ways.
- To work in partnership with other organisations to volunteer in the local community within Runnymede.
- To support the health and wellbeing of young adults across the Borough of Runnymede.

3) Powers

In order to achieve its aim RunnymedeYZ may:

- Raise money
- Open bank accounts
- Organise events and activities
- Work with similar groups to exchange information and advice
- Do anything else as necessary which is lawful to help RunnymedeYZ to fulfil its aims.

4) Membership

A) Membership of the group shall be open to any individual over eighteen years of age without regards to disability, political affiliation, religious affiliation, race, sex or sexual orientation who is:

- Interested in joining the group's in-person activities on a regular basis
- Willing to respect and support the other members of the group
- Willing to participate in the RunnymedeYZ WhatsApp chat

B) The membership of any member may be terminated for good and proper reason by the Management Committee.

5) Management Committee

A) RunnymedeYZ shall be administered by a Management Committee of not less than three individuals elected at the Annual General Meeting (AGM).

B) The Officers of the Management Committee shall be:

- The Chair
- The Vice Chair (Secretary)
- The Treasurer
- The Socials and Connections Officer
- The Volunteering and Community Officer

- C) The Management Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aims of the group.
- D) The Management Committee shall meet at least two times per year. All members are expected to attend.
- E) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chair shall have a second vote.
- F) The Management Committee shall have the power to remove any Committee member for good and proper reason.
- G) The Management Committee may appoint any other member of the group as a Committee Member to fill a vacancy.
- H) The Management Committee is responsible for drafting, reviewing and approving association policies (eg financial management policy) that sets out specific procedures for how RunnymedeYZ will achieve its constitutional aims. Approved policies will be published on the RunnymedeYZ website.

6) Duties of Management Committee Officers

A) The duties of the Chair shall be:

- To chair meetings of the Committee and RunnymedeYZ.
- To represent RunnymedeYZ at functions/meetings that the group has been invited to.
- To act as the spokesperson for RunnymedeYZ.
- To act as one of two RunnymedeYZ bank account signatories.
- To act as designated safeguarding lead for RunnymedeYZ.
- To act as lead admin on the RunnymedeYZ Whatsapp group chat.

B) The duties of the Vice Chair (Secretary) shall be:

- To support the Chair with leading RunnymedeYZ and Committee meetings
- To keep a membership list
- To act as deputy designated safeguarding lead for RunnymedeYZ.
- To support the Chair with administration eg. Agenda and Minute writing.
- To circulate relevant information within the RunnymedeYZ Whatsapp group chat.
- To lead on developing Runnymede YZ's social media presence.
- To act as an admin on the RunnymedeYZ Whatsapp group chat.

C) The duties of the Treasurer shall be:

- To supervise the financial affairs of RunnymedeYZ alongside the Chair.
- To keep proper accounts of fundraising income and RunnymedeYZ expenditure.

- To monitor and regularly report on the RunnymedeYZ budget.
- To act as one of two RunnymedeYZ bank account signatories.
- To act as an admin on the RunnymedeYZ Whatsapp group chat.

D) The duties of the Socials and Connections Officer shall be:

- To support the committee with organising RunnymedeYZ social events.
- To monitor the effectiveness of the Events Accessibility policy and ensure a regular flow of social activities are on offer for RunnymedeYZ members.
- To assist where necessary with event reservations and bookings in consultation with the Chair and Treasurer.
- To encourage friendship-building between RunnymedeYZ members.
- To signpost members, where applicable, to the RunnymedeYZ Removing Barriers Fund form.
- To act as an admin on the RunnymedeYZ Whatsapp group chat.

E) The duties of the Volunteering and Community Officer shall be:

- To support the committee with organising RunnymedeYZ volunteering activities in accordance with the Volunteering Policy.
- To find opportunities for RunnymedeYZ members to volunteer with external organisations.
- To coordinate RunnymedeYZ volunteering activities - identifying opportunities and community needs, coordinating logistics to ensure RunnymedeYZ members can volunteer accessibly, communicating to RunnymedeYZ members via the Whatsapp group chat etc.
- To signpost members, where applicable, to the RunnymedeYZ Removing Barriers Fund form.
- To build links with local community organisations and promote YZ's social action mission.
- To act as an admin on the RunnymedeYZ Whatsapp group chat.

7) Finance

- A) All monies received by or on behalf of RunnymedeYZ shall be applied to further the aims of the group and for no other purpose.
- B) Any bank accounts opened for RunnymedeYZ shall be in the name of RunnymedeYZ.
- C) Any cheques issued shall be signed by both the Chair and the Treasurer.

8) Annual General Meeting

- A) RunnymedeYZ shall hold an Annual General Meeting (AGM) in the month of January.
- B) All RunnymedeYZ members shall be given at least seven days notice of the AGM and shall be entitled to attend and vote.
- C) The business of the AGM shall include; receiving a report from the Chair on RunnymedeYZ's activities, receiving a report from the Treasurer on RunnymedeYZ's finances, electing a new Management Committee and considering any other matters as may be decided.
- D) At least three members must be present for the Annual General Meeting to take place.

9) Special General Meeting

A Special General Meeting may be called by the Management Committee or at least five members to discuss an urgent matter. The Chair shall give all members at least seven days notice of any Special General Meeting together with a notice of the business to be discussed.

10) Alterations to the Constitution

Any changes to this constitution must be agreed by a clear majority of those members present and voting at an Annual General Meeting or a Special General Meeting.

11) Dissolution

RunnymedeYZ may be wound up if agreed by a clear majority of those members present and voting at an Annual General Meeting or Special General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to a charity of the outgoing Management Committee's choosing.

12) Adoption of the Constitution

This Constitution was approved at the Annual General Meeting held on **12th January 2024**