



Solihull Lodge
Community Association
Community Hub

ByeLaws of Solihull Lodge Community Association
(as authorised by Clause 26 of the Constitution)

Organisation: Solihull Lodge Community Association
Location: Grafton Road, Shirley, Solihull B90 1NJ

Adopted on

Introduction

The following byelaws set out in greater detail how the SLCA CIO operates. These supplement the CIO constitution document, which always has precedence.

ByeLaw 1 - Management Committee

The day-to-day management of the affairs of the CIO shall be delegated to a Management Committee (as authorised in Clause 18 of the CIO Constitution).

The Terms of the Management Committee are:-

- a) All Trustees shall be a member of the Management Committee
- b) There may be other members who are not a Trustee but these must be approved by the trustees.
- c) All Management Committee Members must be members of the CIO.
- d) There shall be a Chair Person, Secretary, Treasurer, Buildings Manager and Safeguarding Officer.
Other roles may be adopted as appropriate and required to manage the activity of the CIO, any additional roles shall be approved by the Trustees.
Each Trustee should take up a designated role and not hold more than two roles.
- e) All decisions of the Management Committee must be approved by a vote of the Trustee members before enacted.
- f) The term of office for a non Trustee member of the Management Committee shall be for one year and they shall be eligible for re-election.
Nominations for members of the Management Committee will be sent to the Secretary 14 days prior to the date of Notice of the AGM and shall have a proposer and seconder.
- g) If the post of any non Trustee member of the Management Committee should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy by co-option
- h) The Management Committee will be responsible for adopting new codes of practice, changes to the Bye Laws and rules that affect the activity of the CIO but not so that any of these shall be in conflict with the Constitution and all shall be subject to validation by a vote of the members at a General Meeting.
- i) The Management Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.

j) The Management Committee meetings will be convened by the Secretary and be held no less than 6 times per year.

k) The procedure and quorum required for business to be agreed at the Management Committee meetings will be the same as Clause 19 (3) of the Constitution with regard to Trustees votes (refer to clause e) above).

ByeLaw 2 - Membership

a) The CIO document refers to trustees, members and (optional) associate members. To avoid confusion, we will refer to members as **CIO Members**, these are people who have voting rights at general meetings.

b) Regular Hirers.

We recognise that regular hirers are key stakeholders and therefore will be invited to become CIO members should they wish to.

(When referring to a regular hirer, this is determined as a hirer who has been a customer for a minimum of a year, with a minimum of 36 individual bookings per year).

c) The SLCA CIO membership shall consist of the following categories:

- Trustees
- Management Committee members.
- Regular Hirers (as defined above).
- Ordinary Members (People who are interested in furthering the purposes of the CIO as defined in the CIO Clause 9).
- Associate members (without voting rights).

d) All CIO members will be subject to the regulations of the Constitution, the bye laws, the regulations of SLCA and by joining the CIO will be deemed to accept these regulations and the codes of practice that the CIO has adopted.

A CIO MEMBER HAS A DUTY TO:

- Take reasonable care of their own health, safety and welfare and that of others who may be affected by what you do or not do.
- Co-operate on health, safety and welfare issues.
- Correctly use all equipment provided by SLCA.
- Not interfere with or misuse anything provided for your health, safety or welfare.
- Comply with the Safeguarding Policy

ByeLaw 3 - CIO Finances

a) The Treasurer will be responsible for the management of finances of the CIO but subject to the approval of the Management Committee.

The Management Committee or any Officer of the CIO may not incur, take on or in any manner commit the CIO to borrowing, financial support or an undertaking outside the normal business of the CIO without the approval of the members at a General Meeting

b) The financial year of the CIO will run from 1 August and end on 31 July

b) All CIO monies will be banked in an account held in the name of the CIO. All bank or other deposit accounts of the CIO may only be created or terminated when authorised by all the Trustees of the CIO

c) An audited statement of annual accounts will be presented by the Treasurer at the annual General Meeting.