CONSTITUTION OF 100 YEARS OF COCONUTS

1. Name

The name of the Group ('the Group') will be 100 Years of Coconuts.

2. Aims

The aims of the Group will be:

i. to record and preserve the history of Abbey United and Cambridge United and the social history of the surrounding area.

ii. to communicate that history via media including but not limited to websites, social media, temporary or permanent exhibits and displays, events and publicity.

iii. to form and maintain the Cambridge United Former Players' Association.

iv. to institute and maintain the Cambridge United Hall of Fame.

3. Powers

In order to achieve its aims the Group may:

i. Raise money

ii. Open bank accounts

iii. Take out insurance

iv. Employ staff

v. Engage suppliers

vi. Acquire and manage buildings

vii. Organise events

viii. Work with other groups and exchange information

ix. Do anything lawful that will help it to fulfil its aims

x. Purchase, borrow or otherwise acquire items of memorabilia and artefacts that are relevant to the aims of the Group, and store, maintain and preserve those items and artefacts.

4. Social responsibility

i. The Group will undertake to carry out its actions and procedures in a manner that is safe, secure, ethical and sustainable.

ii. The Group will not, in the course of its actions and procedures, discriminate with regard to gender, race, nationality, disability, sexual preference, religion, belief or age.

5. Management

i. The Group will be administered by a Management Committee formed of the Officers and as many other members as deemed necessary by the Management Committee.
ii. The Officers of the Management Committee will be: the Chair, the Vice-Chair, the Treasurer and the Secretary.
iii. The Officers and not more than eight other members of the Management Committee will be elected at the Group's Annual General Meeting.
iv. Not more than two members of the Management Committee will be nominated by the Cambridge Fans United Trust Board ('the Board') at the Group's Annual General Meeting.
v. Other Officer posts may be created at the discretion of the Management Committee.
vi. The Management Committee will meet at least ten times a year.
vii. The quorum for Management Committee meetings will be five members.
viii. Voting at Management Committee meetings will be by show of hands. If there is a tied vote, the Chair will have a second vote.
ix. Not more than six Group members who are not members of the Management Committee may attend Management Committee meetings.
x. 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.
xi. The Management Committee may appoint another member of the Group as a Committee member to fill a vacancy provided the maximum number is not exceeded.

6. Governance

i. The Group, its Management Committee and its Officers recognise the role played by Cambridge Fans United and in particular its Chairman and Trust Board in instituting and developing 100 Years of Coconuts and its activities.
ii. The Group and its Management Committee will be fully answerable to the Board.
iii. The Group and its Management Committee will be open to guidance, advice and censure from the Board.
iv. The Group and its Management Committee will share information with the Board as a matter of course and will provide reports of meetings and finance to the Board within fourteen days of each meeting.
v. The Management Committee will communicate a report of a Committee meeting to Group members within fourteen days of that meeting.

7. Duties of the Officers

i. The duties of the Chair are to:

- chair meetings of the Committee and the Group
- represent the Group at functions/meetings to which the Group has been invited
- act as spokesperson for the Group when necessary.

ii. The duties of the Vice-Chair are to:

- offer support to the Chair
- deputise for the Chair as and when necessary.

iii. The duties of the Secretary are to:

- take and keep minutes of meetings
- prepare the agenda for meetings of the Committee and the Group in consultation with the Chair.

iv. The duties of the Treasurer are to:

- supervise the financial affairs of the Group
- keep proper accounts that show all monies collected and paid out by the Group.
- undertake any duties as outlined in Section 8.

8. Finance

i. Any money obtained by the Group will be used only for the Group.
ii. Any bank accounts opened for the Group will be in the name of 100 Years of Coconuts.
iii. Three members of the Management Committee will be nominated to authorise any financial transactions of the Group.
iv. Any financial transactions will be agreed by the Treasurer and one of the two other nominated officials.
v. The Treasurer will provide financial information on request from any member of the Management Committee and will also provide monthly financial reports to the Management Committee.
vi. The Management Committee will have its accounts verified by a professionally qualified person agreed by the Management Committee.
vii. Group members' out-of-pocket expenses incurred during Group activities will be reimbursed.
viii. Group members' expenses claims will be authorised by two of the three Management Committee members nominated to authorise financial transactions.

9. Annual General Meeting

i. The Group will hold an Annual General Meeting (AGM) in the month of September.
ii. All Group members will be given at least fourteen days' notice of the AGM and will be entitled to attend and vote.
iii. The quorum for an AGM will be eight Group members.
iv. The business of the AGM will include:

- receiving a report from the Chair on the Group's activities over the past year
- receiving a report from the Treasurer on the finances of the Group
- electing a new Management Committee
- considering any other matter as may be decided.

v. Agenda items for the AGM must be submitted in writing to the Secretary fourteen days before the date of the AGM.

10. Special General Meeting

A Special General Meeting may be called by the Management Committee or by any three members to discuss an urgent matter. The Secretary must give all Group members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All Group members will be entitled to attend and vote.

11. Alterations to the Constitution

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

12. 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 will be given to another Group with similar aims.

This constitution was adopted at a General Meeting of the Group on

Date: ……

Signed by

Chair:

Vice-Chair:

Secretary:

Treasurer:

Other Committee members: