

SPEKE UP CONSTITUTION

1. The name of the organisation shall be “Speke Up”.
2. The aims of Speke Up are:
 - to produce a monthly magazine serving the people of the parishes of Upton Pyne & Cowley and Brampford Speke (the parishes), providing them with matters of interest and information on activities in the parishes;
 - to help show the parishes to the outside world;
 - to promote local businesses through paid advertising;
 - to raise funds by reader subscriptions;
 - to be non-profit-making, with proceeds surplus to the requirements of Speke Up to be used to support local organisations for the benefit of residents of the parishes.
3. All residents of the two parishes, aged 18 or over, may attend and vote in the Annual General Meeting and any Special General Meetings. There is no membership fee.
4. The business of Speke Up will be carried out under the direction of the Speke Up Committee, elected at the Annual General Meeting. It will be for the Committee to take decisions about the running of Speke Up.
5. The Speke Up Committee shall comprise:
 - a) Chairman who will chair any meetings
 - b) Vice-Chairman who will act as deputy to the Chairman
 - c) Secretary who will maintain a record of any meetings, distribute papers and liaise with committee members and other parties
 - d) Treasurer who will be responsible for finances, including maintaining accounts
 - e) Editor who will be responsible for publication of the monthly magazine
 - f) Advertising manager who will raise and manage advertising revenue and copy
6. Those acting as committee members should do so in a capacity independent of their parent organisation. They should, preferably, be residents of the parishes, although non-residents may be considered eligible provided that they support the aims of Speke Up. Should an officer resign their position, the Chairman (or Vice-Chairman if appropriate) shall arrange for that position to be filled – if they deem it necessary to do so – through co-option until an Annual General Meeting or Special General Meeting is held.
7. The Chairman and Editor shall appoint members of a production and distribution team, such as assistant editors, printers and compilers, and lead distributors in Brampford Speke, Cowley and Upton Pyne, as they see necessary in order to maintain a viable production and distribution team.
8. There shall be an editorial sub-committee, comprising the Chairman, Vice-Chairman and Editor, who will jointly be responsible for considering any complaints and taking decisions on issues over content of the magazine.
9. If there are funds surplus to reserves, a call for applications from local organisations and good causes that benefit the residents of the Parishes will be issued in Speke Up.

10. A Funding Sub-committee, comprising the Chairman, Vice-Chairman, Treasurer and Editor, will be responsible for evaluating applications and making any awards for the use of Speke Up funds. At least three of the Funding Sub-Committee must be present for an evaluation to be made. The criteria for making any awards should be set at the Annual General Meeting.

11. An Annual General Meeting (AGM) shall be held each year, normally in February or March. The date of the AGM shall be published in Speke Up at least two months before the date of the meeting.

12. The AGM will:

- Hear reports from the Chairman, Treasurer and Editor of activity over the past year, including a statement of the accounts;
- Elect officers to the Speke Up Committee, to be elected by residents attending the AGM and existing committee members;
- Set criteria for the disbursement of any funds, including any ceiling on awards;
- Consider any proposals put forward before the meeting (to the Secretary) or at the meeting. Such proposals shall be voted on if the Chairman considers it necessary to determine a majority view. Decisions will be taken forward by the Speke Up Committee.

13. A Special General Meeting may be called at the request of the majority of the Committee or through at least 8 residents making a written request to the Secretary. Such meetings will take place within a month of the request and will be advertised in Speke Up (if that is possible) and on public notice boards in the parishes.

14. An account will be maintained of the finances of Speke Up and presented to the AGM by the Treasurer, having been independently reviewed by a competent person beforehand. Any expenditure must be authorised by at least two unrelated Committee members, one of whom should normally be the Treasurer.

15. Amendments to the Constitution may only be made at an AGM or Special General Meeting, on a simple majority vote of those present who are eligible to vote.

16. Should Speke Up be dissolved, any funds shall be disbursed to parish organisations in a way to be agreed by the Committee.

Reviewed September 2024