

# Constitution

## Langford Village Community Association Constitution

### 1. NAME

The name of the organisation shall be: "Langford Village Community Association"

### 2. OBJECTIVE

a) To protect and promote the well-being of the residents of the Langford Village Development. To liaise, lobby and collaborate with the local authorities and voluntary organisations in a common effort to advance education, provide facilities for physical and mental training and recreation and social, moral and intellectual development; to further health and foster a community spirit for the achievement of these and other charitable objects.

b) To establish a community centre to be managed by the Association for activities promoted in the furtherance of the above objects. The Association itself shall be non-party in politics and non-sectarian in religion.

c) To furnish such returns and information to any authority as and when required, provided such returns and information is within judicial bounds and/or is in the interests of the Association.

### 3. MEMBERSHIP

a) Membership shall be open, irrespective of political party, nationality, religious opinion, race or colour to:

(i) Individuals of 18 years and over living in the area of benefit. Individuals under the age of 18 may be admitted into Junior Membership as and when, and subject to such conditions as the General Committee may decide. Junior members shall not be entitled to vote.

(ii) Individuals over 18 living outside the area of benefit, who shall be called Associate Members and who shall not have the right to vote at General Meetings of the Association.

(iii) Affiliated groups, which shall be such national, international and local voluntary or non-profit distributing organisations, whether corporate or unincorporated, as are interested in furthering the said work.

(iv) Statutory authorities in whose administrative area the Association lies.

b) Sections shall be such groups of individual members as may, with the permission of the General Committee (here-in-after mentioned), be formed within the Association for the furtherance of common activities. The General Committee shall determine the terms of reference and powers of each such Sections, and may also determine the duration of its activities.

c) Each member organisation as set out in clause 3 (a) (iii) and (iv) and each Section established in accordance with clause 3 (b) shall appoint one individual person to represent it and vote on its behalf at meetings of the General Committee and at General Meetings of the Associations. In the event of such individual person resigning or otherwise leaving an organisation, he or she shall forthwith cease

to be representative thereof. The organisation concerned shall have the right to appoint a new representative, informing the Secretary in writing.

d) Subscriptions: All individual members and affiliated groups shall pay such subscriptions as the General Committee may from time to time determine.

e) Termination of Membership: The General Committee shall have the right for good and sufficient reason to suspend or to terminate the membership of an affiliated group and or an individual representing an affiliated group. The individual and affiliated group shall have the right to be heard by the General Committee before the final decision is made.

#### **4. GENERAL ORGANISATION AND MANAGEMENT**

a) The overall management of the Association and Community Centre shall be vested in a General Committee (GC), which will comprise of up to fifteen members including elected officers (see 5.).

b) The election of the committee shall take place annually at the Annual General Meeting (A.G.M.). Nominations shall be accepted from 14 days before the A.G.M. and closed at the beginning of the A.G.M. Nominations, signed by the Nominee, a proposer and a seconder shall be delivered to the secretary.

c) The General Committee shall have the power to co-opt members as they feel necessary, and to appoint such sub-committees as may be deemed necessary.

d) The General Committee (of whom one third currently serving shall form a quorum) shall meet bi-monthly, or more frequently if necessary. Any committee member who is absent from three consecutive meetings without adequate reason, shall be deemed to have resigned from the committee.

e) If an elected committee member by his/her actions or failure to act, is adjudged by the full General Committee to not be fulfilling his/her role or is bringing the Association into disrepute he/she may be removed from office by a majority vote.

#### **5. OFFICERS**

a) The Association officers shall include a Chair, a Secretary, a Treasurer, Chair of the Community Matters sub committee, Chair of the Community Centre Management sub committee to be nominated as required. The elected officers are authorized to act as vice chair of the GC in the absence of the chair.

b) Election of these officers shall take place annually at the A.G.M. (see 4 and 10).

c) In the event of a vacancy occurring among the officers, a replacement will be nominated from the Committee at the next meeting of the GC or earlier as deemed necessary.

d) At each Committee meeting the principal officers will present reports for their areas of responsibility.

#### **6. COMMUNITY MATTERS SUB COMMITTEE**

a) The Community Matters Sub Committee (CMSC) will deal with all environmental matters within the community, including but not limited to street cleaning, noise, traffic, planning and proposed

developments effecting, or potentially effecting the community, liaising with the appropriate authorities as necessary.

b) The CMSC will report to the GC and seek approval for any matter that may be deemed LVCA policy. Where financial expenditure is required this shall be provided out of LVCA funds as agreed from time to time by the GC.

c) The CMSC will comprise of the elected Chairman plus one other member of the GC and nominated members as found necessary.

