

## CONSTITUTION OF THE HOLYBOURNE VILLAGE ASSOCIATION

### 1 **Name:**

The name of the Association shall be **HOLYBOURNE VILLAGE ASSOCIATION** (hereinafter called "the Association").

### 2 **Objectives:**

The objectives of the Association shall be to provide a regular forum for discussion of all matters of common interests to the residents of the Village and shall be non-party in politics and non-sectarian in religion. It shall have powers to affiliate with other organisations which have similar objectives.

### 3 **Membership:**

Shall be open to:

- a) **Full Members:** All persons aged eighteen or over living in the ecclesiastical parish of Holybourne.
- b) **Junior Members:** All persons under the age of eighteen living in the said parish. Junior Members shall not have the right to vote at Members' Meetings but may elect from amongst themselves two representatives to the Committee, who shall each have the right to vote as if they were Full Members. The manner in which Junior Members elect their representatives shall be determined from time to time.
- c) **Associate Members:** Non-residents of the village can become Associate Members. Associate Members shall not have the right to vote at Members' Meetings.
- d) **Honorary Members:** The Association shall have the power to elect as Honorary Members those who have served the Village in some conspicuous way, whether residents or not.

#### **Termination of Membership:**

The Committee of the Association shall have the right for good and sufficient reason to terminate the membership of a member, provided that the member shall have the right to be heard at a Special General Meeting (hereinafter called "an SGM") before a decision is made.

### 4 **Management:**

- a) **Committee:** Management of the Association shall be deputed to a Committee (hereinafter called "the Committee"). The elected Committee shall be not less than eight and not more than fifteen Full Members. Committee Members shall be elected for a term of three years and one third shall retire at the Annual General Meeting (hereinafter called "the AGM") and shall be eligible for re-election. Additional members may be co-opted by the Committee, until the next AGM.
- b) **Officers:** The Officers of the Association (Chairman, Vice-Chairman, Secretary and Treasurer) shall be elected at the AGM for a term of one year from amongst the Committee Members and shall be eligible for re-election. The Committee shall appoint such other officers as it deems necessary.
- c) **Sub-Committees:** The Committee shall appoint such Sub-Committees as it may consider necessary and shall determine the terms of reference and membership of Sub-Committees. The Chairman of any such Sub-Committee must be a member of the Committee of the HVA and any associated finances shall be controlled through the accounts of the Association. Sub-Committees shall endure for a term at the Committee's discretion but the requirement shall be reviewed at least annually by the Committee.
- d) **Ex-Officio:** Councillors elected to represent Holybourne on Alton Town Council and East Hampshire District Council will become Ex-Officio Members of the Committee but shall not have the right to vote at Meetings (except at Members' Meetings, if they fulfil the criteria as Full Members; see 3.a).

### 5 **Annual General Meeting:**

Once in each year, in early October, the Committee shall convene an AGM of the Association, which all members shall be entitled to attend, for the purpose of receiving:

- a) The Annual Audited Statement of Accounts for the year ending August 31<sup>st</sup>.
- b) The Annual Report of the Committee
- c) Appointing Honorary Officers of the Association, accepting resignations from members of the Committee, electing members to serve on the Committee. The Secretary, Treasurer and Vice-chairman shall be chosen by the committee at their first meeting after the AGM.

- d) Appointing an Auditor(s) and,
- e) Of making recommendations to the Committee and, whenever necessary, of voting on proposals to amend the constitution in accordance with Clause 9 thereof. Notices and Agenda should be posted and members notified twenty-one days beforehand.

**6 Special General Meetings:**

The Chairman or Secretary of the Committee must call an SGM of the Association, after consultation with the Committee, within twenty-eight days of receipt, for the purpose of considering any matter which may be referred to them

- (a) by the Committee or
- (b) by a written request to do so, signed by not less than twenty members having the right to vote

Giving reasons for the request. Notices and Agenda should be posted and members notified twenty-one days beforehand.

**7 Rules of Procedure:**

- a) Fifty percent adult members of the Committee (but not less than six members) shall form a quorum at any meeting of the Committee. If a sufficient number of members to form a quorum are not present, the meeting shall stand adjourned and the Chairman shall, as he or she thinks fit, cause for a meeting of the Committee to be summoned as soon as conveniently possible.
- b) Minute books shall be kept by the Association, the Committee, and all sub-Committees, and the appropriate Secretary shall therein enter a record of all proceedings and resolutions. Notice of seven days should be given of a Committee Meeting, preferably with an Agenda.

**8 Finance:**

- a) The Committee of the Association shall have the fullest powers to act on the behalf of the Association and otherwise expend and raise the funds of the Association in such manners as they shall from time to time deem necessary for the purpose of furthering the objectives and activities of the Association.
- b) The Association shall maintain an Account at a Post Office or at such Bank(s) as the Committee shall be determined from time to time. Withdrawals shall only be paid on the signature of any two of the Officers of the Association.

**9 Alteration of Existing Rules and Making New Rules:**

No new rule, or alteration of an old rule, shall be made except at an AGM or SGM. The same shall not be sanctioned unless by a majority of at least two-thirds of the Members present and voting, neither shall the same be sanctioned unless the proposed alteration of an existing rule nor introduction of a new rule shall have been publicised to all Members at least twenty-one days prior to the day of the Meeting.

**10 Dissolution:**

The Association may be dissolved by the consent of three-fourths of the Members present at an AGM or an SGM, testifying by their signatures to some instrument of the dissolution. Any Association funds remaining at such time shall be passed to a successor association with similar objectives or charitable organisation, nominated and agreed at the AGM or SGM.

**11 Circulation of Rules:**

The Rules of the Association shall be reproduced and a copy of them available to every member.

This Constitution was adopted as the Constitution of the Holybourne Village Association at a Public Meeting duly convened at Holybourne Village Hall, Church Lane, on May 17<sup>th</sup> 1974, and amended and updated at an AGM of the Association duly convened at Holybourne Village Hall, Church Lane, on May 16<sup>th</sup> 1997. Further amendments were effected at the AGMs of May 1999 and October 2000.