

CONSTITUTION

ENGLEFIELD GREEN VILLAGE RESIDENTS' ASSOCIATION

1. NAME

1.1. The name of the Association shall be "Englefield Green Village Residents' Association"

2. AIMS

- 2.1. To promote the interests of the residents of Englefield Green with particular emphasis on the preservation of the existing village character and the protection and enhancement of amenities in the village.
- 2.2. To ensure that residents are adequately informed of relevant matters.
- 2.3. To serve the whole community without political or sectarian bias
- 2.4 Being dedicated to obtaining value for money and improvement of local facilities, services, quality of life and the environment of Englefield Green.
- 2.5 To support such social events and causes as would appear to the committee to be the general wish of members

3. MEMBERSHIP

- 3.1. All residents of the 2 wards of Englefield Green
- 3.2. The Electoral Roll will be used to confirm eligibility for membership
- 3.2 Students attending RHUL (for a period not exceeding 4 years)
- 3.3 The Committee reserves the right to refuse membership
- 3.4 Members Shall at all times should conduct themselves according to the Association's Code of Conduct

4. THE COMMITTEE

- 4.1 The Committee shall be elected individually annually by members and shall not exceed 11. No Committee members shall be eligible for re-election unless they have attended at least half of the meetings held in the previous calendar year, unless otherwise agreed in the General Meeting. Not less than 6 meetings per year will be held including the AGM.
- 4.2 At the AGM members shall appoint from within itself the officers who are the Chair', the Treasurer, the Membership Secretary and such other officers that are deemed necessary and up to 7 members of the Committee.
- 4.3 A quorum at a meeting of the Committee shall be 1 officer and 3 other Committee members.
- 4.4 The Committee shall by unanimous vote be able to appoint a new Committee member in the interim between AGM's to fill a vacant position on the Committee or appoint an existing Committee member to an Officer role. Nominees and their proposers shall both be members of the Association when nominations are submitted.
- 4.5 The Committee shall have the power to co-opt up to 3 additional members as and when necessary by a majority vote of the Committee. Co-opted members may stand for election or continue as co-opted members if voted by the committee.
- 4.6 The Committee shall have the power to elect an Honorary Chair at the AGM who shall be either the incumbent Honorary Chair or a member standing down from the Committee and shall be subject to re-election every year. The role is awarded to a person who has made a special contribution to the support and promotion of the Association and believes in its mission, vision and work. They may attend Committee meetings by invitation but shall not vote thereat but play a largely ceremonial and advisory role.
- 4.7 The business to be transacted at any ordinary Committee meeting shall be in accordance with the agenda which shall be published with 7 days' notice. Unless urgency is claimed and the Chair agrees that urgency exists, no motion shall be considered at this meeting unless notice of it has been received by the Chair at least 5 days before that meeting.
- 4.8 The Chair of any Committee meeting shall take due account of the views expressed by Committee members present and shall decide when any agenda item or any part thereof has received sufficient discussion and when any vote shall be taken. Voting shall be by show of hands and the chair's decision shall be final. Committee resolutions shall be passed by a simple majority of Committee members with the Chair having a casting vote. Co-opted members shall not vote.
- 4.9 The Committee shall make decisions without political or sectarian bias when dealing with the affairs of the Association. To that end, any member who is a councillor, standing for election as a councillor or intending to stand for election as a councillor for a Political Party may not serve on the committee. This does not apply to Independent Councillors, those standing for election as an Independent Councillor or intending to stand for election as an Independent Councillor.
- 4.10 The Committee will have the mandate to appoint sub-committees or groups which will report back to the main committee. Each member of such sub committees or groups shall be a member of the Association.
- 4.11 No alteration to the rules and no proposal creating a precedent or departure from the existing rules shall be made or passed except at an Annual General Meeting or a General meeting called for that purpose.

