

# 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 as a whole.
  - b. To make contact 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 so that they have greater ability to have a positive impact on the area.
- 3 MEMBERSHIP** Adults residing in and around the Village of Iver and Shredding Green.
- 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 1<sup>st</sup> of July will still pay the annual subscription fee, to renew on the next 1<sup>st</sup> of July as standard.  
The committee members can suspend the subscription fee for two 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 or Sub-committees
  - 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 8 members shall be elected at the general meeting by the attending members in accordance with the following provisions:
- a. Elected members of the Committee shall serve for a period of two years or until the first general meeting that occurs after these two years.
  - b. Four members shall retire in a year of even date, and four members in a year of odd date.
  - c. A ballot shall be taken to fill the vacancies on the Committee.
  - d. Retiring members shall be eligible for re-election.
  - e. The committee members must have an active membership and subscription.
- 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. Officers of the Association shall serve for a period of two years or until they are no longer members of the committee, except as provided below.
  - b. The Chairperson and Honorary Treasurer shall retire at the AGM in a year of odd date, and the Vice-Chairperson and the Honorary Secretary in a year of even date. If an AGM was not held at a certain year, they shall serve until the first general meeting that occurs after these two years.
  - 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 except as provided in the COMMITTEE rule. Officers so appointed shall serve until the date on which the member replaced was due to retire.

- e. Retiring 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 shall assemble to vote for a replacement.
- The Committee shall have the power to co-opt not more than two persons. 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.
- 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.
- Committee members so appointed shall serve until the date on which the member replaced was due to retire.
- 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 an AGM didn't take place 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.
- 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 40 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. These meetings shall be open for members to attend as viewers but not to participate.
- At the request of any three members of the Committee, the Secretary shall convene a meeting within 14 days. A quorum of the Committee shall consist 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**
- The Committee may appoint a sub-committee from amongst members of the Association to carry out special activities of the Association. Any sub-committee shall only spend funds that were approved for it by the committee and keep accounts of their spending and a record of the Meetings. The sub-committees shall report their findings and recommendations to the Committee, which will then discuss them, vote, or involve others as required.
- 12 HONORARY SECRETARY**
- The Secretary shall keep a register containing the name and address of each member, 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 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.
- 14 EXPENDITURE**
- No expenditure shall be incurred except by resolution of the Committee.
- 15 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.
- 16 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.

**17 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.

Susan Lees  
Honorary Secretary  
Iver Village Residents' Association