

Sherburn in Elmet Community Voice Residents Association

CONSTITUTION

1. NAME

The name of the association is '**Sherburn in Elmet Community Voice Residents Association**'.

2. AIMS

- a. To improve the housing, environment and services in and around the town
- b. To be non-political.
- c. To build and encourage a partnership and improve communication between councils and members.
- d. To protect the rural and historical identity of the town through consultation with appropriate authorities.
- e. To promote equal opportunities within the community.
- f. To assist other local community associations and committees where possible.
- g. To fairly represent the majority view of the members

3. EQUAL OPPORTUNITIES

The association is committed to placing equal opportunities at the core of its practices and to promoting equality of opportunity to its members. Everyone, irrespective of age, disability, gender re-assignment, marital or civil partnership status, pregnancy and maternity, race, religion and belief (or lack of it), sex and sexual orientation will be given every opportunity to participate in all actions of the association without discrimination.

4. MEMBERSHIP

Membership is 'per household' and open to all people, over the age of 18, who would normally reside within Sherburn in Elmet and its surrounding areas. Any household member over the age of 18 may attend meetings, but only one vote is allowed per household.

Membership is by way of an annual membership fee per household, the amount of which will be determined each year at the AGM.

A record of all members shall be kept by the secretary of the association.

The membership year will run from 1st April to 31st March.

Digital communications and social media will be used to regularly inform members of any progress on current issues.

Every member shall receive a copy of this Constitution and the 'Code of Conduct' along with any changes or addendums.

Membership will end when a member dies, resigns or has its membership terminated.

Members are expected to abide by the associations 'Code of Conduct', and membership can be suspended or terminated should misconduct occur and be agreed by at least two thirds of the current Executive Committee (EC).

No refunds of membership fees will be given once paid.

5. GENERAL MEETINGS.

The quorum for a General Meeting shall be at least two members of the Executive Committee and 10% of the membership. The association shall hold at least 4 general meetings (including an Annual General Meeting) each year which shall be open to all members. At least 7 days notice will be given of these meetings using the contact information provided.

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6. ANNUAL GENERAL MEETING.

The quorum for an AGM shall be 2 members of the Executive Committee and 15% of the membership. The Association shall hold an annual general meeting (AGM) once in each year, and not more than 15 months shall pass between the date of one AGM to the next. The AGM shall:

Receive an annual report from the Executive Committee Chair.

Be given a financial report by the Treasurer

Consider any resolutions or constitution amendments put forward by the members.

Elect an Executive Committee for the following term.

To be eligible to attend an AGM members must have paid their membership fee for that year

A minimum of 14 days notice of the time, date and place of the AGM shall be given using the contact information provided. This will include any proposed changes to the constitution and a meeting agenda.

Any proposals for changes to the constitution or items for the agenda must be submitted to the Secretary, in writing, at least 10 days prior to the AGM.

7. MINUTES.

All formal meetings shall have minutes recorded and agreed at the following meeting. These will then be available from the Secretary for inspection by any association member.

Any vote at an AGM or general meeting shall be recorded in the minutes.

8. EXECUTIVE COMMITTEE.

The Executive Committee (EC) shall oversee the day to day activities of the association. It will be allowed to authorise and pay individual spends up to £250 for administrative costs including, but not limited to, printing, stationery, postage, IT and advertising, providing funds are available. Any item requiring a greater spend must be authorised by a majority vote at a general meeting.

They will arrange fund raising activities, revenue streams and oversee spending.

It will provide regular updates to the membership of things that affect the association and report on work done and current and future plans to each general meeting.

It will consist of four 'officers' a Chair, Vice Chair, Secretary and Treasurer who shall be elected at the AGM.

They may co-opt up to four further members should they all agree the need.

Any member shall be eligible to stand for election to the Executive Committee.

All members of the EC will stand down at the AGM but may offer themselves for re-election.

The Chair or Secretary may call an Executive Meeting at any time but must give at least seven days notice of time, date and place, unless a shorter period is agreed by ALL EC members.

The EC may, from time to time, create sub committees or working parties, on a permanent or temporary basis, to act on specific issues. These shall be selected from the general membership and will include at least one member of the EC who will report to the EC for decision making.

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The EC must abide by the same 'Code of Conduct' as the members and any misconduct shall be dealt with by the other EC members.

9. DUTIES OF OFFICERS.

The Chair shall preside over general and executive committee meetings and represent the association as called upon to so do.

The Vice Chair shall assist and stand in for the Chair as and when necessary. They will also assist other EC members when required.

The Secretary shall record minutes of all meetings and deal with any correspondence. They shall maintain a record of the membership and contact details and distribute information to the membership as required.

The Treasurer shall maintain a set of accounts, secure all monies received and maintain a record of all financial transactions of the association. They shall retain and offer receipts where required and arrange any payments to be made where funds are available. They shall give an annual report to the members and make a report of finances at each EC meeting.

10. FINANCE.

Annual accounts will be presented at any AGM.

The accounts of the association shall be available for inspection within 28 days of any request by a member. This request must be made in writing to the Treasurer or Chair.

The association is a 'not for profit' organisation. If any surplus funds should be accrued these may, at the discretion of the Executive Committee and subject to members approval, be distributed to other local 'good causes' or charities.

11. DISSOLUTION.

The association can only be dissolved by resolution at a Special General Meeting called specifically to consider a motion to dissolve. Members shall be given 14 days notice of such a meeting which shall contain the reasons and wording for the dissolution.

Should dissolution be agreed, any remaining funds will be distributed to local 'good causes' or charities as the standing Executive Committee see fit.

12. GDPR.

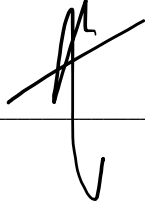
Any information given to the association by its members will be kept securely on data storage and retrieval equipment. It shall be used solely for the purpose of keeping a record of membership and for distributing information to the members. It will not be passed on to any third party or used for purposes outside that of the association.

13. AGREEMENT

The constitution of Sherburn in Elmet Community Voice Residents Association is agreed by:

 _____ Nick Harness (Chair)

Sherburn in Elmet Community Voice Residents Association



Pearl Agius (Vice Chair)

J.D. _____ J.J. Dagnall (Secretary)



Robert Lodge (Treasurer)

Dated 25th March 2026.

SIE COMMUNITY VOICE