

# Constitution of [www.adderbury.org](http://www.adderbury.org) 2017

## The Committee for Managing the Village Website for Adderbury, Oxfordshire

### 1. Name

The organisation shall be called adderbury.org and the website likewise. The domain name shall be held by adderbury.org.

### 2. Aims and Objectives

1. The objectives of the organisation shall be to produce and manage the website for the village of Adderbury.
2. The website to be sources of information for both those who live in the village and those in the wider community.
3. The website to be a forum for the exchange of information and opinions about topics of interest in village life and especially those of significance to maintaining a vibrant and active community.

### 3. Contributors and Advertisers

1. Contributors shall accept the absolute discretion of the committee regarding site content and postings. The committee shall have no obligation to explain the reason or reasons as to why a posting or comment has not been published.
2. We reserve the right to fail comments which:
  - risk breaching copyright law
  - contain potentially defamatory and libellous statements
  - are abusive, disruptive or offensive
  - refer to personal disputes and disagreements
  - contain spam or unsuitable links.
3. The committee accept no responsibility for the consequences of posting or not posting a contribution or comment.
4. Contributors shall be responsible for the accuracy and appropriateness of their submissions.
5. By making a submission contributors are deemed to have accepted these conditions.

### 4 The Committee

1. The committee shall consist of a chairman, a treasurer, a webmaster and no less than one other member. Not less than two members of the committee shall be appointed to edit the site and keep the information up to date.
2. Those wishing to be members of the committee are welcome to make this known to the website team. Such applications will be favourably considered if the skills and

expertise being offered will strengthen the team and the individual supports the aims and objectives of the website.

3. Membership of the committee shall be by invitation from those who are at the time members. Names of all members of the committee shall be posted on the website.
4. The committee shall be entitled to appoint those who in the absolute discretion of the committee will enable the committee to best fulfil its objectives.
5. The committee shall be responsible for establishing editorial policy, collecting of relevant information for publication and the day-to-day running of the website.
6. The committee shall have absolute discretion regarding decisions about content of the site. This authority can be delegated to one or more members of the committee, but not otherwise.
7. Those appointed as editors shall determine between them their methods and procedures for working in accordance with this constitution.

## **5. Duties of Committee Members**

1. The committee may allocate to members such duties as it sees fit.
2. Committee members are at all times to place the integrity of the website above their own interests.
3. Committee members are to use their best endeavours to work as a team and to communicate effectively with each other.

## **6. Finance**

1. The committee shall maintain a bank account in the name of adderbury.org; withdrawals from which shall require the signature of two members of the committee.
2. The finances of the committee shall be conducted in accordance with the law and good practice.
3. The committee shall have power to charge for sponsorship or postings on the website and otherwise such amounts as are reasonable in order to fund the reasonable costs of maintaining the site.
4. Such charges shall not become due for payment unless and until they have been agreed. Failure to agree and/or make payment shall result in any posting being removed.
5. The committee's accounts shall be available for inspection at all times by such persons and bodies that shall have a reasonable cause for wishing to do so.
6. The treasurer shall also prepare an up-to-date statement of receipts and payments for inspection at any general meeting and be accountable for this.

7. As and when the annual turnover of the website shall exceed £5,000 in any year, the committee shall arrange for the accounts to be examined for that year by an appropriately qualified Independent Examiner whose report shall be posted on the website within 28 days of it being received.

## **7. Meetings**

1. The committee shall meet not less than once a year. Otherwise the business of the committee shall be conducted by email and personal contact.
2. Should not less than three residents so request, the committee shall invite all villagers to a public meeting, by a notice posted on the website not less than 14 days prior to the meeting, not less than once a year; such notice shall include an agenda for the council meeting.
3. The purpose of such meetings shall be for the committee to report on its activities and exchange views with villagers about the conduct of the website including ideas for its development.

## **8. Amendments**

The constitution may be amended at any time by the committee; such amendments shall be published on the website and tabled at the next public meeting following the meeting.

## **9. Dissolution**

In the event that the committee fails to meet as required or to maintain the website for a period of six consecutive months, notice of such a situation having arisen shall be published in 'Contact'. If following this process the committee has not been reconstituted the treasurer shall have authority, after discharging any debts or liabilities, to pass any remaining funds to Katharine House Hospice. The committee shall then be automatically dissolved.

## **10. Publication.**

The constitution shall be published on the website.