

ALTON TOWN PARTNERSHIP

Constitution and Rules

1. **Name**
The name of the association shall be 'Alton Town Partnership'.
2. **Objects / Aims**
The aims of the Partnership are to:-
 - (i) oversee delivery of the recommendations of the Alton 2020 Town Plan, using the skills and resources of the various organisations and individuals within the town who will form the membership of the Alton Town Partnership
 - (ii) promote the Alton 2020 Town Plan in order to generate support for effective implementation of its Town Plan
 - (iii) assist in the co-ordination of development activities within the town its surrounding villages and ensure more effective representation of all such interests to all relevant decision making bodies
 - (iv) carry out regular reviews of the Alton 2020 Town Plan and to revise and update accordingly
 - (v) form sub-committees as appropriate to implement projects identified in the Alton 2020 Town Plan
 - (vi) maintain public involvement in the evolving town plan and publicise progress on a regular basis to members, local people and organisations and funders
3. **Powers**
The powers of the Partnership are to:-
 - (i) raise funds from public, private and charitable sources
 - (ii) appoint and manage staff
 - (iii) buy, take on lease or in exchange, hire or otherwise acquire property, and to maintain and equip it for use
 - (iv) sell, lease or otherwise dispose of, all or any part of the property belonging to the association
 - (v) borrow money and to charge the whole or any part of the property belonging to the association, as security for repayment of the money borrowed.
4. **Membership**
Membership is open to all who live in or are interested in the town of Alton and surrounding villages.

Membership categories are:-
 - (i) organisations or groups (voluntary groups or charities)
 - (ii) individuals
 - (iii) corporate organisations (public sector councils, businesses, companies)

All completed membership forms will need to be approved by the management committee and subscriptions for each category will be decided at the Annual General Meeting.
5. **Committee**
The Committee shall consist of no more than twelve members, elected at the Annual General Meeting: the Officers (Chair, Vice-Chair, Secretary, Treasurer), a nominated representative from each of the following:-
 - Alton Town Council
 - AIM
 - Alton Chamber of Commerce
 - Alton Society
 - Alton Community AssociationPlus up to three other nominees.

All members shall retire annually and be eligible for re-election. In the event of being elected for three consecutive years of office, the Chair shall only be eligible for re-election to the same office after a lapse of one year. If a vacancy arises for any of the committee places during the year, it may be filled by a cooptee elected by the

committee and this cooptee will also stand down at the Annual General Meeting and will be eligible for election.

Five members shall consist a quorum.

There shall not be less than 3 meetings in each year.

6. Sub-Committees

The Committee may establish or dissolve sub-committees, agree their terms of reference, appoint their Chairperson and call for their reports on a quarterly basis unless otherwise agreed in the sub committee terms of reference.

7. Accounts

The Committee shall ensure that

- any assets and/or bank account are held are in the name of the Partnership
- two signatories are required on all cheques
- an accounting record is kept
- annual statements of account are prepared
- an independent examination or audit is carried out of the annual statements
- an annual report is prepared.

8. General Meetings

The Committee will call an Annual General Meeting (AGM) each year at a date to be fixed after the close of the financial year.

Twenty-one days' notice will be given to members.

Nominations for Officers and Committee membership must be proposed and seconded and submitted by membership of the Partnership in writing to the Secretary at least fourteen days before the AGM.

Members may submit items for inclusion on the agenda of the AGM, proposed and seconded by members of the Partnership, provided that they have given written notice at least seven days before the AGM.

8. Extraordinary General Meetings

An EGM may be called by written request to the Secretary, signed by at least one-tenth of the membership. Fourteen days' notice and details of the matters to be discussed must be given.

9. Amendments to the Constitution

Amendments to the constitution / rules may be made by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution setting out the terms of the amendment proposed.

If the Partnership is registered as a charity, no amendment may be made which would have the effect of making the Partnership cease to be a charity at law.

10. Dissolution

If the management committee decide that it is necessary or advisable to dissolve the Partnership, they shall call a meeting of all members of the Partnership of which not less than twenty-one days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the committee shall have the power to realise any assets held by or on behalf of the Partnership. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of this Partnership as the members of the Partnership may determine, or, if that cannot be done, shall be applied for some other charitable purpose.