## **7. THE COMMUNITY CENTRE MANAGEMENT SUB COMMITTEE**

a) The Community Centre Management Sub Committee (CCMSC) will deal with and be responsible for, all aspects of the administration and day-to-day running, and income generation of the Community Centre,.

b) The CCMSC will report to the GC and

(i) will seek the approval of the GC for any major items of expenditure above (£250.

(ii) For items of expenditure below £250 approval will be sought within the C.C.M.C.

c) The CCMSC will be made up as follows:

(i) At least two members of the LVCA General Committee. The structure of the committee will include, Chair of the CCMSC., Hall Manager, Bookings secretary, Fund raiser and other positions deemed necessary by the CCMSC.

(ii) One representative of Cherwell District Council, to be nominated by the said Council.

(iii) Co-opted members (to represent groups or organisations using the Centre) as deemed necessary.

(iv) CCMSC meetings will take place at least every two months. Meetings will be in open forum. Meeting dates will be published in Langford Life and on the hall noticeboard. Minutes of the CCMSC will be recorded, and issued after each meeting.

(v) Records of the Community Centre accounts will be kept as a part of the LVCA General Account.

## **8 FINANCE**

a) The financial year of the Association shall be 1st April to 31st March.

b) The bankers of the LVCA shall be Lloyds TSB Bank PLC, or any other financial organization approved by the GC to where all funds and monies of the Association shall be paid. All cheques shall be signed by two of the officers of the Association, any changes to paragraph (b) can be made by agreement of the general committee.

c) The Treasurer shall produce a statement of the accounts whenever requested by the GC, together with all relevant vouchers, documents and books, which will be inspected and signed by the Chair.

d) The Annual Statement of the LVCA accounts in the form prescribed by the auditors shall be presented to the A.G.M. and a copy, together with any relevant records, shall be forwarded to the relevant local authority.

## **9 MINUTES**

A minute book shall be kept by the Secretary to record all business transacted at:

- Annual General Meetings

- General Committee Meetings
- Community Centre Management Sub Committee Meetings
- Extra-Ordinary General Meetings.

## **10. APPOINTMENT OF TRUSTEES**

Three Trustees to be responsible for the lease of the land on which the Community Centre is sited shall be nominated at the A.G.M.

## **11. ANNUAL GENERAL MEETING**

a) The Annual General Meeting shall be held during June. It shall receive and consider a report and statement of accounts from the General Committee and shall determine the LVCA policy for the ensuing year.

b) Motions for the A.G.M. should be received by the Secretary at least 7 days prior to the date thereof. The agenda for the A.G.M. shall be publicised at least two days prior to the A.G.M.

c) 25 members shall constitute a quorum at any General meeting.

d) An Extraordinary General Meeting may be called at any time at the written request of 25 members, or at the discretion of the General Committee.

e) Voting on all motions shall be by show of hands, except when a ballot of the meeting is demanded before the question is put. Such a demand must be supported by at least one third of the members present. Two tellers will be appointed before voting commences.

f) For any vote where the ballot is split at equal sides the chair will have a casting vote.

g) Non-members of the LVCA may attend the A.G.M. and participate in the discussions, but will not be entitled to vote.

## **12. DISSOLUTION**

If the General Committee at any time decide by a simple majority that on the grounds of expense or otherwise it is necessary or advisable to dissolve the LVCA, it shall call a meeting of all the members of the Association who have the power to vote. At least 21 days notice of this meeting shall be given, stating the terms of the resolution to be proposed there at. Notices for this meeting shall be posted in a conspicuous place or places in the neighbourhood and advertised in a local newspaper circulating in the area. If the decision to dissolve the LVCA be confirmed by a simple majority of those present and voting at the meeting the committee shall have the power to dispose of any assets held by, or in the name of the LVCA

## **13. ALTERATION TO THIS CONSTITUTION**

Any alteration to this Constitution shall require the approval of a majority of two thirds of the members present and voting at a General Meeting, providing that the members shall have been given not less than 7 days notice of the date such a meeting and of the wording of the proposed alteration.