

# TROUTBECK VILLAGE ASSOCIATION

## CONSTITUTION

### **NAME**

The Association shall be called the Troutbeck Village Association.

### **STATUS**

The Association shall be non-political and non-sectarian.

### **AIMS**

The aims of the Association are:

- to collect and represent its members' views regarding the character, amenities and environment of Troutbeck village;
- to work in cooperation with existing village and public bodies to provide or enhance local amenities and to improve, preserve and protect the village environment, initially by implementing the actions identified in the Troutbeck Ward Plan;
- to communicate to members regularly on matters of local importance, for example through the Parish magazine and open meetings;
- to promote a strong sense of village identity and community spirit.

### **MEMBERSHIP**

Membership of the Association is open to permanent residents of the Troutbeck Parish or the Troutbeck valley. At the discretion of the Committee, the membership may be extended to other persons with an interest or involvement in the community affairs of Troutbeck village.

The Association is committed to ensuring that all members are treated equally regardless of age, gender, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

### **MANAGEMENT**

The management of the Association shall be vested in a Committee comprising not less than eight members and not more than fifteen members. The Troutbeck Institute Committee, the Institute Social Committee, the Women's Institute and the Parochial Church Council shall each appoint and maintain one member on the Troutbeck Village Association Committee. All other members will serve for a term of two years and shall be eligible for re-election.

The Officers' posts of Chairperson, Vice Chairperson, Treasurer, and Secretary shall be elected at the Annual General Meeting (AGM), or at the first Committee meeting following the AGM.

Vacancies on the Committee may be filled by co-option by the Committee, and the members so co-opted can offer themselves for election at the next AGM.

The Committee shall have collective responsibility for the overall direction and supervision of the Association's affairs and be empowered to undertake fundraising and to authorise expenditure of the Association's funds for expenses solely related to the Association's aims

Committee members will be given at least 21 days notice of Committee meetings and shall meet at least three times a year. Six Committee members, of whom two must be Officers, shall form a quorum.

## **MEETINGS**

The Association will hold an **Annual General Meeting (AGM)** in April/May to receive the Committee's Annual Report and Accounts, to accept resignations from the Committee and to elect Officers and Members to serve on the Committee.

Notification of the AGM will be given in the Parish Magazine not less than 14 days prior to the AGM.

Nominations for election to the Committee shall be made at or before the AGM. Nominations must be supported by a seconder and the consent of the proposed nominee. If the number of nominations exceeds the number of vacancies, a ballot shall take place in a manner determined at the AGM.

A **Special General Meeting (SGM)** may be arranged for a defined purpose at the instigation of the Committee or on receipt by the Secretary of an application in writing signed by at least 15 members, stating the reason for the meeting. The date of the meeting shall be determined by the Committee within 14 days of receiving the application and notification of the SGM will be given in the Parish Magazine not less than 28 days prior to the SGM.

Motions raised at an AGM or SGM shall be approved where there is a two-thirds majority.

The Committee will, when considered appropriate, call for informal **Open Meetings** for the purposes of consulting with members and informing them of matters relevant to the Association.

## **FINANCE**

The funds of the Association, including all donations and contributions, shall be paid into an account operated by the Offices in the name of the Association at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by a least two Officers. The funds belonging to the Association shall be applied only in furthering the aims of the Association.

The financial year of the Association shall be 1st April to 31st March. The Treasurer shall produce an annual statement of the accounts and shall retain all relevant vouchers, documents and books.

## **DISSOLUTION**

The Association may be dissolved by a resolution passed by no less than two-thirds of members present at an AGM or SGM called for that purpose. In the event of the dissolution of the Association any assets remaining after the satisfaction of any debts and liabilities shall be given or transferred to such other charitable institution or institutions having aims similar to those of the Association as the members may determine.

## **CONSTITUTION**

The Constitution may be amended by a resolution approved by two-thirds of members attending an AGM or SGM called for that purpose.

This Constitution was adopted by the Committee at the inaugural Committee Meeting of The Troutbeck Village Association held on 10th April 2006, and was formally ratified at the first AGM of the Association held on 23<sup>rd</sup> April 2007. Paragraph 2 of the Membership section was added at the AGM held on 16 May 2011.