

Southport Learning Town (SLT)

CONSTITUTION

1. Name

The name of the group shall be **Southport Learning Town**.

2. Aim

Southport Learning Town is a collaboration between established learning organisations to enhance learning opportunities for people of all ages and for communities in Southport and the surrounding area.

The aim is to progress the development of Southport as a vibrant Learning Town – a beacon of lifelong learning, sustainability and social inclusion. Rooted in the values of quality, equity and innovation, the Southport learning Town will empower individuals, families and communities to thrive in an ever-changing world.

This will be achieved through cooperation between providers of education and learning to share existing programmes of activity and develop new opportunities to enable all members of the community to learn and enhance community cohesion.

3. Objectives

The objectives are to:

1. Ensure accessible, inclusive and enjoyable lifelong learning for all.
2. Become a model of how education and learning can drive sustainability.
3. Embrace digital transformation by promoting entrepreneurial and digital skills.
4. Foster personal well-being and social cohesion through learning opportunities that promote tolerance and respect for the views and opinions of others.
5. Integrate the town's unique local heritage into its learning programmes.
6. Engage in dynamic partnerships of learning providers, businesses and others.

4. Membership

Membership of Southport Learning Town shall be open to any organisation that supports the aims and objectives of the group.

All members are expected to support and promote the work of the Southport Learning Town collaboration through their own organisations.

Each Foundational and Full Member organisation may nominate someone to serve on the management committee (subject to election – see section 5). A deputy is acceptable.

There are four membership categories:

4.1. Foundational members comprise the organisations that initiated this collaboration and which have signed the Memorandum of Understanding before 1st March 2025. Foundational members form the first Management Committee and elect officers to guide the development of the collaboration from its first year. Foundational members will provide the initial resources for the collaboration either financially and/or through benefits in kind (volunteer time). Full members will have full voting rights at General Meetings.

4.2. Full members comprise the organisations that joined the collaboration and signed the Memorandum of Understanding after 1st March 2025. Full members will have full voting rights at General Meetings and are expected to contribute substantially to the work of the collaboration either financially and/or through benefits in kind (volunteer time).

4.3. Individual members may join the collaboration at the invitation of the Management Committee. These individuals are likely to have particular knowledge, skills and experience needed by the collaboration. Individual members are entitled to attend General Meetings but are not entitled to vote.

4.4. Affiliate membership is available to organisations which would like to explore the benefits of collaboration e.g. through the use of the Learning Town logo and having contact information on the Learning Town website, but which are not able to contribute substantially to the collaboration. Affiliate members are entitled to attend General Meetings but are not entitled to vote.

5. Officers and Committee Membership

The collaboration will be managed by a Management Committee of not less than 4 and no more than 12 members. The Management Committee may co-opt up to 3 individual members who will attend in a non-voting capacity.

The Management Committee shall be elected initially by the Foundational Members and then annually by Foundational and Full Members at the Annual General Meeting. All Management Committee members will step down each year but will be eligible for re-appointment.

At the first meeting following their election, the Management Committee shall elect from their numbers the following officers:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

6. Powers of the Management Committee

To further the objectives of Southport Learning Town, the Management Committee may exercise the following powers:

- to raise funds, invite and receive contributions, donations and otherwise, providing that the group shall not undertake any permanent trading activities.
- to co-operate with other charities, voluntary bodies and statutory authorities operating in the furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them.
- to set up a bank account and bank account in the name of Southport Learning Town.
- to ensure that appropriate insurance is secured to cover the work of the collaboration
- to hold regular and constructive meetings
- to bring together representatives from voluntary organisations, government departments, statutory and individuals.
- to undertake any other lawful activity to further the group's aim.

The officers have delegated responsibility to conduct the business of the collaboration between meetings of the Management Committee and report to the next meeting of the committee.

7. Retirement and Removal of Management Committee Members

Members of the Management Committee shall cease to be members if:

7.1. A member organisation has submitted their resignation in writing to the Management Committee.

7.2. A nominee (or deputy) of a member organisation to the Management Committee has not attended for 3 consecutive meeting without submitted apologies.

7.3. If the actions of a nominee of a member organisation or the actions of the member organisation are considered to contravene the code of conduct as agreed by the Management Committee and following an investigation regarding the alleged breach. Any such investigation shall be conducted within the complaints procedures as agreed by the Management Committee.

8. Meetings

8.1. The Management Committee shall hold at least four ordinary meetings each year. A special meeting may be called at any time by the Chairperson or by any two members of the Management Committee provided that not less than 4 days' notice is given to the other members of the Management Committee of the matters to be discussed. If the matters include an appointment of a co-opted member, then not less than 21 days' notice must be given.

8.2. The Chairperson shall act as Chairperson at meetings of the Management Committee. If the Chairperson is absent from any meeting, the members of the committee present shall choose one of their number to chair the meeting before any other business is transacted.

8.3. There shall be a quorum when at least 4 members (nominees of member organisations) of the Management Committee are present at a meeting.

8.4. Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question but in the case of equality of votes, the chair of the meeting shall have a second or casting vote.

8.5. The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.

8.6. The Management Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution without agreement at a General Meeting.

8.7. The Management Committee may appoint one or more sub-committees or working groups, consisting of members of the Management Committee and any other co-opted help, for the purpose of making any inquiry or supervising or performing any function or duty; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Management Committee.

9. Remuneration of members of the committee

Nominees of member organisation may not personally benefit unless:

- i. Such nominee does not take part in any discussion or decision relating to such remuneration and
- ii. Other members are satisfied that the level of remuneration is reasonable and proper having regard to the services rendered by the nominee.
- iii. Expenses incurred by members of the Management Committee in carrying out their work on behalf of Southport Learning Town may be paid in line with the guidance adopted by the Management Committee.

10. Finance

- Any money received shall be used to further the aims of the Southport Learning Town collaboration and for no other purpose.
- All monies will be banked in an account held in the name of Southport Learning Town
- The Treasurer will be responsible for the finances of Southport Learning Town
- The financial year of Southport Learning Town will end on 31st December each year.
- The accounts will be independently inspected each year.
- Any payments made against Southport Learning Town funds (by cheque or bank transfer) require authorisation by the Treasurer plus one of two other officers.
- The Treasurer will present a statement of annual accounts at the Annual General Meeting.

11. Annual General Meetings

- The Annual General Meeting (AGM) will normally be held in the first quarter of the calendar year.
- The Secretary will give not less than 14 days' notice of the AGM to all members.
- The AGM will receive a report from officers and a statement of inspected accounts.
- Elections of Management Committee members will take place at each AGM.
- All Foundation and Full members have the right to vote at the AGM.

12. Means of communication to be used

Any notice received or given by Southport Learning Town will, by default, be by email. Members take responsibility for ensuring that their details are correctly recorded by the Management Committee. Exceptionally, notices may be set in writing or in a form agreed and minuted at a previous meeting

13. Dissolution

13.1. A resolution to dissolve Southport Learning Town collaboration can only be passed at an AGM or Extraordinary General Meeting (EGM) through a majority vote of the membership.

13.2. In the event of dissolution, any remaining assets of Southport Learning Town that remain shall be given to another voluntary or community group with similar aims and objectives. Neither member organisations nor individuals shall benefit from these assets.

14. Amendments to the Constitution

The Constitution may only be changed by agreement by a majority vote at an AGM or EGM.

15. Declaration

Southport Learning Town collaboration hereby adopts and accepts this constitution as a current operating guide and regulation of the actions of members.

The constitution was adopted on: _____

Signed By:	Print Name	Signature
Chairperson		