

**CATCOTT VILLAGE ASSOCIATION**  
**CONSTITUTION AND RULES**  
**AS AMENDED 2014**

**1.0 NAME OF ASSOCIATION**

- .1 The name of the Association shall be 'CATCOTT VILLAGE ASSOCIATION'.

**1.1 ADDRESS**

- .1 The home address of the Secretary, for the time being.

**1.2 AIMS AND OBJECTIVES**

- .1 To encourage the interest of residents in community spirit, social and charitable activities and matters of local importance.
- .2 To keep members informed by newsletter and other appropriate means.
- .3 To make representations to appropriate authorities.
- .4 To associate and cooperate with similar Associations, in matters of mutual interest.

**1.3 MEMBERSHIP**

- .1 Any person resident within the Parish of Catcott becomes a member by association.

**1.4 FUNDS**

- .1 Donations are acceptable.

**2.0 ELECTION OF OFFICERS**

- .1 The members shall, at the Annual General Meeting, elect from amongst themselves a Chairman, a Vice Chairman, a Secretary, a Treasurer and a Publicity Officer.

**2.1 ELECTION OF COMMITTEE**

- .1 In addition to the Officers the members shall, at the Annual General Meeting, elect by ballot from amongst themselves, a Committee having a minimum of three members.
- .2 Any member may offer him/herself for election by notice in writing to the Secretary not less than twenty one days before the Annual General Meeting.
- .3 Should the Annual General Meeting commence with less than two notices in writing from members, the Chairman may, after election of those who have given notice, seek to make up the number from among other members present by show of hands.
- .4 All committee members shall retire at the Annual General Meeting but may, if they wish, offer themselves for re-election.
- .5 Members elected at an Annual General Meeting shall assume office at the close of business.
- .6 The Committee may fill any vacancy for an Officer from their own numbers. Such appointments to stand until the next Annual General Meeting.
- .7 The Committee may fill casual vacancies from the membership of the Association. Such appointment to stand until the next Annual General Meeting.

#### **Election of Committee continued....**

- .8 The Committee may co-opt members of the Association to the Committee for specific events.
- .9 Honorary Appointments – Being approved by Committee prior to AGM and ratified at the next AGM.

### **3.0 ANNUAL GENERAL MEETING**

- .1 An Annual General Meeting (AGM) shall be held in February of each year at which the Officers and Committee for the coming year shall be elected.
- .2 The Chairman shall preside at the AGM and, failing that, the Vice Chairman and, failing that, the Secretary and, failing that, the Treasurer.
- .3 Notice of the AGM shall be sent to all Committee Members by the Secretary not less than ten days before the date of the AGM and shall be displayed upon a public Notice Board.
- .4 The Minute Book and Accounts shall be available at the AGM for inspection by members from thirty minutes before until thirty minutes after the AGM.

### **3.1 EXTRAORDINARY GENERAL MEETING**

- .1 The Committee may call for an Extraordinary General Meeting of members of the Association.
- .2 Notice of the Meeting shall be advertised by the Secretary allowing the maximum notice that circumstances may permit and stating the business to be dealt with. This notice to be displayed on a public Notice Board.

### **3.2 COMMITTEE MEETINGS**

- .1 The Committee shall meet not less than four times each year, as and when the Officers shall decide, to review the business of the Association and to deal with any matters which have been brought to its notice.

### **3.3 EMERGENCY COMMITTEE MEETING**

- .1 Subject to the Quorum Rule (clause 3.4.1), any two Officers and / or Committee Members may convene an Emergency Meeting at a time and place convenient to those attending. All Committee Members must be notified of the intended meeting.
- .2 The Chairman or, failing that, the Vice Chairman or, failing that, the Secretary or, failing that, the Treasurer shall ensure that a full and proper record of the procedure is kept for inclusion in the Minute Book.
- .3 Should the Secretary be unable to attend, the members convenient the Meeting shall elect one of their number to act on behalf of the Secretary.

### **3.4 QUORUM**

- .1 Not less than two Officers and two Committee Members to be present for a Committee Meeting to take place.

### **4.0 BANK ACCOUNT**

- .1 The Treasurer shall, subject to the consent of the Committee, maintain a current account at a bank.

- .2 Cheques to be signed by the Treasurer and one other Officer.

#### **4.1 EXPENSES**

- .1 Committee Members may be reimbursed for all reasonable expenses incurred in the course of authorised Association business providing that prior consent of the Committee is obtained for any expenditure in excess of £50.

#### **5.0 DECLARATION OF INTEREST**

- .1 Any Officer or Committee Member having a direct financial or commercial interest in any business of the Association shall give notice to the Meeting and withdraw from the Meeting until that business is completed.
- .2 The Association shall reserve the right to declare null and void any business found to have been conducted in the presence of an Officer or Committee Member having a direct financial or commercial interest.

#### **6.0 AMENDMENT OF RULES**

- .1 Any Member may propose an amendment or addition to the Rules of the Association by writing to the Secretary.
- .2 The Secretary shall bring the matter to the attention of the next Committee Meeting. The Committee may then, if they think fit, refer the matter to the next General Meeting of Members for their consideration and decision by shown of hands to those Members present.