

# Charlton Village Community Association – an Unincorporated Association

## Constitution

1. **Name** The name of the Association shall be **Charlton Village Community Association**
2. **Aims/Objects** The aims/Objects of the Charlton Village Community Association will be to:
  - Support and enhance community life and the wellbeing of Charlton Village; engendering community spirit and cohesion.
  - Act as a sounding board and catalyst for current and future village activities.
  - Organise and run village/parish events in collaboration with Charlton Parish Council and St Thomas' Church
  - Promote the timely delivery of information and articles for the Charlton Newsletter and social media.
3. **Membership**
  - Anyone living in Charlton can be a member.
  - Anyone who supports the aims of the Charlton Village Community Association and participates in its activities can be a member.
  - There is no membership fee.
  - The contact details of anyone joining as member will be held by the Secretary.
4. **Equal Opportunities**
  - The Association will not discriminate on the grounds of gender, race, colour, ethnic origin, sexuality, disability, religious or political belief, marital status or age.
5. **Committee and Officers**
  - The business of the Association will be carried out by a committee of up to 9 people. The Committee will appoint a Chair, Secretary and Treasurer at its first committee meeting.
  - These appointments will be ratified at the first and subsequent AGMs.
  - Chair. Responsible for chairing all meetings.
  - Secretary. Responsible for taking notes and communicating with the membership.
  - Treasurer. Responsible for maintaining accounts.
6. **Rules of Procedure**
  - Committee Meetings will be as required. A quorum will be 50% of Committee members. Notes will be taken and decisions made by consensus if possible but by simple majority vote (Chair with casting vote) if no consensus is possible.
  - Members may attend any Committee meeting but cannot vote.
7. **General Meetings**
  - There will be no planned general meetings, but one can be called giving 2 weeks' notice by email or via notice boards and giving the venue, date, time and agenda.
8. **AGM**
  - An AGM will be held once per year.

- Members will be notified of the date, time and venue of the AGM via notice boards and by email/social media 3 weeks in advance.
  - A quorum will be 10 members.
9. Finances
- A bank account will be maintained on behalf of the Association.
  - Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
  - An annual statement of accounts will be presented to the AGM.
  - All money raised by the Association will be spent solely on the Aims/Objects laid out in the constitution.
10. Changes to the Constitution
- Changes can be made to the constitution at an AGM by simple majority vote of those members attending.
11. Dissolution:
- If a meeting, by simple majority, decides that it is necessary to close down the Association it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Association.
  - If it is decided to dissolve the Association, all remaining money and other assets, once outstanding debts have been paid, will be donated to Charlton Parish Council with the proviso that the funds are used for the benefit of residents.
  - This constitution was agreed at the Inaugural General meeting of the Charlton Village Community Association.

Date: 21 Aug 23

Name and Position in Association: Alan Evans, Secretary

*Alan Evans*

Signed

Name and Position in Association: Clive Ward, Chairman

*Clive Ward*

Signed.....