

Constitution

Constitution of the Fountainhead Village Residents' Association (FHVRA)

1 Name

1.1 The name of the Group shall be the Fountainhead Village Residents' Association (FHVRA)

2 Aims

The aims of FHVRA will be:

2.1 To bring together the residents and community members of Fountainhead Village for the betterment of the local community by helping to improve living conditions, community facilities and services for residents.

2.2 To collectively represent the views of the members of FHVRA with outside bodies including, but not limited to, the appointed land management company and the local council.

2.3 To work together with local residents to ensure the safety and security of our community.

2.4 To work collectively to bring improvements to Fountainhead Village for the benefit of residents as may be decided from time to time by members.

3 Membership

3.1 Membership will be open to all full-time residents within the village. Membership will be open to all residents irrespective of tenure in Fountainhead Village. Note: only freeholders living in properties who have a contract with Meadfleet will be eligible to vote on matters involving the appointed land management company.

3.2 All voting members must be at least sixteen years of age.

3.3 Membership shall cease immediately upon a person leaving the area defined in 3.1.

3.4. Each household will only be entitled to one vote.

3.5 Members may resign at any time in writing to the Secretary.

3.6 The Treasurer and Secretary will be responsible for maintaining a membership list.

4 Equal Opportunities

4.1 FHVRA will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5 Officers and Committee

5.1 The business of FHVRA will be undertaken by a Committee which shall be elected at the Annual General Meeting (AGM) and shall serve for 12 months.

5.2 The Committee will consist of at least five members and will consist of five Officers and up to five Committee members. The Committee will have the power to co-opt other members onto the Committee during the course of the year with any newly proposed member requiring majority Committee approval.

5.3 All Committee members will have voting rights. Where a vote is tied, the Chair will have the casting vote. At least three Committee members must be present for any decisions to be made at a Committee meeting.

5.4 The Committee will meet as necessary and not less than four times a year. Any Committee member not attending two meetings in a row without apology will be contacted by the Committee and asked if they wish to resign. A member of the Committee may be removed or suspended from their post if they bring the good name of FHVRA into disrepute. A full meeting of the Committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspend.

5.5 Committee meetings will be open to any member of FHVRA wishing to attend, who may speak but not vote. Other attendees, such as local councillors or agents of the land management company, may also be invited to meetings or parts thereof, but will also not have voting rights.

5.6 The Officers of FHVRA will be elected annually at the AGM and will consist of:

- Chair, who shall chair both General and Committee meetings
- Vice-Chair, who shall chair meetings in the absence of the Chair
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer, who shall be responsible for maintaining accounts

5.7 No Committee member may fill more than one position.

5.7 In the event of an Officer standing down during the year a replacement will be elected by the next General Meeting of members.

5.8 The Committee and Office bearers shall make and carry out decisions in accordance with the objectives of the group.

5.9 Committee members must declare any interest they may have in the topic under discussion and the Committee will decide if they need to forfeit their right to vote on this occasion.

6. Meetings

Annual General Meetings

6.1 An AGM shall be held every year to discuss the activities of the group, to receive the audited accounts, to collect annual membership fees and to elect the Committee.

6.2 The AGM will be held at a suitable venue to accommodate as many members as possible.

6.3 The quorum shall be 51% of members present, with a minimum of five attendees.

6.4 At least fourteen days' notice will be given to members of the AGM giving the venue, date, time and notice may be by telephone, email, post, by hand or text message.

6.5 At the AGM the resignation of all Committee members will be accepted and a new Committee elected. Committee members can stand for re-election.

6.6 Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

6.7 At the AGM the outgoing Committee will present a report of the work of FHVRA over the year. The Committee will also present the accounts of FHVRA for the previous year.

Special General Meetings

6.8 The Secretary will call a Special General Meeting at the request of the majority of the Committee, or at least five other members giving a written request to the Chair or

Secretary stating the reason for their request.

6.9 The meeting will take place within twenty-one days of the receipt of the request.

6.10 All members will be given two weeks' notice of such a meeting, giving the venue, date, time and notice may be by telephone, email, post by hand or text message.

6.11 The quorum for the Special General Meeting will be 51% of members present, with a minimum of five members present.

General Meetings

6.12 General Meetings are open to all members and will be held at least once every four months or more often if necessary. General Meetings will be held to discuss matters of importance and to keep members fully informed of FHVRA's activities.

