

CONSTITUTION

1. NAME

The name of the Association shall be the Keston Village Residents' Association, hereinafter referred to as the KVRA.

AIMS & OBJECTIVES

The aims and objectives of the KVRA shall be to:

- Act where and when necessary to protect and improve the amenities and consider all matters affecting the environment of Keston Village.
- Represent and promote the interests of all local residents, organisations and businesses.
- Work to improve conditions for local residents, organisations and businesses.
- Engage in partnership with the local authority and other businesses to achieve our aims.
- Foster social and charitable activities for the benefit of residents and the local community.
- Promote the Village and the Association on the Internet.
- Remain entirely non- political and non-sectarian.

2. MEMBERSHIP

Membership is open to all residents and businesses within the boundary as shown on the map as at item 12 below. All members shall have voting rights on all issues raised at general meetings that they attend. Residents shall on request be supplied with a copy of this Constitution.

3. MANAGEMENT COMMITTEE

The Management of the Association shall be vested in the Committee consisting of a Chair, Vice-Chair and, if possible, ten other members elected at Annual General Meeting. The Chair or Vice-Chair and half of the ordinary members shall offer themselves for re-election annually. The Committee may appoint any sub-committees to consider specific issues and report back to it. Meetings of any sub-committee shall be conducted freely but on the broad principles of a Committee meeting. Non- voting members may be co-opted to any committee at its discretion, provided the main committee is informed.

4. QUORUM

A quorum of the Committee shall consist of the Chair or Vice-Chair and three other members.

5. ELECTION OF OFFICERS

The Committee shall elect its own officers and approve the appointment of an auditor who shall not be a member of the Committee.

5. ANNUAL GENERAL MEETING

An Annual General Meeting (AGM) of the KVRA shall be held once a year (normally in April and within 13 months of the last AGM). Notice of the meeting must be distributed at least 14 days in advance. Notice of any meeting is considered to be served if the date is published online or through the KVRA mailing list. The local councillors should be invited to the AGM. The quorum for any AGM or Special General Meeting (SGM) will be 10 members. At the meeting the minutes of the previous AGM will be presented and approved. The Chair and Secretary will present their respective reports of KVRA's activities in the past year. The Treasurer will present the inspected accounts for the year. Any proposals to amend the Constitution must be presented to the Secretary in writing at least 7 days prior to the meeting at which they are to be considered. Any proposals to amend the Constitution must be made available to all members of the KVRA with the notice of the meeting (this will usually be undertaken through the KVRA group email).

6. SPECIAL GENERAL MEETINGS

SGMs may be called at any time for the purpose of altering the Constitution or for considering any matter which needs the immediate attention of all members. SGMs shall be called either at the written request of at least six members of the KVRA, or if a Committee Meeting decides by a simple majority that it is necessary or advisable. At least 14 days' notice of any SGM will be given to members in the usual manner, stating the reason(s) for holding the meeting. All matters for decision will be decided by a simple majority of those present and voting.

7. COMMITTEE MEETINGS

The business of the KVRA shall be conducted at Committee Meetings, which shall be open to all Committee members. At least seven days' notice of Committee meetings will be given to all members of the Committee. A quorum of the Committee shall be four (consisting of the Chair or Vice-Chair and three other members.). All matters for decision will be decided by a simple majority of those present and voting. No member shall have more than one vote, except in a tied vote when the Chair will have the casting vote. Minutes or notes must be kept of all Committee meetings of the KVRA.

The minutes will be presented to the next meeting to be approved. The minutes may be made available to any member of the KVRA upon request. All Committee members will be expected to treat each other with respect and act in a courteous manner at the KVRA meetings and events. The Chair may ask members to leave if their behaviour is disruptive or offensive. In the case of gross misconduct, the Committee may remove the member from the Committee.

8. FINANCE

The financial year shall run from the 1st of March to the last day in February. An Honorary Auditor shall be appointed annually. All money raised by or on behalf of KVRA shall be applied to cover the running costs of the KVRA and the achievement of the aims and objectives of the KVRA and for no other purpose. The Treasurer shall keep proper account of the finances of the KVRA and shall maintain bank/building society accounts in the name of the KVRA and keep copies of all relevant invoices and receipts to support expenditure and income. The Committee will nominate at least three people who can sign cheques. These people must not live in the same household, or be close family members. The Treasurer will be responsible for keeping all signatories on the account(s) accurate and up to date should any signatory leave or stand down. The Committee is responsible for the proper use of money raised. Authorisation for levels of expenditure will be agreed by the Committee at the first Committee meeting after the AGM and recorded in the minutes. Personal expenses will be reimbursed by the KVRA providing the Member submits details together with all relevant receipts on the prescribed expense claim form to the Treasurer so that they may receive the appropriate remuneration..

9. PROPERTY OF THE KVRA

Any property of the KVRA shall be vested in the Chair, Treasurer and Secretary or any two of them.

10. AMENDMENTS TO THE CONSTITUTION

Any proposals to amend the Constitution must be presented to the Secretary in writing at least 21 days prior to the general meeting at which they are to be considered. Proposals to amend the Constitution must be made available in the usual way to all members of the KVRA with the notice of the meeting.

11. DISSOLUTION

If the Committee decides at any time by a simple majority that it is necessary or advisable to dissolve the KVRA, the officers shall call a general meeting of all members, giving at least 14 days' notice and stating the terms of the dissolution resolution to be proposed at the meeting. A resolution to dissolve the KVRA shall be agreed by a majority of those present and voting. Wherever possible outstanding bills will be paid. Any balance of funds held by the KVRA will be donated to a local charity or charities to be chosen at the dissolution meeting.

12. KVRA BOUNDARY

The boundary of the KVRA shall consist of all roads shown within the shaded area (including those properties to the South of the Croydon Road, West of the Westerham Road,)

