

TRUNCH VILLAGE SOCIETY

Constitution

1. Name:-

The name of the organisation shall be: **TRUNCH VILLAGE SOCIETY** (“The Society”)

2. Mission Statement:

The Society will as far as possible, encourage local people, both young and old to take part in village projects that are of interest and benefit to the residents.

The Society is a non profit making organisation, all monies raised shall be used for village projects and activities only.

3. Statement of purpose:

To investigate and identify areas of support for village projects and activities.

To be a fund holder for the associate volunteer project groups (“Project Groups”).

To determine the area, the survey method, the content of the survey and the potential sources of funding for such projects.

To liaise with relevant authorities and organisations as required by those projects.

The Parish Council shall be kept informed of the Society’s activities.

4. Membership:

Membership of the Society is limited to all inhabitants of the village of Trunch (Norfolk) and the immediate neighbourhood (“the Area of Benefit”), together with such other individuals as the Committee considers have a sufficient interest in or involvement with the Area of Benefit.

Every member of the Society (the "Members") shall be required to register his or her name and address in a Register of Members to be maintained by the Secretary and will not be entitled to vote unless so registered. Individuals under the age of 18 may become Members (“Junior Members”) but will not be entitled to vote. The Register will be available for new entries to be made at every general meeting of the Society. Otherwise the Secretary is authorised to add names to the Register on receipt of a written request to do so from that individual.

5. Membership Subscription:

Until otherwise determined by the Committee, membership of the Society will be free.

Any proposal by the Committee to impose a subscription shall be put to the Society at a general meeting of the Society in accordance with normal procedure.

6. Termination of Membership:

The Committee shall have the right for good and sufficient reason to suspend or to terminate the membership of an individual provided that the individual Member shall have the right to be heard by the Committee before the final decision is made.

7. General Meetings:

There shall be an annual general meeting (“AGM”), open to Members, held in each calendar year. This must be held within eight weeks following the end of the financial year of the Society at such time and place as the Committee shall determine. The business to be transacted at the AGM must include: election of Committee Members; consideration of the Society’s annual financial statement and the independent examiner's report; a report on the activities of the past year plus a report on the activities proposed for the forthcoming year.

The Secretary shall convene a Special General Meeting (“SGM”) of the Society within 21 days of receiving a written request to do so signed by not less than twelve Members giving reasons for the request. The Committee may also call a SGM at any time at its discretion.

At least twenty-eight clear days Notice must be given for an AGM or SGM, and this shall be advertised on the Society Notice Board, in the Trunch Mardle and on the Trunch Village Web Site.

The notice convening the meeting must detail the business to be transacted.

In addition to the AGM, the Society shall meet at least twice in each calendar year, such meetings to be termed ordinary general meetings (“OGM”). At least five clear days Notice of said meetings shall be advertised on the Society Notice Board, in the Trunch Mardle and on the Trunch Village Web Site.

8. Procedures at General Meetings:

At a general meeting of the Society the Chairperson or, if the Chairperson is not present, the Vice-chairperson or, if neither is present, such other member elected for the purpose at the meeting, shall take the chair.

The quorum necessary to transact business at a general meeting is a minimum of five members present, at least two of whom must be Officers.

Every matter at a general meeting shall be determined by a majority of votes of the Society Members present. In the case of an equality of votes the Chairperson shall have the casting vote.

Any matters proposed to be discussed as “Any Other Business” at the Meeting must be made in writing and must be with the Committee at least seven days before the meeting at which the matter is to be discussed.

The Secretary shall keep a record of all meetings in a minute book maintained for that purpose.

9. The Committee:

Subject as herein mentioned, the policy and general management of the affairs of the Society shall be directed by a committee (the "Committee") which shall meet not less than three times a year. At least two Officers and one Ordinary Committee Member present will constitute a quorum and every matter at a Committee meeting shall be determined by a majority of votes of the Committee Members present. In the case of an equality of votes the Chairperson shall have the casting vote.

The Committee shall consist of three Officers and two Ordinary Members together with a representative from each of the funded Project Groups. If an Officer or Ordinary Member is also a member of a Project Group, said person may not represent that Project Group on the Committee. All members of the Committee must be Members of the Society and must be over the age of 18. The Officers shall be:

Chairperson;
Treasurer; and
Secretary.

