



ETON WICK VILLAGE ASSOCIATION

Constitution

1. **Aim;**

To improve Eton Wick as a place to live in, work in, and visit

2. **Objectives;**

The Association will fulfil the aim by:

- Developing a sense of community by organising events and other appropriate public meetings giving due regard to the safety of those attending.
- Ensuring that residents and others are kept informed of current and future news, events and developments in the local community.
- Promoting the health and well-being of the residents, traders, business people of Eton Wick and its visitors, working together regardless of age, ethnicity, ability, gender identity and sexual orientation, belief or political affiliation and recognising the value of our many differences.
- Involving local people and others as appropriate, in improving and maintaining the environment of Eton Wick.
- Liaising with statutory and non-statutory agencies and other organisations as appropriate.
- Raising funds as appropriate and maintaining one or more bank accounts in order to promote its aims and objectives.
- Taking only actions which are lawful, always ensuring that organised activities are covered by appropriate public liability insurance.

3. **Membership**

- a) EWVA is an Association open to Eton Wick residents, traders and business persons who are interested in helping the association to achieve its aim and willing to abide by its rules.
- b) Every attendee at the meetings shall have one vote at open public meetings.
- c) The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if, in its opinion his/her conduct is prejudicial to the interests and objectives of the association, provided that the individual member shall have the right to be heard by the Committee before the final decision is made.

4. **Committee**

- a) EVWA shall be administered by a Committee of not less than five (5) people and not more than fifteen (15) members elected at the AGM. Committee Members must be at least 16 years old.
- b) The Mayor of Eton or his/her Deputy, the RBWM Councillor for Eton Wick, and the Town Centre Manager for Windsor and Eton shall be ex officio members of the Committee.
- c) The officers of the Committee shall be:
The Chair
The Deputy Chair
The Treasurer
The Secretary
and such other officers as the Association shall deem necessary at the ACM.
- d) The Committee shall meet approximately 6-WEEKLY with at least 4, and a target of 6 open meetings per year.
- e) At least five (5) members must be present for the Committee meeting to be quorate.
- f) The Committee shall vote on a simple majority basis. If there is a tied vote then the chairperson shall have a second vote.
- g) Sub-groups and working parties may be set up as deemed necessary by both the general and management committees; such groups and parties shall be accountable to the Committee which formed them.
- h) In the future, the committee shall have the option to co-opt Associate Member to the committee where specific skills or roles are required. This may result from individuals contributing to a topic, whilst having no desire to become full committee members. Such positions may include amongst others, but not exclusively: "Our Village" newsletter Editor, Website Editor.
- i) Members of the Committee should aim to attend all meetings, and should miss no more than 2 consecutive meetings. Members failing to achieve the appropriate attendance will, unless for good reasons approved by the other members of the committee, cease to qualify for committee membership which will be terminated at the discretion of the other members. This only applies to ordinary members, not ex officio members.
- j) Apologies should be given for non-attendance and "not present" names included in minutes.

5. **Finance**

- a) Any money obtained by the Association shall be used only to fulfil the aims and objectives of EWVA.
- b) Any bank accounts opened for the Association shall be in the name of the EVWA.
- c) Any cheques issued shall be signed by at least two of any three nominated signatories. Any expenditure over £50 needs to be authorised by a majority of the Committee.
- d) The Committee will be responsible for ensuring that the Association stays within the budget.

6. **Open Public Meetings**

- a) The committee shall call at least four (4) public meetings each year including the AGM, the purpose of these meetings is for the group to account for its actions, to listen to the views and concerns of members, and consider how best to promote the aims and objectives of EWVA.
- b) The Chair of EWVA shall normally chair these meetings but he/she may delegate this task as and when necessary.
- c) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least four (4) specified public places, usually the Village noticeboard, the Post Office, the Eton Wick Library.
- d) All meetings, including AGMs, must be minuted and those minutes made available to members.
- e) The quorum for an open public meeting is six (6).

7. **Annual General Meeting**

- a) EWVA shall hold an Annual General Meeting (AGM) every year and at not more than 15-month intervals.
- b) Where possible past attendees shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least four specific public places (see above) giving at least 14 days' notice of the AGM.
- c) The business of the AGM shall include:
 - Receiving a report from the Chairperson of the EVWA's activities over the year.
 - Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of EWVA.
 - Electing new Officers and Committee members
 - Considering any other matter as may be appropriate at such a meeting.
- d) The quorum for Annual General Meeting shall be at least eight (8) members.

8. **Alteration of the Constitution**

- a) Proposals for amendments to this constitution, or dissolution (see Clause 9) must be delivered to the secretary in writing. The committee shall then decide on the date of an open public meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any open public meeting.

9. **Dissolution**

The Association may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims; failing that any assets will be passed to Eton Town Council for use within the local community.

10. Adoption of the Constitution

This updated constitution was adopted by the members present at the Meeting on 30th January 2019

Proposed: Claire Taylor

Seconded:

Signed:	(Chair)
	(Secretary)
	(Treasurer)
	(Member)
	(Member)