

# NORTH STIFFORD VILLAGE COMMUNITY GROUP CONSTITUTION

## 1) Title

- 1.1 The name of the association shall be known as the North Stifford Village Community Group, hereafter known as 'the Group'. The group shall be non-political and non-sectarian.

## 2) Aims and Objectives

- 2.1 The North Stifford Village Community group operates an Equal Opportunity Policy.
- 2.2 To recognise the diversity of the North Stifford community and ensure that the community feels valued and involved. We will provide a platform for local residents and community groups to raise their concerns and encourage them to work together to address matters that affect North Stifford by:
- 2.2.1 Improving the environment and amenities for North Stifford residents and promoting the provision of adequate facilities to meet the community's needs and thereby raising their quality of life, strengthening local networks and developing constructive and effective partnerships between local people/groups and partner/statutory agencies.
- 2.2.2 Raising funds, inviting and receiving contributions from any persons or organisations by way of grant or donation for the mutual benefit of the North Stifford village and providing a link to the Chafford 100 Community Forum ensuring that North Stifford achieves funding for local initiatives.

## 3) Membership and Voting

- 3.1 Membership in any of the following categories:
- 3.1.1 is subject to a membership form being completed and provided to the secretary and,  
3.1.2 enables a member to vote at any public meeting the group holds.
- 3.2 **Full membership** is open to all residents who live within North Stifford and agree with the aims of the group. Full membership automatically lapses when a resident ceases to reside in North Stifford.
- 3.3 **Associate Membership** is open to those people who work or have an interest within North Stifford and agree with the aims of the group. Associate membership must be applied for and agreed at a Public meeting and will be reviewed annually by the Committee.
- 3.4 Any local group may apply for Associate Membership, appointing one representative on its behalf. A deputy for that representative may be appointed where necessary.
- 3.5 Members shall at all times conduct themselves in a manner acceptable to the Committee when attending meetings or any functions in connection with the group. Failure to meet the required standard may result in exclusion from the group.
- 3.6 **Quorum**
- 3.6.1 With the exception of changes to this constitution (see clause 6 below), all decisions are to be made on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a casting vote. At all meetings there must be a Quorum consisting of:
- 3.6.2 Committee meetings, a quorum must consist of at least 2 Officers and 3 members.
- 3.6.3 Public meetings, a quorum must consist of at least 1 quarter of the members, which shall include at least 2 Officers.

## 4) Committee

- 4.1 The affairs of the Group shall be directed by a Committee, comprising of 4 officers (Chairperson, Vice Chair, Secretary and Treasurer) and a minimum of three and maximum of eight other members elected from, and by, the members of the Group at the Annual General Meeting.
- 4.2 All officers are elected for a period of one year, but may be re-elected to the same office or another office for a maximum of 3 years in total. After the fulfilment of 3 years in office a person must spend 1 year as a member before applying to be re-elected to office again.
- 4.3 The Committee may co-opt officers or Committee members at any time in the event of a vacancy on the Committee. Co-opted members shall not be entitled to vote on the Committee until their position is ratified at a Public meeting.

- 4.4 The Committee may appoint sub committees on subjects that support the work of the group.
- 4.5 The Committee must keep accurate accounts of the finances of the Group through the Treasurer. A current financial report will be made available at each meeting. Subject to the request of two or more Committee members, the accounts must be made available on 72 hours notice. The Group shall maintain a current bank account. All cheques must be signed by not less than two out of the authorised officer signatories.
- 4.6 If any Committee member fails to attend more than three consecutive Committee meetings without recorded apologies, or five consecutive meetings, they will be deemed to have resigned by default.

**5 Meetings of the Group**

- 5.1 The Committee shall meet at agreed intervals and not less than four times a year.
- 5.2 The Committee shall hold public meetings at agreed intervals for the purpose of updating the group and to discuss North Stifford issues.
- 5.3 Minutes of all meetings shall be maintained by the secretary and approved by the Committee or public meeting.
- 5.4 A Special Public meeting shall be convened by the Committee if 10 full members submit a written request for such a meeting to the secretary. This request must state the purpose for which the meeting is being called. At least 21 days notice of the meeting shall be given.
- 5.5 The Annual General Meeting (AGM) of the Group shall be held no later than end of October each year. 21 clear days notice shall be given to members by circulating a copy of the notice to every member at their home address and posting the notice on the group notice boards.
- 5.6 The business of the AGM shall be to:
  - 5.6.1 Confirm the minutes of the previous Annual General meeting.
  - 5.6.2 Receive the Independently Examined accounts from the Treasurer.
  - 5.6.3 Receive the Annual report from the Secretary.
  - 5.6.4 Appoint an Independent Examiner.
  - 5.6.5 Elect the officers of the Group and other Committee members.
  - 5.6.6 Transact such other business received in writing by the secretary from members 7 days prior to the meeting and included on the agenda.
  - 5.6.7 Nominations of candidates for the election of officers shall be made in writing to the secretary at least 14 days in advance of the AGM. Nominations can only be made by full members and must be seconded by another full member.

**6) Amendments to Constitution**

- 6.1 Once adopted, the constitution may only be amended at an Annual or Special Public Meeting at which there is a quorum, as defined in clause 3.6.3 above, to which at least of two thirds of those present and eligible to vote is required for ratification.

**7) Dissolution**

- 7.1 If the Committee decide by a majority vote that the Group is to dissolve, a Special Public Meeting shall be called to ratify that decision. A majority of two thirds of those present and eligible to vote will be required to endorse the Committee's decision. Any excess funds or possession held at that time and available for distribution shall be donated to an agreed charity/voluntary organisation with similar objectives of the Group. The decision of how this will be done will be made at the meeting held to dissolve the group.

**Signed as accepted on behalf of the group**

**By..... (Name)                      Position.....**

**Date.....**