

# **CATCOTT VILLAGE ASSOCIATION CONSTITUTION AND RULES AS AMENDED 2022**

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## **1 NAME OF ASSOCIATION**

1. The name of the Association shall be 'CATCOTT VILLAGE ASSOCIATION'.
2. The Internet Domain Name for the Association shall be 'catcottvillage.co.uk'
3. The Website for the Association shall be '<https://catcottvillage.co.uk/>'
4. The Facebook Home for the Association shall be '<https://www.facebook.com/catcottvillage/>'
5. The Twitter Home for the Association shall be '<https://twitter.com/CatcottVillage>'
6. The Instagram Home for the Association shall be '<https://www.instagram.com/catcottvillage/>'
7. The Google Account for the Association shall be ' [catcottvillage@gmail.com](mailto:catcottvillage@gmail.com)'

## **2 ADDRESS**

1. For Internet purposes, the home address of the Internet Administrator. For banking purposes, the home address of the Treasurer. For paper correspondence, the home address of the Secretary.
2. The contact email address of the association shall be '[info@catcottvillage.co.uk](mailto:info@catcottvillage.co.uk)'
3. The following position email addresses shall be maintained at the Internet Domain of the Association.
  1. [chair@catcottvillage.co.uk](mailto:chair@catcottvillage.co.uk) to be directed to the chair of the association.
  2. [secretary@catcottvillage.co.uk](mailto:secretary@catcottvillage.co.uk) to be directed to the secretary of the association.
  3. [treasurer@catcottvillage.co.uk](mailto:treasurer@catcottvillage.co.uk) to be directed to the treasurer of the association.
  4. [press@catcottvillage.co.uk](mailto:press@catcottvillage.co.uk) to be directed to the publicity officer of the association.

## **3 TELEPHONE NUMBER**

1. The Telephone number of the association shall be 01278 589307 to be hosted by SIP Basic and configured as a voice mail box for the Association. All voice recordings to be sent to [voicemail@catcottvillage.co.uk](mailto:voicemail@catcottvillage.co.uk).

## **4 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.

## **5 MEMBERSHIP**

1. Any person resident within the Parish of Catcott becomes a member by association.
2. A resident may opt out of membership by notifying the Association in writing or by email.
3. Members are required to treat each other and the wider public with respect during the conduct of Association business.
4. A Member may be excluded from any meeting if their behaviour is in breach of clause 3 above and a Member proposes a motion to exclude them and that motion is carried unanimously by those other Members present at the meeting by a show of hands.

## **6 FUNDS**

1. The Association shall accept donations and raise funds by means of events organised from time to time by the members of the Committee. Such funds to be kept in a bank account maintained by the treasurer and spent as agreed and minuted by the Committee.
2. The Committee shall maintain a reserve of funds sufficient to cover all fixed annual expenditure in addition to any funds ring fenced for committed expenditure.
3. Should funds drop below the required reserve all additional expenditure shall stop until sufficient reserve has been built up.
4. The Associations Accounts shall be independently verified annually.

## **7 BANK ACCOUNT**

1. The Treasurer shall, subject to the consent of the Committee, maintain a current account at a bank.
2. Payments over a set amount to be authorised and minuted at committee meetings. The set amount to be agreed by the committee as required.
3. Authorised cheque signatories to be agreed and minuted from time to time at Committee meetings.
4. The Treasurer may operate the account by means of Internet Banking from their personal computer, tablet or mobile phone providing reasonable precautions are taken to prevent banking fraud.

## **8 ELECTION OF COMMITTEE**

1. The members shall, at the Annual General Meeting, elect by show of hands from amongst themselves, a Committee having a minimum of six members.
2. All committee members shall retire at the Annual General Meeting but may, if they wish, offer themselves for re-election.
3. Members elected at an Annual General Meeting shall assume office at the close of business.
4. The Committee may fill casual vacancies from the membership of the Association. Such appointment to stand until the next Annual General Meeting.
5. The Committee may co-opt members of the Association to the Committee for specific events.
6. Honorary Appointments – Being approved by Committee prior to AGM and ratified at the next AGM.

## **9 ELECTION OF OFFICERS**

1. The Committee shall, at the first committee meeting following the Annual General Meeting, elect from amongst themselves a minimum of the following officers...
  1. Chair
  2. Secretary
  3. Treasurer
2. To enable the smooth running of the association, if volunteers are forthcoming, the Committee shall elect the following additional officers, two or more of which maybe combined into a joint office...
  1. Vice Chair
  2. Publicity Officer
  3. Internet Administrator

## **10 ANNUAL GENERAL MEETING**

1. An Annual General Meeting (AGM) shall be held in February of each year at which the Committee for the coming year shall be elected.
2. The outgoing Chairman shall preside at the AGM and, failing that, the outgoing Vice Chairman and, failing that, the outgoing Secretary and, failing that, the outgoing Treasurer.
3. Notice of the AGM shall be sent to all Committee Members by the outgoing 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.

## **11 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.

## **12 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.
2. Committee meetings may take place at any mutually agreed physical or virtual location providing no Committee member is excluded by lack of access to the meeting place.

## **13 EMERGENCY COMMITTEE MEETING**

1. Subject to the Quorum rule page 6 clause 14, 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 convening the Meeting shall elect one of their number to act on behalf of the Secretary.

## **14 QUORUM**

1. Not less than four Committee Members of which two must be Officers to be present for a Committee Meeting to take place.

## **15 EXPENSES**

1. Committee Members shall be reimbursed for all reasonable expenses incurred in the course of authorised Association business. Only expenses approved and minuted at a committee meeting will be assured to be reimbursed.

## **16 INSURANCE**

1. The Committee shall ensure that adequate Third Party Liability Insurance is in place before any event organised by the committee shall go ahead.

## **17 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.

## **18 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 show of hands of those Members present.

## **19 WINDING UP OF THE ASSOCIATION**

1. The association shall be wound up and its assets dispersed if fewer than 6 Committee members are elected at two consecutive Annual General Meetings.
2. The Assets of the Association shall be sold and all funds remaining after all liabilities have been paid shall be divided equally between the Catcott Playing Field Association, Catcott Primary School, St Peter's Church Catcott, and the Village Hall Edington.