

Constitution of Jevington and Filching Community Association

1. Name

The name of the group shall be the **Jevington and Filching Community Association**

2. Aims

The aims of the Jevington and Filching Community Association will be:

- To promote a vibrant and active community;
- To provide mutual support and cooperation among our members;
- To address issues affecting the community and seek solutions;
- To act as a forum for discussion.

3. Membership

Membership is by subscription and is open to anyone who:

- Lives or owns property or land in the Parish of Jevington or Filching and is aged 18 and over as Full Members.
- Supports the aims of Jevington and Filching Community Association as Associate Members.

The Rate of annual subscription will be agreed at the Annual General Meeting (AGM) and will be payable by all members. Membership will begin as soon as the first annual payment subscription has been received. A list of all members will be kept by the Treasurer/Secretary. Subscriptions fall due at 1st April each year or on applying to join the Association and should be paid within 30 days.

Voting Rights

Full Members have the right to vote at meetings. Associate Members have the right to address meetings but not vote.

Ceasing to be a member

Members may resign at any time in writing to the Secretary/Treasurer.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking any rules may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Jevington and Filching Community Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and Committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary to deal with matters arising from Association Meetings.

The Committee will consist of the 3 officers, the Chair, Secretary and Treasurer. Up to 2 additional members may be co-opted at the discretion of the Committee. The Committee has the power to establish Sub-Committees.

- The Chair shall chair Meetings.
- The Secretary shall be responsible for the taking of minutes and the distribution of all papers.
- The Treasurer shall be responsible for maintaining accounts and records of members.

In the event of a member of the Committee standing down during the year a replacement will be elected by the next Meeting of members.

6. Meetings

Meetings are open to all members and will be held at least once every 3 months or more often if necessary. All members will be given two weeks' notice of a Meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for a Meeting shall be 10% of the membership or 7 full members, whichever is the greater number. Non members are welcome to attend, but not address, the Meeting.

A member of the Parish Council, representatives of of the Church and Recreation Ground/Cricket Club will be invited to attend Meetings.

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held once a year and within fifteen months of the previous AGM.

All members will be notified in writing at least 2 weeks before the date of the Meeting, giving the venue, date and time.

Nominations, with the support of a seconder, for candidates for a post of officer should be made to the Secretary before the Meeting, or at the Meeting.

The quorum for the AGM will be 10% of the membership or 7 full members, whichever is the greater number.

At the AGM:

- The officers for the next year will be elected;
- The Committee will present a report of the work of the Association over the year;
- The Committee will present the accounts of the Association for the previous year;
- Any proposals given to the Secretary at least 7 days in advance of the Meeting will be discussed.

6.2 Special General Meetings

The Chair or Secretary will call a Special General Meeting at the request of the majority of the Committee or at least 5 other full members giving a written request to the Chair or Secretary stating the reason for their request. The Meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a Meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 7 full members, whichever is the greater number.

7. Rules of Procedure for Meetings

All questions that arise at any Meeting will be discussed openly and the Meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of full members present. If the number of votes cast on each side is equal, the Chair of the Meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the Committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household. Either signatory may give instructions to the bank.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Meeting.

All money raised by or on behalf of Jevington and Filching Community Association is only to be used to further the aims of the group, as specified in Section 2 of this Constitution.

9. Amendments to the Constitution

Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of Meeting.

Any proposal to amend the Constitution will require a two thirds majority of full members present.

10. Dissolution

If a Meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this Meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the Meeting which agrees the dissolution.