

IVER VILLAGE RESIDENTS' ASSOCIATION CONSTITUTION

1. NAME

The Association shall be called the Iver Village Residents' Association.

2. OBJECTIVES

The objectives of the Association shall be:

- a. The promotion of the welfare and interests of its members, and the community of Iver Village as a whole.
- b. To work with other organised bodies when desirable on matters of common interest.
- c. The protection of the Village and its residents in areas such as noise and air pollution.
- d. To unite the members and residents and enable them to have a greater ability to have a positive impact on the area.

3. MEMBERSHIP

Adults residing in and around the Village of Iver and Shreding Green are the core of IVRA. However, any adult with an interest in making Iver Village better for the residents will be welcomed as a member.

4. SUBSCRIPTION

The subscription fee, to be set by the Committee, shall be paid by every household on the 1st of July each year and cover the entire household.

Members that join after 1st of July will still pay the annual subscription fee, to renew on the next 1st of July as standard.

The committee members can suspend the subscription fee for up to 12 months at a time by voting for the suspension. During the time of the suspension, the subscription of existing members shall be automatically extended and new members shall receive a free subscription until the end of the suspension period.

5. VOTING

A member that has an active subscription or whose subscription is less than six months in arrears shall be entitled to:

- a. Vote for the Committee.
- b. Vote on changes to the Constitution.
- c. Vote on other matters that require the agreement of the Association's members.
- d. Be a member of the Committee, sub-committees or working groups.
- e. Nominate Committee members.

No member whose subscription is more than six months in arrears shall be entitled to vote, hold office or receive the benefits of the Association. Any member whose subscription is more than one year in arrears shall cease to be a member of the

Association, but the committee shall have the power to reinstate such a member on any future date at their discretion.

6. COMMITTEE

A Committee of up to 14 members shall be elected at the Annual General Meeting by the attending members in accordance with the following provisions:

- a. All positions within the Committee will be eligible for re-election each year.
- b. Incumbent members shall be eligible for re-election.
- c. A ballot shall be taken to fill the vacancies on the Committee.
- d. The Committee members must be members of the Iver Village Residents' Association.

7. OFFICERS

The Committee shall meet within 14 days of the Annual General Meeting and shall elect from among its members a Chairperson, Vice-Chairperson, Honorary Secretary and Honorary Treasurer, in accordance with the following provisions:

- a. Each Officer of the Association shall serve for a period of one year or until they are no longer members of the Committee, except as provided below.
- b. If an AGM was not held at a certain year, the officers shall serve until the first general meeting that occurs after this time.
- c. If an officer ceases to be a member of the Committee, the office held shall thereupon become vacant.
- d. The Committee shall have the power to fill any vacant office and to appoint a member of the Association to fill any vacancy on the Committee in accordance with the rules of co-option (as detailed in Point 8)
- e. Incumbent officers shall be eligible for re-election.

8. COMMITTEE MEMBER'S RETIREMENT

In the event of the retirement of a Committee member or if they can't continue holding their role, the Committee members may assemble to vote to co-opt a replacement if the Annual General Meeting is an unreasonable period to wait. Co-option shall take place in accordance with the following provisions:

- a. The Committee shall have the power to co-opt not more than two persons.
- b. If the vote for co-option of a member received less than 60% of the Committee's votes, or if less than six remaining members of the Committee were elected by members in a general meeting, a Special General Meetings shall be called and Association Members shall vote to fill the vacant roles.
- c. A co-opted Committee member shall be either a member of the Association or non-members who, by virtue of their position on outside bodies and their interest in the welfare of Iver Village, may help to serve the Association. Once co-opted on to the Committee, they will be encouraged to become a member.

9. GENERAL MEETINGS AND AGM

The Annual General Meeting (AGM) shall be held during the month of July, and other General Meetings may be held as the Committee shall determine. If it was not possible to hold the AGM in July, it should take place at the earliest convenience after that month.

