



# Constitution

## Graven Hill Residents' Association

### 1. Name of the organisation

The name of the organisation shall be **Graven Hill Residents' Association**.

### 2. Aims

The aims of the group will be:

- To promote community cohesion and inclusion within Graven Hill Village site through seeking to raise awareness of, and actively involve residents in, the Graven Hill Residents' Association.
- To eliminate all forms of discrimination within Graven Hill Village
- To deliver community led events and activities
- To represent the interests of the village residents in dealings with the local authorities and the Graven Hill Village Development Company
- To manage Community Assets for community benefit

### 3. Membership

The Committee Members of the Association will be the Residents elected or appointed from time-to-time as Members of the Committee.

A Resident is an individual either living in a property in the village, or whose family have purchased property in the Village with a view to living there as a main residence.

All Residents aged 16 or over are entitled to be elected or appointed as Committee Members. All Residents aged 16 or over are entitled to attend meetings of the Association, have a reasonable opportunity to be heard by the Committee, and to vote in elections for Members of the Committee.

### 4. Committee

The Committee will consist of up to 10 Members, including a Chair, Secretary and Treasurer. The Chair may not hold their position for more than 3 consecutive years unless by agreement of the Committee.

Committee members will be elected at the Annual General Meeting (AGM) in a secret ballot of Residents.

Additional Members of the Committee may be co-opted until the date of the next AGM at the discretion of the Committee.

The Committee will meet no less than 4 times a year, in addition to the AGM. Committee Meetings may be face-to-face or online, provided there is a reasonable opportunity for Residents to attend, and a written or other record of the meeting is kept.

If a vacancy becomes available on the Committee during the course of the year, the Committee will seek nominations and arrange a ballot of Residents at an Extraordinary General Meeting (EGM).

The Committee will represent the interests of residents and act as a voice for the community as a whole.

The Association will operate a policy of equal opportunities in all respects.

## **5. Roles and Responsibilities**

The Chair will:

- Represent the Committee in meetings with external bodies and individuals, unless another member of the Committee is so authorised by the Committee.
- Manage and progress the activities of the Association.
- Supervise procedural and financial decisions of the other officers.
- Chair the Meetings ensuring that all Members and Residents have a reasonable opportunity to express their views.

The Secretary will:

- Manage elections for members of the Association.
- Document, archive, and distribute records of meetings and decisions of the Committee.
- Prepare meeting agendas in accordance with the guidance of the Chair.
- Make appropriate arrangements to ensure activities of the Association are conducted in accordance with this Constitution.

The Treasurer will:

- The Treasurer will keep the group's financial accounts and records, prepare annual accounts, control expenditure, and be the key point of contact with regards to any financial matters arising.
- The Treasurer will be responsible for setting up and managing the group's bank account and will approve signature of cheques.
- Ensure accounts are submitted to funders and all statutory returns are made as prescribed

At least three members of the committee will be authorised signatories to commit to financial expenditure and to transfer funds of the organisation. Signatories must not be related. All financial commitments and transfers must be authorised by two signatories.

Committee members will act so as to further the aims of the Association under the guidance of the Officers and as agreed at committee meetings. The activities of the Association will be determined by the members of the Committee after giving Residents a reasonable opportunity to be heard. Activities will be determined by agreement of members of the Committee, and, if necessary, by majority vote.

All Committee Members will act in a way that is lawful, promotes transparency and accountability, and that is not discriminatory on the basis of sex, gender, race, religion, age, pregnancy, marital status, disability, religion or belief, sexual orientation, or social status. This includes taking steps to ensure the participation and representation of individuals disadvantaged on any of these grounds in the activities of the Association.

Any Committee member not attending a meeting without an apology for three months will be contacted by the Committee and asked if they wish to continue being a committee member.

## **6. Ceasing to be a Committee member**

Committee members may resign at any time by giving notice in writing to the Secretary.

