**Ingoldisthorpe Church Hall Constitution**

1. **Name:** Ingoldisthorpe Church Hall (“the Hall”).
2. **Administration**

Subject to the matters set out below, the Hall and its property shall be administered and managed in accordance with this Constitution by members of the Hall Committee, constituted by clause 6. of this Constitution (“the Hall Committee”).

1. **Aims and Objectives**
2. For the purposes of a Church Hall managed on a non-profit basis.
3. For the widest use by the local community, without distinction of sex, sexual orientation, age, disability, nationality, race, political, religious or other opinions, including the use of the property for meetings, lectures, classes or other forms of recreation. Not liable to be against the Christian values and ethos of the Church building.
4. For the interests of social welfare, with the aim of improving the conditions of life for the inhabitants of Ingoldisthorpe.
5. **Powers**

In furtherance of clause 3, the Hall Committee may exercise the following powers:

1. Rent, lease or purchase such property as is required;
2. Raise funds, invite/receive contributions by way of subscription, donation and otherwise;
3. Recruit suitable volunteers and staff as are required to achieve the Aims and Objectives;
4. Do all other such lawful things as shall further the Aims and Objectives.
5. **Honorary Officers**

At the Annual General Meeting (“AGM”) of the Hall the Parishioners of Ingoldisthorpe in attendance shall elect from amongst themselves a Chairperson , a Secretary and a Treasurer, who shall hold office from the conclusion of that meeting.

1. **Hall Committee Members**

The Hall Committee shall consist of not less than 6 members nor more than 8 members being any or all of the following:

1. Not less than 6 (who must include the honorary officers specified in the preceding clause) and not more than 8 members elected at the AGM who shall hold office from the conclusion of that meeting;
2. At least 1 member from Ingoldisthorpe Parochial Church Council;
3. All members of the Hall Committee shall retire from office together at the end of the next AGM after the date on which they came into office, but they may be re-elected;
4. The proceedings of the Hall Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
5. **Determination of Membership of Hall Committee**

A member of the Hall Committee shall cease to hold office if he or she:

1. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
2. Is absent without the permission of the Hall Committee from all their meetings held within a period of 6 months and the Hall Committee resolves that his/her office be vacated;
3. Notifies the Hall Committee of their wish to resign.
4. **Hall Committee Members not to be personally interested.**

No member of the Hall Committee shall acquire any interest in property belonging to the Hall.

1. **Meetings and proceedings of the Hall Committee.**
2. The Hall Committee shall hold at least 4 general meetings each year. A special meeting may be called at any time by the Chairperson or by any 2 members of the Hall Committee upon not less than 4 days’ notice being given to the other members of the Hall Committee of the matters to be discussed. If the matters include an appointment of a co-opted member then not less than 21 days’ notice must be given.
3. The Chairperson shall act as such at meetings of the Hall Committee. If the Chairperson is absent from any meetings, the members of the Hall Committee present shall choose one of their number to Chair the meeting before any other business is transacted.
4. There shall be a quorum when at least one third, or 3 members of the Hall Committee, (including 1 officer) whichever is the greater, are present at a meeting.
5. Every matter shall be determined by a majority of votes of the members of the Hall Committee present and voting on the question but in the case of equality of votes the Chairperson of the meetings shall have a casting vote.
6. The Hall Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Hall Committee and any sub-committee held.
7. The Hall Committee may from time-to-time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.
8. The Hall Committee may appoint one or more sub-committees consisting of 3 or more members of the Hall Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Hall Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Hall Committee.
9. **Receipts and expenditure**
10. The funds of the Hall, including all donations, contributions and bequests, shall be paid into an account operated by the Hall Committee in the name of Ingoldisthorpe Church Room at such bank as the Hall Committee shall from time to time decide. All payments made from this account must be approved by at least two members of the Hall Committee, at least one of whom must be an officer (Chairperson, Secretary, or Treasurer).
11. The funds belonging to the Hall shall be applied only in furthering clause 3.
12. **Property**

The Hall is owned by Norwich Diocese and managed by the Hall Committee on behalf of, but independent of, Ingoldisthorpe Parochial Church Council (“IPCC”).

1. **Accounts**

The Hall Committee shall:

1. Keep accounting records for the Hall;
2. Prepare annual statements of account for the Hall;
3. Present the statements of account at the AGM of the Hall.
4. **Annual General Meeting (“AGM”)**
5. There shall be an AGM of the Hall each March called by the Hall Committee. The Secretary shall give at least 21 days’ notice of the AGM to the members of the Hall Committee. Parishioners of Ingoldisthorpe are entitled to attend and vote at the meeting.
6. Before any other business is transacted at the AGM the persons present shall appoint a Chairperson of the meeting.
7. The Hall Committee shall present to each AGM the report and accounts of the Hall for the preceding year.
8. **Special General Meetings**

The Hall Committee may call a special general meeting of the Hall at any time. If at least ten parishioners request such a meeting in writing stating the business to be considered, the Secretary shall call such a meeting. At least 21 days’ notice must be given. The notice must state the business to be discussed.

1. **Procedure at General Meetings**

The Secretary or other person specially appointed by the Hall Committee shall keep a full record of proceedings at every general meeting of the Hall.

1. **Alterations to the Constitution**

Subject to the following provisions of this clause the Constitution may be altered 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 alteration proposed.

1. No amendment may be made to clause 1. (the Name of charity clause), clause 3. (the Aims and Objectives clause), clause 8. (the Hall Committee members not to be personally interested clause), clause 17. (the Dissolution clause) or this clause without the prior discussion of the Hall Committee.
2. No amendment may be made which would have the effect of making the Hall cease to operate on a not-for-profit basis.
3. **Dissolution**

If the Hall Committee decides that it is necessary or advisable to dissolve the Hall it shall call a meeting of all members of the Hall Committee, of which not less than 21 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 Hall Committee shall have power to realise any assets held by or on behalf of the Hall. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to Ingoldisthorpe Parochial Church Council (“IPCC”). A copy of the statement of accounts for the final accounting period of the Hall will be sent to the IPCC.

1. **Arrangements until the first Annual General Meeting**

Until the next AGM takes place, this constitution shall take effect as if references in it to the Hall Committee were references to the persons whose signatures appear at the bottom of this document.

This amended constitution was adopted by a General Meeting of the Hall Committee on Wednesday 23rd March 2022 by the following officers of the Hall Committee:

**Officers:** Rev Dave Cossey (Chairperson)

Rev Mark Capron (Vice-chair)

Liz Dyer (Secretary)

Alison Ward (Treasurer)