A General Meeting shall be called by a notice on our website and any other chosen forms of communication such as text, email, and public notices, not less than 20 days before the date of the meeting. A notice of meeting and agenda shall be delivered to members of the Association not less than 10 days before the date of the meeting. Any documentation related to the meeting shall be made available for members to see in advance on the website at the soonest opportunity.

Special General Meetings open to all members can be held for the purpose of altering the Constitution or for considering any matters which the Committee may decide should be referred to the Members in general. The Secretary or Chair shall call such meetings at the request of not less than 3 Committee Members, or at the written request of not less than 20 Association Members setting forth the subjects of such a meeting. The Secretary shall arrange for such a meeting to take place within 14 days. No business shall be transacted other than that for which the meeting was called, and the provisions of the previous paragraph regarding notice shall apply.

10. COMMITTEE MEETINGS

Committee meetings shall generally be held monthly, but there shall be no less than 6 per annum. Association members will be able to attend these meetings as viewers and participants but will be unable to have a deciding vote on Committee matters discussed at the meetings. The Committee retains the right to request the meeting closed to non-Committee members at any point during a meeting should the agenda item be of a more sensitive nature.

At the request of any three members of the Committee, the Secretary or Chair shall convene a meeting within 14 days. A quorum of the Committee shall consist of a minimum of 4 people.

A statement of the individual attendances of members of the Committee shall appear in the Annual Report of the Committee to be presented at the Annual General Meeting.

All members of the Committee will be expected to attend a minimum of 60% of Committee meetings unless agreed by the Chairperson due to unforeseen circumstances.

11. SUB-COMMITTEES AND WORKING GROUPS

The Committee may appoint sub-committees and/or working groups from amongst members of the Association to carry out special activities or to achieve a particular goal for the Association. Any sub-committee/working group shall only spend funds that were approved for it in advance by the Committee, shall keep accounts of their spending and a record of the meetings. The sub-committees/working groups shall report their findings and recommendations to the Committee, which will then discuss them, vote, or involve others as required.

Any member of the Association may apply to a sub-committee or working group, as may members of local outside bodies with a common interest in the subject matter.

12. HONORARY SECRETARY

The Secretary shall attend the meetings, enter the minutes, resolutions, etc., and conduct the correspondence. They shall send Notice of the Agenda to members of the Committee to reach them not less than 24 hours before any Committee meeting.

13. MEMBERSHIP SECRETARY

The Membership Secretary shall keep a secure register containing the names, addresses and emails of all members (where applicable). The Membership Secretary shall ensure that all new members' details are added to the register and that the e-newsletter mailing list is updated. They must ensure that this information is stored and used in compliance with GDPR.

14. HONORARY TREASURER

The Treasurer shall pay all accounts under the discretion of the Committee and prepare a Balance Sheet for each Annual General Meeting. All cheques shall be signed by two of the four authorised signatories, namely the Chairperson, the Honorary Treasurer, the Honorary Secretary and one other named Committee member.

15. EXPENDITURE

No expenditure shall be incurred except by resolution of the Committee.

16. ACCOUNTS

The accounts shall be subject to an examination prior to the Annual General Meeting by the Committee and be available to any member that requests to review them.

17. RULES

No new rule shall be adopted nor any alteration or addition to the Rules be made except at a General Meeting.

Notice of any proposed alteration, amendment or new Rule shall be given in writing to the Secretary no later than 7 days before the General Meeting, and the notice convening the proposed alteration, amendment or new rule will be sent to the member no later than 5 days before the General Meeting.

The Committee shall have the power to refuse membership to an applicant and to expel any member of the Association who, in its opinion, has acted in a manner prejudicial to the interest of the Association. Before a member can be expelled, they shall be invited to attend a meeting of the Committee to explain or defend their actions.

Any alterations to this constitution shall require the approval of a two-thirds majority of those present and voting at the General Meeting at which it is discussed.

18. DISSOLUTION

In the event of the dissolution of the Association, any property or funds remaining after payment of all liabilities shall be passed by agreement of the Committee to any organisation of similar aims.