

CONSTITUTION

A NAME

The group's name is Portwrinkle Harbour User Group

B THE PURPOSES OF THE GROUP ARE:

To preserve and revive the use of Portwrinkle Harbour as a sustainable Community asset
To ensure the safe operation and development of the harbour, dinghy park and slipway
To share safety information and promote best practice on marine activities

C CARRYING OUT THE PURPOSES

In order to carry out the purposes, the Committee has the power to:

- (1) raise funds, receive grants and donations
- (2) buy or sell property, take on leases and employ staff
- (3) co-operate with and support other groups with similar purposes
- (4) do anything else within the law which is necessary to achieve the purposes

D MEMBERSHIP

Membership is automatic for all Licence Holders for the Dinghy Park for as long as their licence is valid. The Committee may admit to membership anybody aged 18 and over who supports the purposes of the group. People who wish to become a member should apply to the Committee. Membership lasts for 3 years and may be renewed. The Committee will keep an up to date membership list.

The Committee may expel someone from membership, provided it is in the best interest of the group to do so, and they are given the right to be heard by the Committee before the decision is made. They can be accompanied by a friend.

E ANNUAL GENERAL MEETING - AGM

- (1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda.
- (2) There must be at least 5 members present at the AGM.
- (3) The Committee shall present the annual report and accounts.
- (4) Any member may put themselves forward for election as a Committee member at the AGM.
- (5) Every member has one vote.
- (6) Members shall elect between 3 and 10 members to the Committee. They will retire at the next AGM and may stand for re-election.
- (7) Cornwall Council's Maritime Manager and the Chair of Sheviack Parish Council will be invited to attend the AGM but will not have voting rights.

F COMMITTEE

- (1) The Committee shall hold at least 2 meetings, including the AGM each year. They will elect a chair, treasurer and secretary at their first meeting.
- (2) At least 3 Committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.

- (3) Copies of the Minutes will be circulated to Cornwall Council's Maritime Manager.
- (4) The Committee must keep accounts which may be viewed by any member on request.
- (5) During the year, the Committee may appoint up to 2 extra members on to the Committee who will stand down at the next AGM but are eligible for re-election.
- (6) The Committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.

G MONEY

- (1) Funds must be held in the group's bank account. All cheques must be signed by 2 Committee members.
- (2) Funds cannot be used to pay Committee members except to refund legitimate expenses.
- (3) Funds and property must only be used for the purposes of the group.

H SPECIAL GENERAL MEETINGS

Special General Meetings may be called by the Committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

- (1) **Changing the Constitution** - The constitution may be changed by a two thirds majority of members present and voting at a Special General Meeting.
- (2) **Emergency Special General Meetings** – to allow the members to decide on important issues.
- (3) **Winding up** – the group may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar (charitable) purposes.

J SETTING UP THE GROUP

This constitution was adopted on _____ 20__ by the people whose signatures appear below. They will be the Committee until the first AGM, which must be held within one year of this date.

Signed	Print name and address