

The Letterpress Project: Constitution

Adopted on:

1. Name

The name of the group shall be: **The Letterpress Project**

2. Aims

The aims of the Group shall be to:

- a. To promote the value and importance of reading books amongst children, young people and adults – both as a way of enhancing personal educational growth and as a tool of wider social development.
- b. To develop specific training programmes to promote reading amongst children and families.
- c. To participate in community development programmes where the reading of books can be promoted.
- d. To build networks and seek to influence policy makers on the issue of the availability and affordability of books.
- e. To educate, provide information and raise awareness of the importance of book ownership in a national and international context.
- f. Publish original research on issues relating to the reading of books and book ownership.

3. Powers

In order to achieve its aims the Group may:

1. Raise money
2. Open bank accounts
3. Take out insurance
4. Employ staff
5. Acquire and manage buildings
6. Organise courses and events
7. Work with other groups and exchange information
8. Do anything that is lawful which will help it to fulfil its aims
9. Campaign

4. Membership

(a) Membership of the Group shall be open to any organisation or individual who is interested in helping the Group to achieve its aims and willing to abide by the rules of the Group, and shall be free as agreed by the Management Committee.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(c) Membership is granted by the Management committee on the acceptance of an appropriate application made in writing.

(d) Every individual member or organisation shall have one vote at General Meetings.

(e) The membership of any member organisation or individual may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

5. Management

(a) The Group shall be administered by a Management Committee of the Officers and not more than four other members elected at the Group's Annual General Meeting (AGM).

(b) The Officers of the Management Committee shall be: the Chairperson, the Treasurer and the Secretary.

(c) The Management Committee shall meet at least four times a year.

(d) The Chairperson shall Chair all meetings of the Group.

(e) The quorum for Management Committee meetings shall be 50% of the members.

(f) Voting at Management Committee meetings shall be by show of hands. If there is a tied vote then the Chairperson shall have a second vote.

(g) The Management Committee may by a two-thirds majority vote and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.

(h) The Management Committee may appoint a member of the Group as a Committee member with a three quarters consensus to fill a vacancy provided the maximum number is not exceeded.

(i) The Management Committee may invite someone to join the management committee on an *ex-officio* basis as deemed appropriate.

6. Duties of the Officers

(a) The duties of the Chairperson are to:

1. chair meetings of the Committee and the Group
2. represent the Group at functions/meetings that the Group has been invited to
3. act as spokesperson for the Group when necessary
4. act as custodian of the constitution

(b) The duties of the Secretary are to:

1. take and keep minutes of meetings
2. prepare the agenda for meetings of the Committee and the Group in consultation with the Chairperson
3. maintain the membership list
4. deal with correspondence
5. collect and circulate any relevant information within the Group
6. call AGMs and ensure members are properly informed of the business of the AGM in a timely manner.

(c) The duties of the Treasurer are to:

1. supervise the financial affairs of the Group
2. keep proper accounts that show all monies collected and paid out by the Group

7. Finance

- (a) Any money obtained by the Group shall be used only for the Group.
- (b) Any bank accounts opened for the Group shall be in the name of the Group.
- (c) Any cheques issued shall be signed by the Treasurer and one other nominated official.

8. Annual General Meeting

- (a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of March.
- (b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 50% of the members.
- (c) The business of the A.G.M. shall include:

- (i) receiving a report from the Chairperson on the Group`s activities over the year
- (ii) receiving a report from the Treasurer on the finances of the Group
- (iii) electing a new Management Committee and (iv) considering any other matter as may be decided.

9. Special General Meeting

A Special General Meeting may be called by the Management Committee or by two-thirds of 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. All members shall be entitled to attend and vote.

10. Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

11. Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid, shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on:

Signed by:

Chairperson:

Secretary:

Treasurer:

Other Committee members: