

Langton Green Village Society

Constitution

2018

1. Title

The Society shall be known as the Langton Green Village Society
(hereinafter referred to as “The LGVS” or “The Society.”)

2. Mission Statement

To look after the best interests of the village of Langton Green and its residents.

3. Aims and Objectives

- a) Work for the interests of the village and its residents, to make Langton Green a better place to live for all.
- b) Maintain Langton Green as a village in its own right.
- c) Protect the village, its character and its environment.
- d) Support the village clubs and institutions, especially those run for the benefit of the village.
- e) Work with the relevant organisations to ensure that the interests of Langton Green and its residents are fully understood and represented.
- f) Cooperate and work with local and national bodies involved in these objectives.

4. Controls

- a) The Society shall be non-profit making and funds will be used for the benefit of the village.
- b) The Society shall have no political or religious affiliations.
- c) The list of Members and their details, especially the Members’ database, shall only be used in accordance with this Constitution, and shall not be divulged to any third party, which action would not be in accordance with the Constitution.
- d) The Society, through its committee, may appoint a senior member of the local community to act as its President.

5. Activities

The activities undertaken by the Society are varied and may include:

- a) Organising community matters.
- b) Reviewing planning applications and making comments and representations as necessary.
- c) Communicating with Members and maintaining the village website.
- d) Assisting local bodies and organisations.

6. Membership and Eligibility

- a) Membership. Each household within the Langton Green village boundary will be eligible to be a Member of the LGVS.
- b) Special membership arrangements may be made for people who are not residents but who particularly care about the village and its people.

7. Subscription

- a) There will be an annual subscription.
- b) The amount of and collection arrangements for the subscription shall be decided by the Committee.

8. The Committee

The LGVS will be run by a Committee

a) Structure.

- i. Committee Members will be drawn from the residents of Langton Green whose households are Members of the Society.
- ii. There will be a maximum of fifteen Committee Members.
- iii. Committee Members will be formally elected at the Annual General Meeting (AGM), and need to be proposed and seconded by Members of the Society.
- iv. Committee Members will be elected to serve a period of three years, after which they will resign but may make themselves available for re-election.
- v. Officers of the Committee will include the Chairman, Vice Chairman, Secretary, Treasurer, Membership Secretary and Fête Chairman. All officers are honorary.
- vi. Officers of the Committee will be elected by the Committee at the first Committee meeting after the AGM.
- vii. During the year the Chairman, with the Committee's agreement, may coopt additional Committee Members for specialist reasons, to be in place up to the next AGM.

b) Operation

- i. The Committee will usually meet monthly.
- ii. The chairman of the meeting shall be the Chairman, or in his absence the Vice Chairman will chair the meeting. If both are absent from the meeting a chairman will be elected to act as the chairman of the meeting.
- iii. Decisions taken by the Committee if voted on shall be approved by a simple majority of those Committee Members present at the meeting; the chairman of the meeting shall in

- addition to his/her vote, have a casting vote which may be used if the votes are equal.
- iv. If the number of elected Committee Members is even the quorum shall be half the elected Committee Members plus one. If the number of elected Committee Members is odd the quorum shall be half the elected Committee Members, rounded up.
 - v. No decisions shall be made on items not on the agenda. Subjects not on the agenda may be discussed under “Any Other Business.”
 - vi. Urgent decisions may be taken in between Committee meetings by e-mail communications, organised and declared on by the Chairman, or in his absence by the Vice Chairman. Such decisions will be on the agenda of the next Committee Meeting to be ratified and properly recorded. This technique is not to be used for major or crucial matters.
 - vii. Minutes shall be taken at all Committee Meetings, and these shall be made available as a draft to all Committee Members within one week of the Meeting.
 - viii. The agenda will be sent to all Committee Members one week before each meeting. Items for the agenda must be with the Secretary ten days before the meeting.
 - ix. The Committee may set up working groups to address issues appropriate to its aims and objectives.
 - x. The members of the Committee shall be entitled to an indemnity purchased using the assets of the LGVS for their acts &/or omissions as such. The Committee may purchase D & O (Directors and Officers) Insurance cover on behalf of the LGVS.
 - xi. The Committee shall make decisions and take actions on behalf of the LGVS in all matters, including interpretation of this Constitution within the spirit and objectives of the LGVS.

9. General Meetings (Annual and Extraordinary)

- a) The Annual General Meeting shall take place each year during the month of March. Details of the AGM shall be notified to all Members at least twenty-one days before the meeting. Members will be notified of the meeting via their e-mail addresses and by advertising on the website. Other means may also be used if so decided by the Committee. Notification will include making available the verified accounts, the agenda and the draft minutes of the previous AGM.
- b) Nominations for Committee Members shall be forwarded to the Secretary at least two weeks in advance of the AGM, such nominations to be proposed and seconded by Members of the Society in writing.
- c) A quorum for a General Meeting shall be twenty Members of the LGVS.
- d) The chairman of the meeting shall be the Chairman, or in his absence the Vice Chairman. If both are absent from the meeting a chairman shall be elected to act as the chairman for the meeting.

- e) Extraordinary General Meetings may be arranged by the Committee if deemed necessary, or at the request of at least twenty-five Members of the LGVS.
- f) Minutes of General Meetings shall be taken and will be offered for approval at the next General Meeting.

10. Finance

- a) Expenditure will be controlled by the Committee and may only be in accordance with this Constitution.
- b) The Treasurer will carry out all financial activities.
- c) An accurate record of income and expenditure shall be kept.
- d) The Treasurer will provide for each Committee Meeting a simple summary of the financial position.
- e) The Financial Year shall be from 1st January to 31st December.
- f) Annual accounts shall be produced for the AGM, be prepared and verified three weeks before the AGM and be available to Members on request before the AGM.
- g) The Annual Accounts shall be subject to an independent verification to be conducted by a qualified accountant, whose appointment shall be approved at the AGM.
- h) Accounts shall be opened in the name of the Society.
- i) All financial decisions shall be implemented by the Treasurer. For transactions of £1,000 (one thousand pounds) or more, in addition to the Treasurer a second signatory shall be required which will either be the Chairman or another Member of the Committee, as designated by the Committee. Signatories must not be related to each other.

11. Amendments to the Constitution

Amendments to the Constitution shall be proposed by the Committee at a General Meeting where they will need to be passed by a majority of two-thirds at the meeting.

12. Dissolution

- a) The Committee, or if a Committee no longer exists, a majority of the remaining Members of the Society can propose that the Society be dissolved. They must give at least twenty-one days' notice to all Members that a General Meeting is to take place proposing to dissolve the Society. For the sole purpose of dissolution a quorum need not apply and the Society may be dissolved by a two-thirds majority of those present at the meeting.
- b) Any assets remaining after all liabilities have been settled shall be given to local charities and local institutions agreed by those present at the meeting.

Note: This Constitution was adjusted by the Committee in November 2018 with the insertion of clause 8 b x in line with the recommendation at the 2018 AGM.