

CONSTITUTION OF THE IVER COMMUNITY ASSOCIATION

1. NAME: The name of the Association shall be the Iver Community Association (hereinafter called "the Association").

2. OBJECTS: The objects of the Association shall be:

a) to promote the benefit of the inhabitants of the Ecclesiastical Parish of IVER (hereinafter called the "area of benefit") without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

b) to establish a Community Centre (hereinafter called "the Village Hall") and to co-operated with the local statutory authorities in the maintenance and management of the Village Hall for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

The Association shall be non-party in politics and non-sectarian in religion. The Association shall have power to affiliate to the National Federation of Community Associations and to other organisations with similar charitable objects.

3. MEMBERSHIP: Membership of the Association shall be of two kinds:

a) Individual members who shall be either Full, Junior or Associate members.

b) Group members who shall be the Constituent Bodies and Sections.

4. INDIVIDUAL MEMBERSHIP: shall be open, irrespective of political party, nationality, religious opinion, race or colour, to:

a) All persons aged eighteen and over living in the area of benefit who shall be called Full members.

b) Individuals under the age of eighteen, whether living within or outside the area of benefit, who may be admitted into Junior membership as and when, and subject to such conditions as the Management Committee may decide. Junior members shall not have the right to vote at general meetings of the Association.

c) Persons not living in the area of benefit who are members of a Constituent Body or Section who shall be called Associate members. Associate members shall not have the right to vote at members' meetings.

5. GROUP MEMBERSHIP:

a) Constituent Bodies shall be such voluntary organisations as operate in the area of benefit and satisfy the Management Committee that they are independently constituted organisations or branches of independently constituted national or other organisations.

b) Sections shall be such groups as may, with the permission of the Management Committee, be formed within the Association among the individual members for the furtherance of a common activity.

Each Constituent Body and Section shall have the right to appoint one representative to attend a meeting immediately prior to the annual General Meeting to elect 5 (five) from among their number to serve on the Management Committee.

One representative from each Constituent Body and Section may vote at General Meetings of the Association. These representatives may or may not live within the area of benefit.

6. TERMINATION OF MEMBERSHIP: The Management Committee shall have the right for good and sufficient reason to terminate the membership of an individual member or of a Constituent Body or Section provided that the individual member or person representing the Body or Section shall have the right to be heard by the Management Committee before a decision is made.

7. SUBSCRIPTIONS: All members and Constituent Bodies shall pay such subscriptions as the Management Committee may from time to time determine.

8. THE MANAGEMENT COMMITTEE: Subject to the limitations set out in Clause 10 hereof, the policy and general management of the affairs of the Association shall be directed by a Management Committee (herein referred to as the "Management Committee") which shall meet not less than three times a year.

The Management Committee shall consist of the following 17 (seventeen) persons:

a) Representatives from the various Councils - County, District and Parish.
(four)

b) Five representatives appointed by the Constituent Bodies and Sections in accordance with Clause 5.
(five)

c) The Honorary Officers of the Association appointed in accordance with Clause 9, together with three more Full members to be elected from among and by the Full members at the Annual General Meeting.
(six)

d) No person under the age of eighteen shall be a member of the Management Committee or of any special or standing committee of the Association, but such persons may be invited to attend such committees as non-voting observers.

In addition the Management Committee may co-opt further members who shall be Full members of the Association provided that the number of co-opted members shall not exceed one-third of the total number of members of the Management Committee as defined above. (Not more than five).

All members of the Management Committee shall retire annually but shall be eligible to be appointed or co-opted again.

The Committee may appoint sub-committees as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

9. OFFICERS: The Annual General Meeting shall elect a President, Treasurer and Secretary. The Management Committee shall, from amongst its members elect its Chairman and such other officers as it may from time to time determine.

All Honorary Officers of the Association and of the Management Committee shall be ex-officio members of all other committees.

10. ANNUAL GENERAL MEETING: Once in each year, in the month of September, the Management Committee shall convene an Annual General Meeting of the Association, which all individual members and representatives of the Constituent Bodies and Sections shall be entitled to attend, for the purpose of receiving the Annual Report of the Management Committee and the annual audited statement of accounts; of appointing Honorary Officers of the Association; of accepting resignations of members of the Management Committee; of electing representatives of Full members to serve on the Management Committee; of appointing an auditor or auditors; of making recommendations to the Management Committee and, whenever necessary, of voting on proposals to amend this Constitution in accordance with Clause 16 hereof.

