

# **Constitution of Hartshorne Village Residents Association**

## **1. Name**

The name of the association is:

The Hartshorne Village Residents Association

## **2. Area covered**

The village of Hartshorne within the envelope as defined by the South Derbyshire District Council map, together with those dwellings in upper Ticknall Road and lower Manchester Lane, i.e. within the 30mph speed limit signs.

## **3. Objectives**

- (a) To represent the corporate interests of the residents of Hartshorne Village as distinct from the Parish as a whole.
- (b) To ensure that any proposed developments are sustainable and appropriate to and in character with the village.
- (c) Where the interests of the village overlap with those of other areas of the Parish, the association will liaise with other such organisations that represent those areas where they exist, to the mutual advantage of all.
- (d) To encourage the social life of the village, working with existing clubs and societies where required.
- (e) The association shall be non-Party Political.

## **4. Membership**

- (a) Membership of the association shall be open only to residents of the village of Hartshorne and its environs as defined in Clause 2 of the constitution.
- (b) Membership shall be on a household basis.
- (c) The membership year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.
- (d) In the event of a member found to be in breach of the objectives of the association, membership will be ended by a two-thirds majority vote by the committee.
- (e)
  - i Any person who has rendered exceptional service or support to the Association may be appointed an Honorary Member by unanimous decision of the Committee.
  - ii An Honorary Member may reside outside the Village.
  - iii An Honorary Member may serve if elected to the committee or be co-opted for their specialist skills.
  - iv Honorary Members should have the same voting rights as ordinary members.

## **5. Organisation**

- (a) The Association will be managed on behalf of its members by a committee who shall be elected annually at the Annual General Meeting.
- (b) The committee shall comprise the following officers:- Chairman, Secretary, Treasurer and Membership Secretary.
- (c) Including the officers the committee shall consist of seven elected members with the option to co-opt two further members when required.
- (d) The committee shall monitor the work, finances and membership of the Association.
- (e) The quorum for Committee meetings shall be 5. This quorum should also be applied when making decisions other than at meetings.
- (f) A minimum of four committee meetings shall be held each calendar year.

## **6. Duties of Officers**

- (a) All the officers of the Association have a duty to further the aims of the Association.
- (b) The Chairman shall conduct the meetings of the Association. If the Chairman is absent a nominated member of the committee shall take over.
- (c) The Secretary is responsible for convening all meetings and giving the relevant notice to members. The Secretary shall ensure that a paper record is kept of all meetings of the Association and its committees in the form of minutes. The Secretary shall keep a record of all correspondence, consultation and activities carried out on behalf of the Association and make them available as required by the committee or general meeting. The Secretary shall maintain a register of all Officers and Committee members.
- (d) The Treasurer shall oversee all banking and financial arrangements outlined in Part 9 Finance and shall be responsible for keeping proper accounts of income and expenditure and report on the Association's financial matters to the Committee and the AGM.
- (e) The Membership Secretary shall receive applications for membership cards and maintain a register of paid up members of the Association and comply with relevant legislation including Data Protection. The register will be restricted to comply with the Data Protection Act.

## **7. Annual General Meeting**

- (a) The Annual General Meeting shall be held in April of each year.
- (b) The AGM shall:
  - (i) Agree the minutes of the last AGM
  - (ii) Receive an Annual Report from the Committee
  - (iii) Receive an audited statement of accounts

- (iv) Set the subscription rate based on the recommendation of the Committee
- (v) Elect the Officers and committee for the coming year.
- (vi) Be a forum for residents to raise any points of concern to the community and consider any resolution arising.
- (c) Nominations for the Committee shall be made at the AGM. Nominees must be present at the AGM unless unable to attend due to illness or holiday and must agree to the nomination either in advance or at the meeting.

## **8. Extraordinary General Meeting**

An Extraordinary General Meeting may be called by a petition signed by 20% of the membership and presented to the Committee.

## **9. Finance**

- (a) An accurate record of income and expenditure shall be produced each year at the AGM to be made available to all members on request.
- (b) The accounts shall be audited by an independent examiner approved by members at the AGM.
- (c) Accounts shall be opened in the name of the Association. Cheques shall be signed by the Treasurer and one other signatory being either the Chairman or Secretary. Signatories must not be related or from the same household.

## **10. Dissolution**

- (a) The Committee or if a committee no longer exists, a majority of remaining members of the Association can propose that the Association can be dissolved. They must give at least 14 days notice to all members that a meeting is to take place proposing to dissolve the Association. For the sole purpose of dissolution a quorum need not apply and the Association may be dissolved by a two-thirds majority of those present.
- (b) Any assets remaining after all liabilities have been settled shall be given to a local charity agreed by those present.

## **11. Membership (amendment to Constitution after 2017 AGM)**

- i Any person who has rendered exceptional service or support to the Association may be appointed an Honorary Member by unanimous decision of the Committee.
- ii An Honorary Member may reside outside the Village.
- iii An Honorary Member may serve if elected to the committee or be

co-opted for their specialist skills.

iv Honorary Members should have the same voting rights as ordinary members

**12. GDPR (Amendment to Constitution following 2018 AGM)**

The Residents' Association will be fully compliant with the new General Data Protection Regulations.