

# ROOKLEY VILLAGE ASSOCIATION

## CONSTITUTION

### 1 **Name**

The name of the Association shall be the **ROOKLEY VILLAGE ASSOCIATION**

### 2 **Objectives**

The objectives of the Association are to:

- promote the benefit of the inhabitants of Rookley and the neighbourhood together defined by Rookley Parish boundary (hereinafter called "the area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- establish, or secure the establishment of, a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.
- Promote such other charitable purposes as may from time to time be determined.

The Association shall be non-party in politics and non-sectarian in religion.

### 3 **Membership**

All persons living within the area of benefit shall automatically become members of Rookley Village Association. Facilities are open for all to use, within the context of the Association's Sports Development Plan.

### 4 **Management**

The Association shall be managed by a Committee composed of the Chairman, Vice-Chairman, Secretary, Treasurer and other members all of whom shall have been properly nominated and elected at the Annual General Meeting. The Committee shall have power to declare a seat vacant should a member absent himself from three consecutive meetings without an explanation deemed to be satisfactory.

The Committee shall have power to fill such vacancies as may arise in its Constitution between Annual General Meetings. The Committee shall meet

at such times as it may deem necessary and the procedures at such meetings will be duly recorded as Minutes. Five members shall constitute a quorum.

**5 Co-option**

The Committee shall have the power to co-opt any person for a limited period, who will then assume full Committee status.

**6 Annual General Meeting**

The Annual General Meeting shall be held on a date to be fixed by the Committee in November of each year. The Secretary shall give fourteen (14) days' notice by display on the Association Notice Board. Ten members shall constitute a quorum. Any alterations to the Constitution shall only be made at an Annual General Meeting or an Extraordinary General Meeting and any propositions for such alterations have to be submitted to the Secretary at least 28 days before the date of the meeting. Alterations to the Constitution must be supported by two-thirds of those present and voting at such a Meeting.

**7 Finance**

- All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purposes. Provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association or the repayment of reasonable out-of-pocket expenses incurred on behalf of the Association by employees and volunteers.
- An account shall be opened in the name of the Association with the Newport branch of HSBC, or with such other financial institution as the General Committee may from time to time decide. The General Committee shall authorise in writing the Treasurer, the Secretary of the Association and two other members of the General Committee to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the four authorised signatories.
- The Association's financial year shall be from 1<sup>st</sup> October to 30<sup>th</sup> September.

**8 Accounts**

The General Committee shall comply with its obligations under the Charities Act 1993 (or any statutory modification or re-enactment of the Act) with respect to:

- the keeping of accounting records for the Association.
- the preparation of annual statements of the accounts for the Association.
- the auditing or independent examination of the statement of account of the Association.

**9 Insurance**

The Association shall take out Public Liability Insurance to cover all its meetings and activities.

**10 Dissolution**

The decision to dissolve the Association shall only be made at a special General Meeting called for this purpose, at which two thirds of the members present and voting agree. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to other charitable village organisations.

**11 Other Matters**

Any matter not provided for in the Constitution shall be dealt with by the General Committee, whose decision shall be deemed as final.

**12 Alterations to the Constitution**

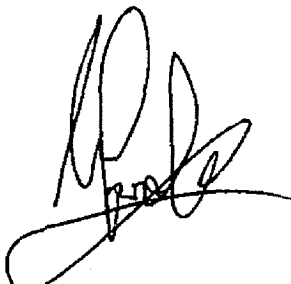
Any proposal to alter this constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is first to be considered. Any alteration will require the approval of both:

- a simple majority of members of the General Committee present and voting at a General Committee meeting.
- a two-thirds majority of members with power to vote present and voting at a General Meeting.

At least 14 clear days' notice shall be posted in a conspicuous place in the area of benefit and advertised in a newspaper circulating in the area of benefit, stating the wording of the proposed alteration.

**The changes to the "Constitution" which removed the first objective were accepted at an open meeting on the 8<sup>th</sup> May 2010 by a unanimous vote of those present.**

**Signed for and on behalf of Rookley Village Association**



**Michael Foote  
Chairman**

Dated ..... 8<sup>th</sup> May 2010 .....