

Contents of this constitution:

1. Objectives (Page 1)
2. Membership & governance (Page 2 & 3)
3. Finance (Page 3)
4. Election & duties of Officers (Page 3 & 4)
5. Communications & Marketing (Page 4 & 5)
6. General (Page 5)

## 1. OBJECTIVES

The Association shall be known as the Monton Village Community Association (MVCA). The five objectives of the MVCA shall be:

- Keeping the village safe, secure, beautiful & inclusive
- Actively engage, involve and collaborate with residents and businesses within the village
- Organise and promote community events and activities of all kinds, throughout the seasons
- Liaison with local authorities and other organisations to tackle issues that matter to residents
- To maintain a Not-For-Profit agenda with all proceeds to be invested in the local community

The geographical boundaries that shall define "Monton" and the "Monton area" are those set out by the local authority.

## 2. MEMBERSHIP & GOVERNANCE

To become a member of the MVCA an application can be made by completing a membership form or via the MVCA website, a membership card will be posted after a successful application and membership fees paid.

Membership shall be open, irrespective of nationality, race, ethnic group, political or religious belief, to any individual who resides in the Monton area, or to any single representative of any other community group in the Monton area, or to any single individual who owns or is in partnership, or acts as a representative of any business in the Monton area. MVCA shall have the power to affiliate to any other body whose objects may be of benefit to its membership.

The business of the Association shall be conducted by the committee, led by 4 Officers elected at (the Inaugural Meeting and at) each (subsequent) Annual General Meeting, which shall consist of a Chair, Vice-Chair, Treasurer, Secretary. The committee will also include all other active MVCA volunteers. The committee shall meet not less than once a month, except during August and December. Only Officers & volunteers can attend these meetings.

A quorum for decisions made at meetings must be one half of its full membership or four. The quorum for all General Meetings shall be one third of membership or 10 members, whichever is the less.

The committee may appoint such sub-committees as may be required to carry out the activities of MVCA or specific projects. Such sub-committees shall be directly accountable to the committee and

all activity should be linked to one of the five objectives. The committee shall agree in advance the terms of reference of any sub-committee which may then act and apply any finance raised by itself or on its behalf only within those terms. The Chair and Treasurer of the Association shall be ex-officio members of any sub-committee. On any committee or sub-committee of MVCA, no group or business may be represented by more than two persons, the second such person shall be deemed a co-opted member of the Association.

MVCA membership meetings shall be open to all members of the public wishing to attend; there will be at least 8 member meetings per year.

It shall be a condition of membership that members must conduct themselves in a reasonable manner at meetings of the Association or functions organised by the Association. Any member may be excluded for breach of this condition, or for any other conduct contravening the objectives of the Association, by a majority of those members present and voting at any Committee or General Meeting. Any member so excluded, may seek to have his exclusion revoked at any subsequent General Meeting, by a vote of those members present. A simple majority shall determine the issue.

Members, except co-opted members, shall pay subscriptions as shall be determined at Annual General Meetings. Elected committee members, project leaders and those heavily involved in the business of MVCA shall receive free (business) membership during the year they are involved.

Any subscriptions or other monies raised by or on behalf of the Association shall only be applied in furtherance of the aims of the Association.

The composition of the membership shall as far as possible represent the residential and multi-business character of the area.

The election or removal of Officers & committee members may only be carried out by a General Meeting of the Association. The officer or committee member may temporarily fill any vacancy arising among the committee of the Association from its other members until the next General Meeting, except in exceptional circumstances to be determined by the committee.

The committee shall call an Annual General Meeting (AGM) of the Association each year (or as near exactly so, as is practicable). Members shall be given no less than 14 days' notice. At this meeting:

- The committee shall present an annual report of the association and independently reviewed accounts for the previous year.
- Any sub-committees shall present an annual report for their activities.
- The Officers shall be elected for the next year (see section 4)
- Any proposal for discussion at the AGM must be submitted to the Secretary, in writing, not less than seven days prior to the meeting.

A 'Special General Meeting' may be called on receipt of a written request by no less than 10 members of the Association, or one committee member, giving reasons for their request. The Secretary shall give not less than seven days' notice of such a meeting.

For members or stakeholders showing exceptional dedication to MVCA, the committee may award a free, lifetime membership to the Association. This will be at the discretion of the Officers, although nominations can be made by other members for their consideration. In the event of a tie, the Chair will hold the casting vote.

Notice of all meetings when required shall be sent to each member by email and posted on the MVCA website and shall include date, time and place of the meetings and an Agenda of matters to be discussed.

### 3. FINANCE

The Treasurer shall keep proper accounts of all income and expenditure, and report on them as required by the Committee and General Meeting.

Various running costs and expenses arise annually and these costs are agreed as part of the budget presented at this AGM and amended if required at an SGM.

There will be times when a payment may need approval not pre-budgeted and before the next meeting (for example an unexpected cost to the running of the Association, or something essential to the timely advancement of a project). The elected Officers may agree such a payment up to the value of £500, subject to 2 of the 4 Officers agreeing via email / other form of electronic communication. In the event of a tie, the Chair will hold the casting vote.

