



# THURSTONLAND Village Association

## Draft Constitution For Thurstonland Village Association

### 1 **Name.**

The Name of the association shall be Thurstonland Village Association (referred to as TVA)

### 2 **Purpose.**

- to represent the community whose place of residence is Thurstonland
- to promote the interests and well being of the village community as a whole
- to provide a link between different groups in the village
- to liaise/consult with relevant authorities/bodies as appropriate on behalf of the community
- to seek funding to facilitate the above

### 3 **Membership of the TVA**

All residents of the community of Thurstonland, the boundaries as specified below shall automatically be members

### 4 **Committee**

Officers of the committee shall be Chair, Vice Chair, Treasurer, Secretary and Communications Officer.

- Including officers the committee shall consist of not less than seven but not more than ten members
- Any other cooptions may be made by the committee to support the TVA
- Any appointed working group should contain either a coopted or elected committee member.

### 5 **Duties of the Officers**

#### a) **Chair (or vice Chair in absence of Chair)**

- Chair meetings of the committee and the Association
- Represent the Association at functions/meetings to which the Association has been invited
- Act as the spokesperson of the Association where necessary

#### b) **Secretary**

- Keep a membership list
- Prepare, in consultation with the Chair, the agenda for meetings
- Take and keep minutes of all meetings

#### c) **Communications Officer**

- Liaise with secretary
- Collect and circulate relevant information within TVA
- Compile and co-ordinate newsletter
- Communicate with external agencies

#### d) **Treasurer**

- Supervise the financial affairs of TVA
- Keep proper accounts that show all monies received and paid out by TVA

### 6. **Meetings**

- The year will run from April 1<sup>st</sup>, to March 31<sup>st</sup>
- There shall be an annual general meeting not more than 3 months after the year end.

- The treasurer shall present a statement of accounts at least 3 times a year to the committee, at the AGM, and as requested by the Chair.
- Committee will meet every 2 months, or as appropriate
- A quorum will be a minimum of 5 members, including officers.
- An agenda will be issued a minimum of 7 calendar days in advance.
- Notes will taken and agreed as a record of each meeting and made available to all committee members and by request to any TVA members.
- Meetings open to all members will be held as appropriate, but at least twice a year.
- The Committee may invite other attendees at its discretion.

7. **Annual General Meetings (AGM)**

- 28 days notice shall be given of the AGM
- Any member over 18 years may vote at the AGM
- A quorum of ten shall be needed to hold an AGM
- All decisions will be made by simple majority.
- Statutory items for the agenda shall include,
  - receipt of the Annual report
  - accounts for the preceding year.
  - Appointment of an auditor, or independent examiner of accounts.

**Election of Committee and Officers**

- Election of the committee (other than co-opted members) for a period of 3 years. One third of the committee members shall stand down each year. At the first election the third portion of elected committee, with the highest number of votes, will be elected for 3 years. The next third for two years and the rest for one year. At each subsequent election committee members will be elected for three years.
- All committee members shall serve until the end of the AGM following their election.
- Any member may be put up for election, having been first proposed and seconded.

8. **Finance**

- Any bank account shall have a minimum of three authorised signatories.
- The treasurer may sign alone up to £50.00, but there should be two signatories on any amount above this.
- Annual accounts should be audited by an independent examiner or auditor.
- A petty cash limit of £25.00 will be managed by the treasurer
- The officers can approve in advance and expenditure up to £250.00.
- The full committee must agree in advance any amount in excess of £250.00.

9. **Geographical Area**

May be seen on the attached map.

10. **Changes to the constitution.**

Changes to the constitution of the TVA may be agreed from time to time by a majority of the TVA, provided that the agenda for any meeting to agree changes has made reference that a change is to be discussed. The Agenda must be issued 7 calendar days prior to the meeting.

11. **Dissolution**

The association may be wound up at any time if agreed by two thirds of the members present and voting at any general meeting. In the event of winding up any assets remaining after all debts have been paid shall be distributed for the benefit of the village, at the discretion of the committee.