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5. FINANCE

- 5.1 The financial year shall be the calendar year i.e. from 1st January to 31st December.
- 5.2 Ordinary membership for all those qualifying under section 3 shall be available upon application and payment of the appropriate subscription as may be agreed at the AGM.
- 5.3 The Association funds may be supported by donations and such fund-raising activities as the Committee proposes.
- 5.4 All monies shall be administered by the Treasurer who will pay incoming monies into a bank account in the name of the Association and shall arrange, in consultation with the Committee, for the proper investment of any available balance. The Treasurer shall account to the committee for all monies.
- 5.5 Any payment made needs to be pre-approved by the Treasurer (being the primary signatory on the account) and one other being either the Treasurer of the Fair Team or an Officer, and that evidence of the pre-approval is retained for future reference.
- 5.6 In addition to paying the normal operating expenses of the Association any surplus funds of the Association may be disbursed to good causes in Englefield Green and the immediate surrounding area or as may be agreed by the committee. The amount of the disbursement shall be at the discretion of the Committee and the selection of beneficiaries determined by a panel including two members of the Fair Team and two from the Main Committee.
- 5.7 The accounts report shall be presented at The Annual General meeting by the Treasurer.
- 5.8 In the event of the dissolution of the Association any remaining funds shall be donated to a charity as agreed at the General Meeting.
- 5.9 The accounts shall be audited annually by a responsible person or firm of accountants. The auditor is to be approved by the committee annually. The audited accounts shall be approved by the committee annually.

6. ANNUAL GENERAL MEETING

- 6.1 The committee should set a date for the Annual general Meeting within three months of the end of the financial year. The date, location and time of the meeting and the agenda shall be made known to members no less than twenty-eight days before the date set.
- 6.2 A quorum at an Annual general Meeting shall consist of 1 Officer, 3 other Committee members and 10 members of the Association.
- 6.3 Nominations for the Committee shall be received by the Secretary not less than 7 days before the AGM. Nominees and their proposers, who shall both be members of the Association when the nominations are submitted, shall each sign the nomination paper.
- 6.4 Each member of the Association shall have 1 vote in connection with each motion put before the AGM. A resolution shall require a simple majority. In the event of equal votes, the Chair shall have the casting vote.
- 6.5 The agenda for the Annual General Meeting shall be:
- Notice of the meeting
 - Apologise for absence
 - Minutes of the last meeting
 - Chair's report
 - Treasurer's report including summary of the accounts
 - Membership secretary's report
 - Election of officers and committee members
 - Such business as the committee determines
 - Any other business

7. EXTRAORDINARY GENERAL MEETING

- 7.1 The Committee may call an EGM on 28 days' notice. Notice shall be given as in 6.1.
- 7.2 If at least 15% of the total membership requests an EGM in writing to the Chair stating the business to be considered, the Secretary shall within 28 days call an EGM by giving 28 days' notice.
- 7.3 Every notice of an EGM must include an agenda.
- 7.4 6.2 and 6.4 shall also apply to an EGM.

8. ALTERATION OF CONSTITUTION

- 8.1 Any proposal to alter the Constitution must be approved at an AGM.
- 8.2 Such a proposal shall be accompanied by a copy of the relevant part of the existing Constitution and proposed amendments in the documentation for the AGM.

9. TERMINATION OF MEMBERSHIP

- 9.1 If the actions of any member are, in the opinion of the Committee, injurious to the interests of The Association, the Committee is empowered to suspend that member.
- 9.2 Termination of membership will be automatic for members ceasing to be residents and automatically for students after 4 years.

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10 DISSOLUTION OF THE ASSOCIATION

10.1 The Association may be dissolved only at the AGM or at a special meeting convened for the purpose of dissolution. The motion to dissolve must be carried by two thirds of members voting.

10.2 Before a vote for or against dissolution be taken, the meeting shall determine how the assets of the Association shall be disposed of in the event of the motion to dissolve being carried.

11. Attendance of Elected Officials at Committee Meeting

The Committee, by majority vote, may invite third parties, including Local Councillors, to one or more monthly meetings to provide or receive briefings on matters that the Committee consider as relevant to the business of EGVRA. The third parties thus invited shall have no voting rights and will be excluded from parts of the meeting should the Chair consider that as necessary. For the avoidance of doubt, EGVRA is a non political organisation and any invitation to political appointees will be strictly on the basis of an exchange of information to the benefit of EGVRA business, and the committee shall not invite political appointees for any other reason.