

The constitution of the Village Hall entitles Community Groups operating in Clapham-cum-Newby to participate in its governance by having representatives on the Committee. The nominees enjoy equal rights and responsibilities to the elected and co-opted members of the committee, and become trustees of the Hall for their term of office which runs from one Annual General Meeting until the next. A nominee can only represent one Community Group

The list of groups so entitled is listed in a Schedule that forms part of the Constitution and is managed on the Hall's behalf by the Charities Commission. This document details the process for updating the list to reflect any changes within the community as new groups are formed and others disband.

1. If a new community group wishes to have a nominee on the Committee then they should apply, in writing or by email, to the Village Hall Secretary to request inclusion. The request must be made such that it can be discussed by the committee no later than at their last regular meeting prior to the next Annual General Meeting. The request should provide sufficient justification for the group's inclusion on the list to allow the Committee to determine its validity.
2. The Secretary will reply to acknowledge the request, stating the date of the next meeting and inviting them to attend, should they wish, to present their case.
3. In the case of a group which has been disbanded, then they should notify the Village Hall Secretary that they no longer wish to have a representative. In default of this, should the group not provide a nominee for two consecutive years then the Secretary will note that the group no longer wishes to be represented.
4. The Secretary, in consultation with the Village Hall Chair, will table a motion for each group's inclusion or removal to be discussed at that meeting.
5. The Committee will vote on each new group's inclusion or removal and, since it will affect the Constitution, each motion will be considered passed if it obtains a two-thirds majority of the members present.
6. Should any motion to change the list be passed then the Secretary will write to the Charities Commission to seek approval of the change to the schedule and including any appropriate documentation, including the minutes of the meeting that passed the motion that the group(s) be included or removed.
7. The Secretary will write back to any new group advising them of the outcome, and, if it is positive, asking them to offer their nomination and arrange for them to attend the forthcoming AGM.