Any behaviour by a Committee Member that is considered by the Committee to be in breach of the requirements set out in the previous section may have their membership of the Committee terminated by a 2/3rds majority vote of Committee Members present. Before such a decision is taken, the other members of the Committee under the guidance of the Chair and Secretary, will set out a fair procedure to hear and determine the allegations, giving the individual due opportunity to explain their behaviour and an opportunity to be accompanied by a friend. The Committee may determine that a lesser penalty is appropriate, such as an oral or written warning or a suspension from participation in the activities of the Association for a set period.

## **7. Voting Rights**

Decisions are normally reached by general agreement of the committee members present. Each committee member shall cast one vote, the vote shall rest upon a simple majority of those present, save for decisions requiring a larger majority, and will normally be conducted by a show of hands. In the event of a tie, the Chair shall have an additional casting vote. The vote shall be recorded in the minutes.

## **8. Meetings**

### **Annual General Meetings**

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

Notice of the meeting will be publicised to the local community at least ten days before the date of the meeting, giving the venue, date and time. Nominations for the committee may be made to the Secretary at least two clear days before the AGM. Nominees must be nominated and seconded by other Residents.

Any Resident of Graven Hill Village may vote at the AGM.

The quorum for the AGM or an EGM will be 5 committee members.

At the AGM:-

- The committee will present a report of the work that the group have delivered over the last year.

- The committee will present a summary of the audited accounts for the previous year.
- The officers and committee for the next year will be elected.

### **Extraordinary General Meetings**

The Secretary will call an EGM at the request of the majority of the Committee or at least 10 households of Graven Hill Village, giving written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 21 days of the request.

All residents will be given ten days' notice of such a meeting giving the venue, date, time and agenda.

An application to dissolve the Committee at an EGM and call new elections will be carried if passed by a 2/3rds majority of Residents attending the EGM.

Any Resident is entitled to attend meetings of the Association and to be given a reasonable opportunity to be heard and express their views, but are only entitled to participate in discussions and vote if they are also a Committee Member of the Association.

### **9. Rules of procedure for meetings.**

Agendas and minutes will be prepared for each meeting and circulated by the Secretary five working days before the meeting, and will be made available to the wider community.

### **10. Finances**

An account will be maintained on behalf of the group at a bank agreed by the committee.

Funds will only be used to further the aims of the Association, and will be held and spent in a lawful, transparent, responsible, and accountable way. Responsibility to ensure that funds are so held and spent rests with the entire Committee who the Officers of the Association are accountable to.

### **11. Amendments to the Constitution**

Amendments to the constitution may only be made at the AGM or EGM.

Any proposal to amend the Constitution must be given to the Secretary in writing with the justification and proposed text of the amendment. These details must then be circulated with the notice of the meeting.

Any proposal to amend the Constitution requires a 2/3 majority vote of the Committee Members present.

The Constitution will be reviewed with a view to considering whether it is still fit for purpose and whether amendments need to be made at least every three years.

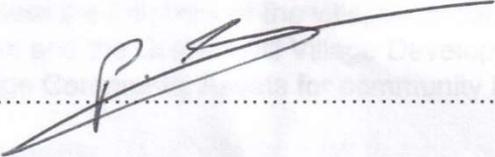
## 12. Dissolution

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

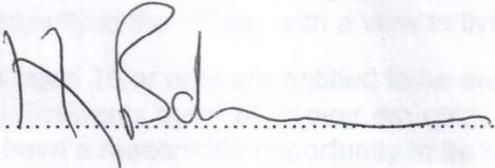
If it is agreed to dissolve the Association, unused funds where the donors can be identified will be returned to those donors. Funds which cannot be so identified will be donated for the use of local community groups and/or charitable organisations whose projects and activities will directly benefit Graven Hill Village Residents.

This constitution was adopted on:- **23<sup>rd</sup> September 2020**

Name and position in group:- **Philip Sore. Chair.**

Signed.....  


Name and position in group:- **Helen Baker. General Committee Member**

Signed.....  


Name and position in group:- **Christine Clynes. Secretary.**

Signed.....  
