

St. James Street Partnership Constitution

Amendment Version	Name	Date
1.0	Draft	15 th December 2015

1.0 Partnership Name

1.1 The name of the Partnership is St James Street Big Local Partnership (the “Partnership”).

2.0 Purpose of the Partnership

2.1 The purpose of the Partnership is outlined in the St James Street Big Local Memorandum of Understanding (the “MOU”)

3.0 Membership

3.1 At all times the Partnership must:

- 3.1.1 Have at least 8 and no more than 20 Members
- 3.1.2 Have a majority (at least 51%) of Members living within the Big Local area’s boundaries as prescribed in the MOU.

3.2 At all times the Partnership should make every effort to reflect the range and diversity of people who live in the boundaries of the St James St Big Local - for example, in relation to age, ethnicity, gender, faith, disability or income levels.

3.3 A list of all Members will be documented on the website www.stjamesbiglocal.co.uk (the “Website”)

4.0 Appointment of Partnership Members

4.1 Anyone may apply to join the Partnership if they are one of the following:

- 4.1.1 A resident, living within the boundaries of the St James Street Big Local, or
- 4.1.2 A business operator or owner within the boundaries of the St James Street Big Local, or

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- 4.1.3 A public sector representative, with a clear mandate within boundaries of the St James Street Big Local
- 4.2 Applications must be made in writing to the Secretary, complete with a skills matrix evaluation available on the Website
- 4.3 New membership applications will be reviewed and decided by majority vote at one of the following only:
 - 4.3.1 At the first Partnership Meeting of each quarter (for the avoidance of doubt, the first meeting after the following dates: 1st January, 1st April, 1st July & 1st October); or
 - 4.3.2 Any Partnership Meeting, if at least 2 Partnership Members make the request to the Chairman in writing, in advance of the Partnership Meeting
- 4.4 If a successful applicant cannot join the Partnership due to insufficient space (see 3.1.1), the applicant shall join a “stand-by” list, joining the Partnership in the future on a “first come, first serve” basis.

5.0 Cessation of Partner Membership

- 5.1 Persons cease to be Partnership Members when:
 - 5.1.1 They resign by giving written notice to the Partnership; or
 - 5.1.2 They are removed by majority vote of the Partnership at a Partnership Meeting; or
 - 5.1.3 Their Term expires; or
 - 5.1.4 They are removed at the behest of the Local Trust
- 5.2 If a person ceases to be a Partnership Member, that person must within one month give to the Partnership all documents and property.

6.0 Chairman, Secretary & Treasurer (the “Officer Roles”)

- 6.1 The Partnership shall have the following Officer Roles
 - 6.1.1 The Chairman (must be a Partnership Member);
 - 6.1.2 The Secretary (can be a Big Local Worker or a Partnership Member); and
 - 6.1.3 The Treasurer (can be a representative of the Local Trusted Organisation or a Partnership Member);
- 6.2 The Chairman is responsible for:
 - 6.2.1 Communication with Partnership advisors, in particular the Local Trust and local councillors;
 - 6.2.2 Ensuring that the Rules are followed;

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- 6.2.3 Convening Meetings and establishing whether or not a quorum (half of the Partnership) is present;
- 6.2.4 Chairing Meetings, deciding who may speak and when;
- 6.2.5 Overseeing the operation of the Society
- 6.3 The Secretary is responsible for:
 - 6.3.1 Recording the minutes of Meetings;
 - 6.3.2 Keeping the Register of Members up to date;
 - 6.3.3 Receiving and replying to correspondence as required by the Partnership;
- 6.4 The Treasurer is responsible for:
 - 6.4.1 Keeping proper accounting records of the Partnership's financial transactions to allow the Partnership's financial position to be readily ascertained;
 - 6.4.2 Providing financial information to the Partnership as the Partnership determines.
- 6.5 The Term for Officer Roles shall be a rolling 1 year Term, subject to an annual review held at a Partnership Meeting.
- 6.6 Persons shall cease to occupy Officer Roles if:
 - 6.6.1 They are removed by at least 51% of eligible Partnership Members in writing; or
 - 6.6.2 It is decided by majority vote at the annual review at a Partnership Meeting

7.0 Partnership Meetings

- 7.1 Partnership Meetings may be held in person, via video or telephone conference, or other formats, as the Partnership may decide;
- 7.2 No Partnership Meeting may be held unless more than half of the Partnership Members attend;
- 7.3 The Chairman shall chair Partnership Meetings, or if the Chairman is absent, the Partnership shall elect a Partnership Member to chair that meeting;
- 7.4 Decisions at the Partnership Meeting shall be by majority vote;
- 7.5 The Chairman or person acting as Chairman has a casting vote, that is, a second vote;
- 7.6 Voting at Partnership Meetings shall occur in one of the follow ways only:
 - 7.6.1 In person at the Partnership Meeting; or
 - 7.6.2 In writing to the Chairman in advance of the Partnership Meeting, presented in the Partnership Meeting by the Chairman or person acting as Chairman.

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8.0 Use of Money and Other Assets

8.1 The Partnership may only Use Money and Other Assets if:

- 8.1.1 It is for a purpose of the administration of the Partnership; or
- 8.1.2 It is for a project contained within the St James Street Big Local Plan; and
- 8.1.3 It is not for the sole personal or individual benefit of any Member; and
- 8.1.4 That at all times, use has been approved by the Partnership

9.0 Altering the Rules

9.1 The Partnership will alter or replace these Rules at a Partnership Meeting by a Resolution passed without vote, if and only if:

- 9.1.1 The Resolution to amend or replace these Rules shall be signed by at least 71% of eligible Partnership Members; and
- 9.1.2 The Resolution is given in writing to the Secretary at least 28 days before the Partnership Meeting at which the Resolution is to be considered; and
- 9.1.3 The Resolution is distributed to all Partnership Members at least 14 days before the Partnership Meeting; and
- 9.1.4 The Resolution contains the proposed changes and the reasons for the change

9.2 When a Rule change is approved at a Partnership Meeting it shall take immediate effect.

10.0 Winding Up

10.1 If the Partnership is wound up:

- 10.1.1 The Partnership's debts, costs and liabilities shall be paid;
- 10.1.2 Surplus Money and Other Assets of the Partnership may be disposed of:
 - 10.1.2.1 By resolution; or
 - 10.1.2.2 Donated to a local charitable organisation; but

10.2 No distribution may be made to any Member.