After MVCA meetings with stakeholders, volunteers, other project members etc., held in Coffee Shops or similar, and the volunteer holding the meeting can claim one drink per person at the meeting subject to provision of a receipt, and funds being available.

The Officers or General Meeting may dissolve any sub-committee whereupon the accounts, records and assets of the sub-committee shall be passed over to the Officers.

In order to run a project, a member shall complete a project proposal form and the activity must be voted on by the membership & linked to association objectives. This shall include a provisional budget.

### 4. ELECTION & DUTIES OF OFFICERS

Nominations for Officers or sub-committee members shall be invited (by the secretary) no less than 21 days prior to the AGM. Nominations can be made up to 14 days prior to the AGM and will be circulated by the secretary no less than 7 days prior to the AGM. On the night. If there is only one nomination for a post, the candidates will be confirmed by acclaim, where there is more than one nomination for a post, candidates will be required to give a 2 minute speech. Members will then vote on the preferred candidate.

#### Chair

- Conduct the meetings of the Association (or in his/her absence the Vice-Chairperson or other Officer).
- Plan, manage and host the AGM

- Consider the day-to-day and future running, development and maintenance of the Association
- is responsible for the long-term vision of The Association

#### **Vice-Chair**

- Run monthly meetings in the absence of the Chair
- Develop strategy for MVCA
- Succeed the Chair should the latter resign, or no longer hold office for whatever reason, during any given year, until the subsequent Annual General Meeting

#### **Treasurer**

- Open and maintain a banking account in the name of the Association.
- Ensure cheques shall be signed by two of any four Officers (Committee members) who have been nominated as signatories.
- Keep proper accounts of income and expenditure and report on them or deliver them up as required by the Officers or General Meeting. Such accounts shall be certified by a qualified accountant or a non-member of the Association appointed by the Treasurer and approved by the other Officers.
- Ensure annual financial checks of associate records are carried out independently

#### **Secretary**

- Organising all committee meetings
- Giving notice to members
- Circulating the minutes to attendees, via email
- Facilitating examination of the minutes on receipt of not less than seven days' notice by any two members of the association.
- Ensuring that a proper record be kept of all meetings of MVCA, its Committee and sub committees;

Any member(s) or officer(s) delegated to represent the Association in consultation with any other body shall act on the instructions of the MVCA and shall report back to the next Monthly Meeting

## **5. COMMUNICATIONS & MARKETING**

The Notice Board is a Community Noticeboard and will publicise activity of interest and relevance to the local community of Monton. It is not available for commercial advertisements. In case of queries where the appropriateness of a notice may be ambiguous, the committee will discuss (either in person or via electronic communication) and make the final decision. In the event of a tie, the Chair will hold the casting vote.

The website already carries out PR and advertising for businesses both in general and specifically as a benefit of Retail membership. It is primarily for local, Monton businesses and other, nearby businesses that may be of interest to MVCA members. Businesses not within Monton that offer no competition to actual Monton-based businesses may be included if they approach. Any 'external' businesses will be charged a fee for inclusion within the website, proposed by the website team annually, and agreed as part of the budget presented at the AGM.

New businesses that aren't retail members or part of the I LOVE MONTON scheme, will only be allowed to display name and address, with one contact (phone, email website, FB, as they prefer). New Retail members and those giving offers to our I LOVE MONTON scheme will also receive their own write ups and photo and information and link to their website.

Community and Commercial ventures can be circulated via MVCA's Social Media accounts as long as the subject can be deemed appropriate and of interest to MVCA members. As practitioners are volunteers, most activity will be at the discretion of the volunteer and re-posts will not be guaranteed. Anyone approaching the Social Media Team to specifically ask for a post to be made should be a member of MVCA. Requests from non-members can be considered and if it is deemed appropriate and of interest to members may be allowed. For any ambiguity / potentially unclear posting decisions the Officers will discuss (either in person or via electronic communication) and make the final decision. In the event of a tie, the Chair will hold the casting vote.

## 6. GENERAL

Any proposal to alter the Constitution must be submitted to the Secretary of the Association and thence to a Special General Meeting. Notice of such meeting must be given to members not less than 14 days prior to the meeting, together with the wording of the proposed alteration to the Constitution. Such proposal must be submitted 14 days before the meeting and shall require two-thirds majority approval of those members present and voting at the meeting.

If the Officers should decide that MVCA should be dissolved, they shall give at least 14 days' notice, to all those eligible for membership, of a meeting at which the matter shall be discussed. If sufficient Officers no longer exist, then any ten members of the Association can fulfil the same function. For the sole purpose of dissolution a quorum need not apply and the Association may be dissolved by a two-thirds majority of those present. The assets, financial and otherwise, remaining when the Association has satisfied its liabilities shall be applied for such purposes of benefit to the community as the meeting shall decide, by a simple majority of those members present.