All members of the Committee shall all be elected for a term of one year at the AGM of the Society, and shall retire at the following AGM. A retiring Committee Member shall be eligible for immediate re-election. Nominations for the election of Committee Members (including those from retiring Committee Members who wish to be re-elected) shall be made in writing to the Secretary at least 14 days before the AGM. Such nominations must be proposed and seconded by Members of the Society who are over the age of 18, and the consent of the nominee must first have been obtained. A list of all nominees shall be posted on the Society Notice Board for the 10 days prior to the AGM. If there is only one nominee proposed for any place on the Committee at the AGM, said nominee will be deemed to have been elected by default and will continue in office until the following AGM. If there is more than one nomination for any place on the Committee at the AGM, a ballot shall take place in such manner as shall be determined. Nominees for election as Committee Members shall declare at the AGM, at which their election is to be considered, any financial or professional interest known or likely to be of concern to the Society.

A person shall cease to be a Committee Member of the Society having previously notified the Chairperson or Secretary of his or her wish to resign in writing. If any Committee Member does not attend for three consecutive meetings without good reason, it will be assumed that his or her membership of the Committee has lapsed and it will be terminated for that reason by the Committee.

If a casual vacancy occurs among the Committee Members, the Committee shall have the power to fill this position from amongst the Members of the Society. Any person appointed to

fill a casual vacancy shall hold office until the next AGM of the Society and shall be eligible for nomination in accordance with the appropriate rules and possible election at that meeting.

The Committee may, from time to time, appoint such special or standing sub-committees as may be deemed necessary by the Committee which shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing sub-committees shall be reported to the Committee at the next following Committee Meeting. Any such special or standing sub-committee must include at least one member of the Committee.

The contact details of all Committee Members shall be posted in the Society Notice Board

10. Project Groups:

Sub committees shall be formed for associated Projects (“Project Groups”) and these shall hold their own meetings as determined by their members.

The Society may appoint such Project Groups as it considers necessary to carry out functions specified in writing by the Society, particularly the running of projects funded by the Society. Project Groups do not have the power to authorise expenditure on behalf of the Society. All acts and proceedings of such Project Groups shall be reported to the Committee at the next following Committee Meeting. Each Project Group shall nominate one of its members to act as its representative on the Committee, in accordance with Clause 9. of the Constitution. The same person need not represent a Project Group at every Meeting of the Committee. If no one from a Project Group is available to attend a particular Committee Meeting, said Project Group must provide the Secretary with a written report of its proceedings since the last Committee Meeting for presentation at the Meeting.

Applications for the funding of a project must be received by the Committee in writing by 31st December for consideration for payment in the following financial year and for approval by the Members at the AGM. Such applications must include full details of the proposed project and provide an outline budget together with other possible sources of funding. Special circumstances may be accepted by the Committee for time critical projects to be presented to the Members for approval at an OGM.

11. Declaration of Interest:

It shall be the duty of every Member or Committee Member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Society (including any meeting of the Committee or of any sub-committee or Project Group) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation of the Chairperson) or vote thereon.

12. Awards and Grants:

Applications for one-off awards or grants must be received by the Committee in writing by 31st December for consideration for payment in the following financial year and for approval by the Members at the AGM. Such applications must include full details of the proposed project and provide an outline budget together with other possible sources of funding. Special

circumstances may be accepted by the Committee for time critical awards or grants to be presented to the Members for approval at an OGM

13. Finance:

The financial year shall run from 1st April to 31st March.

The Treasurer shall keep proper books of account and report to each meeting of the Committee and prepare an annual statement of account and make available all financial records of the Society for inspection by an independent examiner who shall not be a Member of the Society

All Members have the right to inspect the financial records of the Society by making a written request to the Secretary at least twenty-one days prior to said inspection. In the event that the Treasurer shall not be available for more than 14 days continuously, he or she shall lodge the financial records of the Society with the Chairperson or, if the Chairperson is not available, the Vice-chairperson or, if the Vice-chairperson is not available, with the Secretary.

The Society shall maintain a current bank account for day to day banking and a deposit account for capital expenditure. All cheques for payment shall be signed by two authorised signatories. The Committee shall agree a maximum of three of its members who shall be authorised signatories.

The funds from all Project Groups shall be held by the Society in the relevant bank account, apart from a float which value is to be agreed between the Committee and the Project Group, and all expenditure made by any Project Group must be evidenced by the provision of itemised receipts.

All funding for, or donations to, any new or existing Project Group or for any new Grant or Award shall be agreed by majority vote of the Society at a general meeting.

14. Changes to the Constitution:

This constitution may be altered and additional clauses may be added with the consent of two-thirds of the Society members present at the AGM or at an SGM, such meeting to be convened and held in accordance with Clauses 7. and 8. of the Constitution.

15. Dissolution of the Society:

Upon the dissolution of the Society any remaining funds shall be disposed of by the Society in accordance with the decisions reached at an SGM such meeting to be convened and held in accordance with Clauses 7. and 8. of the Constitution.

No individual Member or group of Members of the Society shall benefit from the dispersal.

This CONSTITUTION was adopted at a meeting held on