

**CONSTITUTION OF THE DOVER BECK**  
adopted on the 22 day of MAY 2020

**1. Name**

The Name of the organisation shall be The Dover Beck.

**2. Aims**

The Aim of The Dover Beck shall be to publish a magazine for distribution without charge throughout the parishes of Oxton, Epperstone and Gonalston in the County of Nottinghamshire or such other area as the Management Committee (as defined below) may from time to time consider appropriate ("the Circulation Area") with the object of informing, bringing together and fostering understanding within, and promoting and improving social cohesion between residents organisations and others within the Circulation Area and

- it is intended that ten issues of the magazine shall be published each calendar year and shall be printed on paper or produced in such other form as the Management Committee may from time to time consider to be appropriate
- each issue of the magazine shall use best endeavours to notify readers of events occurring within the Circulation Area, including but not limited to details of Religious Services and events, dealings with and communications from Councils and Local and other Authorities having the governance of the Circulation Area and announcements, information and publicity from groups individuals or businesses within or affecting the Circulation Area
- The Dover Beck shall not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

**3. Powers**

In order to achieve its aims The Dover Beck may:

- Raise money
- open bank accounts
- take out insurance
- employ staff
- organise events
- work with other groups and exchange information
- do anything that is lawful which will help it to achieve its aims

**4. Membership**

- A. Membership of The Dover Beck shall be open to any person or any organisation living or located in the Circulation Area who is interested in helping The Dover Beck to achieve its aims and is willing to abide by the rules of The Dover Beck including the payment of any subscription agreed from time to time by the Management Committee.
- B. Membership shall be available to anyone without regard to age, gender, race, nationality, politics, disability, sexual preference, religion or belief.
- C. Every individual member and each nominee of an organisation shall have one vote at any General Meeting at which they are present.
- D. Each member organisation may nominate a representative to attend General Meetings and shall notify an officer of the Management Committee of that person's name.
- E. The membership of any member (whether an individual or an organisation) may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made. A member whose

membership is so terminated may be denied attendance at further General Meetings.

## **5. Management**

- A. The business of The Dover Beck will be administered by a management committee consisting of the Officers and not more than three other members all of whom shall be elected at an Annual General Meeting, together with up to four Nominees ("the Nominees") who may be appointed pursuant to Clause 5.D of this Constitution.
- B. The Editor of The Dover Beck for the time being shall be an ex officio member of the Management Committee
- C. The Officers of the Management Committee shall be members of The Dover Beck and shall be the Chairperson, the Secretary and the Treasurer.
- D. The Benefice having responsibility for the Circulation Area together with the Oxtot Parish Council, the Epperstone Parish Council and the Gonalston Parish Meeting shall each be entitled to appoint a member of The Dover Beck as its Nominee to the Management Committee.
- E. The Management Committee shall appoint one of their number (who may be an Officer or an ordinary member) as Commercial Manager.
- F. The Management Committee shall convene whether in person or on-line on at least one occasion in each period of twelve months.

## **6. Duties of the Officers**

- A. The duties of the Chairperson are to:
  - Chair General Meetings and meetings of the Management Committee
  - Represent The Dover Beck and act as its spokesperson when necessary
- B. The duties of the Secretary are to:
  - take and keep minutes of meetings
  - prepare the agenda for meetings of the Management Committee and The Dover Beck in consultation with the Chairperson
  - deal with correspondence
  - collect and circulate any relevant information
- C. The duties of the Treasurer are to:
  - Supervise the financial affairs and management of The Dover Beck
  - keep and maintain proper accounts which show all monies collected and paid out by The Dover Beck
- D. The Duties of the Commercial Manager are to generate for The Dover Beck (whether from advertising revenue or by applications for grants or other external funding) sufficient income to cover the expenditure of The Dover Beck from time to time.

