

## St Mary's Church House Hall Management Committee

Being the operative committee of  
St Mary's Church House Hall Trust Charitable Incorporated Organisation

### Rules of Management

#### 1. Management Committee

- 1.1. The Management Committee shall function as the operative sub-committee of St Mary's Church House Hall Trust CIO and shall be answerable to that organisation.
- 1.2. The Management Committee shall comprise members as follows:
  - a) At least one Trustee of St Mary's Church House Hall Trust CIO as nominated by that body
  - b) Up to three representatives as nominated by St Mary's Church
  - c) Representative Members as nominated (one per organisation) by those local groups which regularly use Church House Hall
  - d) Other individuals as the Management Committee may decide to co-opt.
- 1.3. There shall be at least three elected Officers: Chairman, Secretary and Treasurer, plus any other as the Management Committee may decide, but no limit on Representative Members of the Management Committee.
- 1.4. Representative Members may be nominated from time to time by authorised members of organisations using the Hall before the Annual General Meeting or as soon as possible thereafter.
- 1.5. The Officers (other than those resulting from appointment under sub-clause 1.10 to fill casual vacancies) shall be elected at an Annual (or Special) General Meeting to be held as in this deed provided.
- 1.6. Co-opted Members shall be appointed at a duly constituted meeting of the Management Committee.
- 1.7. Subject to the provisions of Clauses 1.9 and 1.10 the period of office of members shall commence:
  - 1.7.1. in the case of elected members at the end of the Annual (or Special) General Meeting at which they were elected.
  - 1.7.2. in the case of Representative Members appointed before the Annual General Meeting in any year at the end of that meeting or in the case of a Representative member appointed after such Annual General Meeting or to fill a casual vacancy on the day on which notification of the appointment is received by the Secretary.
  - 1.7.3. in the case of Co-opted Members from the date of their co-option.
- 1.8. All members of the Management Committee shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office but they may be re-elected or re-appointed.

- 1.9. In the event of any application for representation on the Management Committee being received from any existing or newly-formed organisation operating in the area of benefit the Management Committee may upon a resolution supported at a duly constituted meeting of the Management Committee by a simple majority of those present allow such organisation to appoint a Representative Member of the Management Committee in the same manner as if such organisation had been named in Clause 1.4.
- 1.10. Upon the occurrence of a casual vacancy, the Management Committee shall cause a note thereof to be entered in their minute book at their next meeting and if in the office of Representative Member, it shall be notified as soon as possible to the proper appointing organisation. A casual vacancy in the office of Elected Member may be filled by the Management Committee and the period of office of an Elected Member to fill a casual vacancy shall commence at the end of the meeting of the Management Committee at which the individual was so elected.
- 1.11. The Constitution of the Management Committee as hereinbefore provided may on the application of the Management Committee be altered from time to time by order of the Charity Commissioners.
2. **Failure to appoint** The proceedings of the Management Committee shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any member
3. **Declaration of Members** All persons elected or appointed to act as a member of the Management Committee whether on a first or on any subsequent occasion shall on taking up the position be deemed to have declared acceptance and a willingness to act in the best interest of the Management Committee and its parent St Mary's Church House Hall Trust CIO.
4. **Members not to be personally interested in the Charity** No member of the Management Committee shall take or hold any interest in any property belonging to the St Mary's Church House Hall Trust CIO otherwise than as a Trustee for the purposes thereof or receive any remuneration or be interested in the supply of work or goods at the cost of the St Mary's Church House Hall Trust CIO or its operative committee(s).
5. **Determination of Membership** Any member who is adjudged bankrupt or who makes a composition or arrangement with his creditors or who is incapacitated from acting or who communicates in writing to the Management Committee a wish to resign shall thereupon cease to be a member.
6. **Meetings of the Committee** The Management Committee shall hold at least two ordinary meetings in each year. A Special General Meeting may be summoned at any time by the Chairman or any two members upon seven clear days' notice being given to all the other members of the matters to be discussed.
7. **The Chairman and Vice-Chairman of the Management Committee** The Management Committee at their first meeting in each year after the Annual General Meeting shall elect one of their number to be Chairman of their meetings and may elect one of their number to be Vice-Chairman. The Chairman and Vice-Chairman shall continue in office until their respective successors are elected. If the Chairman is absent from any meeting the Vice Chairman (if any) shall preside otherwise the members present shall before any other business is transacted choose one of their number to preside at that meeting.
8. **Voting in the Management Committee** Every matter shall (except as in this deed provided) be determined by the majority of the members of the Management

Committee present and voting on the question and in case of equality of votes the Chairman of the meeting shall have a second or casting vote.

9. **Annual General Meeting**

- 9.1. There shall be an Annual General Meeting in connection with the hall management which shall be held in the month of April in each year or as soon as practicable thereafter.
- 9.2. The first Annual General Meeting after the date of this deed shall be convened by the persons named in Clause 1.2 hereof and subsequent Annual General Meetings by the Management Committee. Public notice of every Annual General Meeting shall be given in the area of benefit at least fourteen days before the date thereof by affixing a notice to some conspicuous part of the trust property or other conspicuous place in the area of benefit and by such other means as the conveners think fit.
- 9.3. The persons who are present at the first Annual General Meeting after the date of this deed shall before any other business is transacted appoint a Chairman of the meeting. The Chairman of subsequent Annual General Meetings shall be the Chairman for the time being of the Management Committee and in his absence the vice-chairman (if any) shall take the chair but if neither is present the persons present shall before any other business is transacted appoint a Chairman of the meeting. In case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- 9.4. The Management Committee shall present to each Annual General Meeting the report and accounts of the hall management for St Mary's Church House Hall Trust CIO for the preceding year.

10. **Rent and other outgoings** The Management Committee shall save harmless and keep indemnified the Trustees against all rates taxes and outgoings whatsoever including the cost of repairs and insurance which are or at any time may become payable in respect of the Hall and from and against all proceedings damages costs claims and expenses on account of any breach of any of the said covenants and shall cause the Hall to be sufficiently insured against all insurable risks including public liability.
11. **Application of Income** After satisfying its obligations under Clause 12 hereof the Management Committee shall as and when it thinks fit apply the net yearly income for the purposes of the St Mary's Church House Hall Trust CIO.
12. **Surplus Cash** Any sum of cash at any time belonging to the St Mary's Church House Hall Trust CIO and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commissioners) be invested.
13. **Further Endowments** The Management Committee may receive any additional donations or endowments for the general purposes of the St Mary's Church House Hall Trust CIO and it may also accept donations or endowments for any special objects connected with the St Mary's Church House Hall Trust CIO not inconsistent with the provisions of this deed.
14. **Minutes and Accounts** The Management Committee shall provide and keep a minute book and books of account all proper statements of account in relation to the St Mary's Church House Hall Trust CIO.
15. **Rules** Within the limits prescribed by this deed the Management Committee may from time to time make and alter rules for the management of the St Mary's Church House Hall Trust CIO and in particular with reference to:-

- 15.1. The terms and conditions upon which the Trust property may be used by persons or bodies other than the Management Committee for the purposes specified in this deed and the sum (if any) to be paid for such use;
- 15.2. The deposit of money at a proper bank and the safe custody of documents;
- 15.3. The appointment of an Auditor;
- 15.4. The engagement and dismissal of such officers, servants and agents as the Management Committee may consider necessary and the payment of such persons (not being members of the Management Committee);
- 15.5. The summoning and conduct of meetings including the number of members who shall form a quorum thereat, provided that at meetings of the Management Committee the quorum shall not be less than one-third of the total number of the members for the time being.