

CONSTITUTION

1. Name

The Association shall be called the Banstead Village Residents' Association, hereinafter referred to as BVRA

2. Objectives

The objectives of the association shall be:

- 2.1 To preserve and enhance the amenities and infrastructure of the Village
- 2.2 To advance and promote the interests of local residents by appropriate representations to local and national government

3. Membership

3.1 Membership of BVRA shall be open to:

- all residents of Banstead Village in the Borough of Reigate and Banstead
- any Business within the Banstead Village Ward.
- at the discretion of the Executive Committee (clause 4) residents outside what is currently defined as the Village Ward

3.2 Membership of BVRA shall require payment of the annual subscription (clause 7) set at the AGM (clause 5) and shall be deemed to be per household

4. Executive Committee and Officers

4.1 Management and operation of BVRA shall rest with an Executive Committee comprising officers and members which shall not exceed 15 members in total. It shall have the power to manage the affairs of BVRA for the benefit of members

4.2 There shall be five Officers comprising the Chairman, two Vice-Chairmen, the Secretary and Treasurer.

4.3 Membership of the Executive Committee shall be subject to election at the Annual General Meeting (hereinafter called the AGM) to be held in May each year (clause 5), The Secretary and Treasurer shall be individually elected at the AGM while the other members of the Committee shall be elected en bloc, provided the Chairman and attendees at the AGM are in agreement to this process. Election of these

members to the Committee shall be from general members of BVRA duly nominated by two members and confirmed by majority vote of the members attending the AGM

- 4.4 The Chairman shall be elected by the first meeting of the Executive Committee following the AGM from amongst its members. This Committee Meeting shall also appoint the two Vice Chairmen for the year. These posts shall not be held for more than 10 years.
- 4.5 During the year other members may be co-opted onto the committee by the sitting Executive Committee and subject to election at the ensuing AGM always subject to the maximum of 15 in accordance with Clause 4.1
- 4.6 Any Officer or Executive Committee Member shall vacate his/her office on ceasing to be a member of BVRA

5. Management and Operations

- 5.1 BVRA shall be managed by the Executive Committee and the following meetings shall be held:
 - Annual General Meeting
 - Executive Committee Meetings
 - Special General Meetings
- 5.2 The Annual General Meeting of BVRA shall be held not later than the end of May in each year. Notice of the Annual General Meetings shall be given not less than 7 days prior to the meeting. This notice shall be presented with an Agenda in the May edition of the NewsSheet,

The Chair at the Annual General Meetings shall be taken by the Chairman or Vice-Chairman of the Executive Committee or by such person as the Executive Committee shall decide. Failing a decision by the Executive Committee the members at the meeting shall elect the Chairman for that meeting.

The quorum for Annual General Meetings of the Association shall be 25 members.

- 5.3 Executive Committee meetings shall be held on the last Tuesday of the month except in December. The chairman or Vice-Chairman shall take the chair or in their absence the members present shall elect the Chairman for that meeting. Seven elected members of the Executive Committee of which at least two shall be officers shall constitute a quorum
- 5.4 All the members of the Executive Committee shall be entitled to a vote on any subject before the Committee and the Chairman shall have a casting vote in addition to his/her ordinary vote.

- 5.5 Any member of the Executive Committee who fails to attend five consecutive meetings of the Committee shall, in the absence of a satisfactory explanation, be deemed to have resigned his/her membership of the Committee.
- 5.6 The Executive Committee shall have power to appoint sub-committees to consider or enquire into any matter that the Executive Committee consider desirable or appropriate.
- 5.7 Any sub-committee shall be given such directions and powers as shall be considered necessary for its purpose.
- 5.8 The sub-committee shall appoint a Chairman from amongst its members. The Chairman of the sub-committee shall report its findings to the Executive Committee at the next appropriate meeting.
- 5.9 Special General Meetings of BVRA shall be called as and when determined by the Executive Committee or on a written request to the BVRA Secretary made by not less than 40 members. The request shall state the topic of business for which the meeting is required. The meeting shall be held within 28 days of the receipt of such a request and no business shall be transacted other than that for which the meeting is called
- 5.10 In the event of urgent matters arising which need to be dealt with immediately and there is not time to call a meeting of the Executive Committee the Chairman shall have power to make such decisions as appear to be necessary but shall first consult and agree with two other officers of the BVRA. If the Chairman is not available or incapacitated the Vice-Chairman shall have the same powers. Any such decision shall be submitted for discussion at the next meeting of the Executive Committee and may be reversed if so decided by the Executive Committee

6 Voting rights of Members

- 6.1 BVRA will maintain a register of membership, with each member household or business being entitled to one vote.
- 6.2 Any member of BVRA present at the Annual General Meeting may request a vote on any matter. All members present shall be entitled to vote on the matter and a decision shall be made by majority vote provided the proposal has been seconded by one other member present. In the event of there being no majority the Chairman shall have a casting vote in addition to his ordinary vote.

7 Subscriptions

- 7.1 The subscriptions for membership shall be set annually at a level determined by the Executive Committee subject to the approval of the members present at the AGM.
- 7.2 The subscription shall be payable on joining BVRA and thereafter become due on the 1st April in subsequent years.

8. Accounts

- 8.1 The accounts of BVRA shall be prepared by the Treasurer and approved by the Executive Committee prior to the AGM
- 8.2 The financial year of BVRA shall end on the 31st March in each year
- 8.3 The Treasurer shall arrange for the Accounts to audited annually
- 8.4 The Accounts shall be presented at the AGM and approved by a majority of members present at the meeting

9. Auditor

- 9.1 The members at the Annual General Meeting shall elect an Honorary Auditor who shall not hold any other office in BVRA. The Auditor shall examine and audit the accounts of BVRA and his/her report shall be presented to the members at the Annual General Meeting.

10. Amendment or Alteration of Rules

- 10.1 Any proposal for amendment alteration or addition to these Rules shall be submitted in writing to the BVRA Secretary not less than 14 days before the AGM. The Executive Committee shall report on the Proposal to the AGM with its recommendation whether to accept or reject the proposal with the final decision to be made by majority vote of members present at the AGM

11 General

- 11.1 The Executive Committee shall be empowered to determine any matter not dealt with in these Rules.

12. Dissolution

- 12.1 To effect the dissolution of BVRA a Special General Meeting shall be called and a vote taken
- 12.2 On the dissolution of BVRA the Executive Committee shall determine at its absolute discretion how the residual funds and assets shall be disbursed to appropriate bodies for use for charitable purposes.

These rules were adopted at the Annual General Meeting on

Date: ...May 29th 2014.....