11. SPECIAL GENERAL MEETING: The Chairman of the Management Committee or the Secretary may at any time at their discretion, and shall within twenty-one days of receiving a written request so to do signed by not less than twenty members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the Constitution in accordance with Clause 16 hereof or of considering any matter which may be referred to them by the Management Committee or for any other purpose.

12. RULES OF PROCEDURE AT ALL MEETINGS:

a) **Voting:** Subject to the provisions of Clause 16, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that he may have been appointed to represent two or more interest but in case of an equality of votes the Chairman shall have a second or casting vote.

b) **Quorum:** At least three or one-third of the members, whichever is the greater, shall form a quorum at meetings of the Management Committee and all other Committees. Twenty members shall form a quorum at General Meetings of the Association.

c) **Minutes:** Minute books shall be kept by the Association, the Management Committee and all other committees, and the appropriate Secretary shall enter a record therein of all proceedings and resolutions.

13. STANDING ORDERS AND RULES FOR THE USE OF THE VILLAGE HALL:

The Management Committee shall have power to adopt and issue Standing Orders and Rules for the use of the Village Hall. Such Standing Orders and Rules shall come into operation immediately, provided always that they shall be subject to review by the Management Committee and shall not be inconsistent with the provisions of this Constitution.

14. FINANCE:

a) all moneys raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purposes, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association or the repayment of reasonable out-of-pocket expenses.

b) The Honorary Treasurer shall keep proper accounts of the finances of the Association.

c) The accounts shall be audited at least once a year by a qualified auditor or auditors who shall be appointed at the Annual General Meeting.

d) An audited statement of accounts for the last financial year ending 30th June shall be submitted by the Management Committee to the Annual General Meeting.

e) An account shall be opened in the name of the Association with the LANGLEY branch of the Midland Bank or with such other financial institution as the Management Committee shall from time to time decide. The Management Committee shall authorise in writing the Treasurer, the Secretary of the Association and two members of the Management Committee to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the four authorised signatories.

15. DISSOLUTION: If the Management committee by a simple majority decides at any time that on the grounds of expense or otherwise it is necessary and advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting no less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be posed in a conspicuous place or places in the area of benefit and given in writing to the Charity Commissioners for England and Wales and the Secretary of the National Federation of Community Associations and advertised in a newspaper circulating in the area of benefit.

If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Management Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants in the area of benefit as the Management Committee may decide and as may be approved by the Charity Commissioners for England and Wales.

16. ALTERATIONS TO THE CONSTITUTION: Any proposal to alter the Constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is to be considered. an alteration will require the approval of a two-thirds majority of individual members and representatives of the Constituent Bodies and Sections of the Association present and voting at a General Meeting.

Written notice of all General and Special meetings must have been given in accordance with normal procedure but not less than 14 days prior to the meeting in question and in the case of any proposed alteration to the Constitution, giving the wording of the alteration.

No alteration to Clause 2, Clause 15 or Clause 16, shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained, and no alteration shall be made to this Constitution which would cause the Association to cease to be a Charity at Law.

This Constitution was adopted as the Constitution of the Iver Community Association at a Public Meeting duly convened at Iver County Combined School on Wednesday 13th June 1979 and was amended at a Special General Meeting held aton1992.

Minutes of the Iver Village Community Association

Extraordinary General Meeting

Held on 23rd June 1993

Present: 20 voting members

Apologies: Mr. D. Jones
Mrs. M. Clarke

1. The Chairman of the Management Committee, Mrs. Frances Mallowan opened the meeting stating that the purpose was to approve amendments to the constitution in order to obtain charitable status for the Community Association.
2. Mrs. Wingrove, President, explained that the transfer of the property to the Community Association had been held up by the 'rights of way' issue of Grangeway.
3. The amendments are as follows, in line with the Charity Commissioner's suggestions:

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Under 18's cannot be responsible for their actions, therefore, they cannot have a right to vote.

The Management Committee will be amended to having no person under 18 as a member of the committee.

Item 10

September is to be changed to October as the official month for the A.G.M. to allow time for the audited accounts to be prepared.

Item 12b

To stay the same but the Quorum of 20 to be reviewed regularly as recommended by the Charity Commission.

4. General questions from the floor followed and were duly answered.
5. Mr. Wingrove proposed adopting the amended contituion and Mr. Gill seconded the motion. All agreed.
6. Mrs. Wingrove proposed a vote of thanks to Mrs. Mallowan for her tenacity in getting to this stage with the matter.

The meetin ended at approx. 9.00 p.m.

Rosalind K. Wingrove

21.10.93