6.13 All members will be given fourteen days' notice of a General Meeting giving the venue, date, time and notice may be by telephone, email, post by hand or text message.

6.14 The quorum for a General Meeting shall be 51% of members present, with a minimum of five members present.

7 Rules of Procedure for Meetings

7.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find a general agreement that everyone present can agree to. If a consensus cannot be reached, a decision will be agreed by a simple majority voted by a show of hands or a secret ballot. In the event of a tie, the Chair will have the casting vote.

7.2 Members may speak only through the Chair.

7.3 Meetings will end at the time agreed, unless all present agree to extend the meeting.

7.4 Any offensive behaviour, including racism, ageism, sexist or inflammatory remarks will not be permitted.

7.5 Any member who brings FHVRA into disrepute or refuses to comply with the Constitution shall be expelled on a majority vote by the full Committee.

7.6 Any such member expelled will have the right to appeal within twenty-eight days of the expulsion. The appeal shall be heard by the members at a Special General Meeting called

for that purpose.

7.7 The Secretary shall deal with all correspondence.

7.8 Agendas will be distributed to the members at least three days in advance of any meeting. Where items arise subsequently, members will be informed at the start of the meeting of the changed amended agenda.

7.9 Items for the agenda should be forwarded to the Secretary at least five days before the meeting.

7.10 Minutes will be distributed to the members seven days after a meeting, where possible.

7.11 All committee meetings are a matter of public record. Attendees, comments and discussions maybe minuted on the record so anonymous comments may be disregarded

8 Finances

8.1 If agreed by members, the Group may raise funds by subscriptions, by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the Group shall be applied to further its objectives.

8.2 All funds shall be kept in a bank account that shall be opened in the name of the Group.

8.3 The Secretary, Treasurer and the Chairperson shall be signatories on the account and all cheques or other expenditure shall require two of these signatures.

8.4 Accounts shall be kept by the Treasurer, and brought to every Committee meeting where they may be inspected. Failure to bring the books to a meeting on two consecutive occasions will mean the Treasurer will be asked to resign. Members may also inspect the accounts within four weeks on demand.

8.5 All expenditure shall be agreed and controlled by the Committee. Receipts should be acquired for all expenditure over five pounds.

8.6 All payments over ten pounds shall be made by cheque or bank transfer, not cash. Any exception to this rule shall be discussed and agreed by the Committee.

8.7 No Officer or Committee Member shall receive reimbursement from FHVRA with the exception of expenses, such as travel, as reasonably incurred whilst undertaking the

business of FHVRA and agreed in advance. Any expenses claimed must be accompanied by receipts and be approved by at least two Officers, at least one of which must be the Treasurer. Officers shall not approve their own expenses. Any mileage shall be paid at the current rate as approved by HMRC.

8.8 No Officer shall sign a blank cheque – all cheques to be filled in before signatures are added.

8.9 Once a year, the accounts will be audited and presented to the Annual General Meeting of the Group. The Auditors will be either A Council Officer, Bank Employee or: The Committee of another constituted local community organisation.

8.10 All correspondence of the Group, including the bank statement, shall be addressed to the secretary.

9 Amendments to the Constitution

9.1 Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.

9.2 For decisions to be taken there must be a quorum of at least 75% of members present, with a minimum of 5 attendees. The voting shall be by simple majority of those present.

9.3 Any proposal to amend the Constitution must be given to the Secretary in writing. The proposal must then be circulated at least fourteen days in advance with the notice of meeting.

9.4 Proposed changes must be submitted to the Secretary in writing not less than twenty one days before the AGM. The Secretary must notify members of any proposed changes within fourteen days of the meeting.

10 Dissolution

10.1 FHVRA can only be dissolved by a Special Meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining on the Committee being submitted to the Secretary (or other person as deemed appropriate).

10.2 All Members shall be informed of such a meeting at least fourteen days before the date of the meeting.

10.3 Dissolution of the group shall only take effect if agreed by two thirds of the Members present and voting at that meeting.

10.4 Any assets remaining after meeting liabilities must be distributed among local charities or other community groups with similar aims of the Group nominated by that meeting.

10.5 Any money received via funding bodies should be returned to the funders in relation to the funding criteria.

10.6 On dissolution, any documents belonging to the Group shall be disposed of in a manner agreed by that meeting.

This revised constitution was agreed at the General Meeting of the FHVRA on:

Date: 8th January 2020.

Signed Chairperson Print name

Signed Secretary Print name

Signed Treasurer Print name