

Dylan Rich Legacy Fund Committee

Constitution

Version 1.0 - for committee approval

1. Title and constitution

1.1 The committee was established at its inception meeting on 9th January 2022 and shall be known as: The Dylan Rich Legacy Fund Committee and hereafter in this document as 'the committee'.

2. Membership

2.1 Founding members of the committee are:

Anna Rich*
Michael Rich*
Carole Fry
Chris Fry
Anita Jones
Craig Jones
Clare Low
Simon Low

*permanent member

2.2 With the exception of the permanent members, the committee membership will be reviewed on an annual basis at the Annual General Meeting. Each committee member will serve for a term of a year at a time, with membership rolling on for a further year following each Annual General Meeting unless the member has given notice that they wish to stand down. There is no maximum for the time that a member can serve on the committee.

2.3 Committee membership will be maintained between 6 and 10 members.

3. Chair

3.1 A Chair of the committee will be appointed on an annual basis by election at the Annual General Meeting.

4. Secretary and Treasurer

4.1 A Secretary and Treasurer of the committee will be appointed on an annual basis by election at the Annual General Meeting.

5. Meetings

5.1 The committee will meet as frequently as it considers necessary to fulfil its purpose, with a minimum of two meetings a year. One of the two minimum meetings per year will be the Annual General Meeting of the committee.

5.2 The agenda for the Annual General Meeting will include a review of committee membership and election of a chair, secretary and treasurer. It will also include approval of the accounts for the legacy fund.

5.3 Meetings of the committee will be deemed quorate with 4 members present, one of which should be a permanent member.

5.4 Meetings of the committee can be held in person, on-line or through a mix of the two.

5.5 An agenda and papers for each meeting will be sent to committee members a week prior to each meeting. Committee meetings will be noted, with notes circulated to members for approval within two weeks following each meeting.

6. Purpose

6.1 The purpose of the committee is to oversee the use of the Dylan Rich Legacy Fund. The fund was established in 2021 in memory of Dylan Rich who died in September 2021. The fund will fulfil two aims:

- (a) to improve access to sport and physical activity for young people in the Nottinghamshire area, particularly where there are barriers to participation.
- (b) to support nature conservancy and sustainable employment for local people in Kenya.

6.2 The committee will set direction as to how the legacy fund is to be used in line with the aims stated at 6.1. The committee may also review and amend the aims for the use of the fund. Any changes to the aims at 6.1 should be made through a motion at the Annual General Meeting.

6.3 If changes are made to the aims of the fund in line with 6.2, the committee is required to act in accordance with the intended purpose (including the wording of fundraising appeals and promotional material) of any funds raised prior to the change.

6.4 Within the aims for the use of the fund, the committee will consider and approve regular and one-off donations to organisations, projects and individuals. It will make recommendations for future donations and may develop funding strategies to help steer the use of the fund.

6.5 The committee will also advise on fundraising, communications and any other activities that may enhance the level of contributions to the fund and its effective use.

7. Fund Management

7.1 Day to day management of the legacy fund will be undertaken by the Treasurer. He or she will deal with queries regarding the fund and maintain the fund accounts. The annual accounts will be presented to the Annual General Meeting for consideration and approval by the committee.

7.2 Payments from the legacy fund can be made by either of the 2 approved signatories. These signatories will be the Treasurer plus one of the permanent members. One-off payments from the legacy fund of no more than £100 can be made directly by either signatory. One-off payments of up to £500 can be made with approval by both signatories. For regular payments and one-off payments over £500, approval at a formal committee meeting will be required before a signatory can make the payment.

8. Accountability

8.1 In order to maintain accountability for the committee's activities and use of the legacy fund, the committee will each prepare a short annual report to be published on-line. The report should include (for the year in question) the main activities undertaken, the projects, organisations and individuals the fund has supported and a summary of the accounts.

8.2 Every three years the committee will appoint an external qualified professional (e.g. auditor or accountant) to undertake a review of the accounts. The opinion will be reported at the next Annual General Meeting and included in the next public annual report. The cost of the review will be met by the permanent committee members.

9. Decision making

9.1 Routine committee decisions will be made by consensus where possible. Key decisions will be those that are set out in the constitution, in which case they will require a 2/3 majority of all committee members and both permanent members to be in favour.

9.2 Committee members may move a motion to establish additional decision making mechanisms for specific matters. Any such motion will require approval as a key decision in line with 9.1.

10. Conflicts of interest and remuneration

10.1 No committee members will be paid for their committee work. All committee members will be expected to meet their own expenses and no claims for expenses will be permitted to be made against the legacy fund.

10.2 Should any potential conflict of interest arise, committee members should record this in writing and send to the committee secretary at the earliest opportunity. A record of conflicts of interest will be maintained and these will be noted at any meetings at which that conflict is relevant to the meeting agenda.

11. Review of Constitution

11.1 The constitution for the committee will be reviewed every two years at a minimum. Should any committee member wish to request a formal review at an earlier date, they may do so with the constitution then being reviewed at the next scheduled committee meeting.

11.2 This version of the constitution is version 1.0 and was approved at the meeting of the committee on 9th January 2022. The next review is due no later than January 2024.