

West Hagbourne Village Association

CONSTITUTION

1. Name of the Association:

The name of the Association shall be “West Hagbourne Village Association”.

2. Membership:

Membership of the Association shall be open to any resident of the Parish of West Hagbourne and any other person, at the discretion of the Executive Committee.

3. The purpose of the Association:

The purpose of the Association shall be to arrange and hold social, fund-raising and other village events, any proceeds arising from which shall be used to the benefit of the Parish of West Hagbourne and its residents, or such other cause(s) as decided from time to time by the Executive Committee.

4. Officers of the Association:

The Association shall have 4 Officers:

- a) Chairman, who shall represent the Association as necessary and take the chair at meetings.
- b) Vice-chairman, who shall represent the Association and take the chair at meetings in the absence of the Chairman.
- c) Secretary, who shall be responsible for correspondence, and taking and keeping of minutes of the meetings of the Executive Committee, the Annual General Meeting and any other meeting of the Association.
- d) Treasurer, who shall be responsible for the financial affairs of the Association and shall prepare annual accounts.

The Officers shall be elected annually at the Annual General Meeting of the Association.

5. Executive Committee:

- 5.1 The management of the Association shall be conducted by an Executive Committee which shall comprise the Officers and up to 10 other members of the Association

5.2 The Executive Committee shall have the authority and responsibility to:

- a) Form sub-committees for any other purpose considered necessary;
- b) Decide each year whether an annual membership subscription to the Association shall be levied, and if so, the amount of the subscription;
- c) Decide on the most appropriate type of bank account for the Association and to appoint a banker;
- d) Decide the number of signatories for cheques drawn on the Association's bank account(s), the signatories to be members of the Executive Committee and to include at least one of the Officers of the Association;
- e) Appoint an auditor (who shall not be a member of the Association);
- f) Arrange meetings of the Association for any purpose at the discretion of the Executive Committee.

5.3 The executive Committee shall hold meetings at least twice a year.

5.4 The quorum for meetings of the Executive Committee shall be 7.

6. Sub-committees:

6.1 Sub-committees shall comprise as many members of the Association as may be decided by the Executive Committee.

6.2 Meetings of Sub-committees shall be held whenever necessary, at the discretion of the Sub-committee.

6.3 Chairmen of Sub-committees shall be appointed by the Executive Committee or alternatively, at the discretion of the Executive Committee, shall be elected by the members of the Sub-committee.

7. Annual General Meeting:

7.1 The Association shall hold an Annual General Meeting which shall be in November.

7.2 Attendance at the Annual General Meeting shall be open to all members of the Association.

7.3 The purpose of the Annual general Meeting shall be:

- a) To elect Officers of the Association;

- b) To elect members of the Executive Committee;
- c) To approve the audited accounts;
- d) To receive the reports of any Sub-committees.
- e) To conduct any other business at the discretion of the Executive Committee.

8. Disbandment or discontinuation:

- 8.1 The Executive Committee shall have the power to disband or discontinue the Association after giving notice of its intention to do so, to the Parish Council in writing and in the West Hagbourne Newsletter.
- 8.2 On disbandment or discontinuation of the Association, the funds and financial records of the Association will be transferred to the Parish Council.

Reviewed and amended – 13th November 2017.