## **7. The Editor**

### **7.1 Appointment**

The Management Committee shall appoint as Editor of The Dover Beck such person or persons as it shall from time to time consider to be appropriate

### **7.2 Terms of appointment**

The terms of such appointment shall in all respects be agreed between the Management Committee and the Editor and approved by a meeting of the Management Committee and shall continue until the resignation of the Editor or for the period of Five years from the date the Editor is appointed whichever is the sooner

### 7.3 Equipment

Any equipment or device which may be provided by the Management Committee for the use of the Editor shall at all times be and remain the property of The Dover Beck, shall be maintained in good repair and condition by the Editor (fair wear and tear excepted) and shall be returned by the Editor to the Secretary at the conclusion (for whatever reason) of the Editor's appointment.

### 7.4 Responsibilities of the Editor

The Editor shall be responsible for the smooth and regular production of (preferably) monthly editions of The Dover Beck Parish Magazine, the Editor's duties including but not being limited to:

- Curating fresh, relevant and informative content
- Co-ordinating the printing of each issue and its timely distribution throughout the Circulation Area
- oversight of the layout, artwork, design and pictorial content
- proof-reading and, where necessary, editing contributions
- liaison with printers, advertisers and distributors
- adherence to deadlines and budget requirements
- Compliance with media law and ethical guidelines

The Editor shall have the full authority to decline to accept for publication any contribution which the Editor shall in the sole and absolute discretion of the Editor consider to be contrary to the Aims of The Dover Beck as set out in Clause 2 of this Constitution.

## 8 Meetings

### 8.1 Annual General Meetings

- A. An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM
- B. Notice of the AGM shall be contained in the issue of The Dover Beck which is circulated at least 21 days before the meeting, giving the venue, date and time
- C. Nominations for the Management Committee may be made to the Secretary before the meeting, or at the meeting
- D. The quorum for the AGM shall be seven members
- E. At the AGM the Editor will present a brief summary of the activities of The Dover Beck over the year; the Management Committee will report on the accounts of The Dover Beck; and the Officers and Management Committee for the next year shall be elected. Any proposals notified to the Secretary at least 7 days in advance of the meeting will be discussed.

### 8.2 Special General Meetings

- A. The Secretary will call a Special General Meeting at the request of the majority of the Management Committee or at least ten other members in either case having made a written request of the Chairperson or the Secretary stating the reason for their request
- B. The meeting shall take place as soon as may be possible after 14 days notice has been given in The Dover Beck, giving the venue, date and time and notice of the business to be discussed.
- C. The quorum for a Special General Meeting shall be fifteen members.

### 8.3 Management Committee Meetings.

- A. Management Committee meetings may be called by either the Chairperson or the Secretary at least 7 days prior notice of the meeting (in no particular form) having been given to each Management Committee member.
- B. The quorum for Management Committee meetings shall be three Management Committee members including at least one Officer.

### 8.4 Procedure at all meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general consensus upon which everyone can agree. If general agreement cannot be reached a

vote will be taken and a decision will be made by a simple majority of members present. A proposal to amend this Constitution or to dissolve The Dover Beck shall always be the subject of a vote. If necessary the Chairperson of the meeting shall have an additional casting vote.

**9. Finances**

- A. An Account in the name of The Dover Beck will be maintained on behalf of The Dover Beck at a bank agreed by the Management Committee. Three signatories will be nominated by the Management Committee one signatory being the Treasurer. The signatories must not be related nor members of the same household.
- B. All payments will be signed by not less than two of the signatories.
- C. Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- D. All money raised by or on behalf of The Dover Beck shall be used to settle the lawful liabilities of The Dover Beck and any surplus applied to further the aims of The Dover Beck as set out in this Constitution.

**10. Amendments to the Constitution**

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

**11. Dissolution**

The Dover Beck may be wound up at any time if agreed by two-thirds of those members present and voting at a General Meeting the sole business of which is to dissolve The Dover Beck. In the event of winding up, any assets remaining after all debts have been paid shall be divided equally between Oxtot Parish Council and Epperstone Parish Council.

**THIS CONSTITUTION WAS AGREED AT THE INAUGURAL GENERAL MEETING  
OF THE DOVER BECK  
HELD ON:-**

(date) 22<sup>ND</sup> MAY.....2020

Signed by:

