

Horndon on the Hill Society/Community Forum **Constitution**

1) Title

The name of the association shall be known as 'Horndon on the Hill Society/Community Forum' hereinafter referred to as "The Association".

2) Objectives

The Association is a non-political, non-religious, non-sectarian group formed by the amalgamation of the Horndon on the Hill Community Forum and the Horndon on the Hill Society. It exists to represent all those with an interest in Horndon on the Hill, Essex encompassed within the parish boundaries. By working in partnership with all relevant interest groups, voluntary/community groups, government departments, statutory authorities and individuals, The Association seeks to provide for improvements and amenities within the local environs for an involved and valued community.

The Association will:

- Recognise the special character of Horndon on the Hill and will promote this character by the conservation of, and sympathetic improvement of, land and buildings of beauty or historic interest and land of ecological or other scientific interest. To achieve this it may promote, assist or oppose proposals for the use of or development of land and buildings in the Parish and surrounding areas.
- Strengthen local community networks and develop constructive and effective partnerships between local people and Thurrock Council.
- Provide an additional route for the public to raise concerns and issues on local matters and communicate these to Thurrock Council and other relevant organisations.
- Provide information to local residents, businesses, groups, and all interested parties within the local area, and work towards developing a community spirit by holding local events that will bring the community together.
- Obtain funding for local initiatives from Thurrock Council and other relevant bodies/organisations as appropriate. The Association may also raise funds and invite and receive contributions from any person or organization by way of grant or donation.
- Form links with local health and education providers, alongside other service providers within the community.

3) Membership

Full membership of The Association shall be open to individuals, community groups, voluntary organisations, partnership agencies, and business representatives that are based in or have an interest in Horndon on the Hill.

Each member organisation shall appoint one representative entitled to attend and vote on its behalf at general meetings of The Association. A deputy may be appointed where necessary.

Honorary members may be appointed at the discretion of the General Committee, and may include such bodies as Police Authorities, Primary Care Trust, and Local Ward Councillors. Honorary members shall not be entitled to vote.

Voting members should express a declaration of interest on financial matters. Any vested interest should be declared at the start of any relevant meeting, and the member will abstain from voting.

Attendance by young people will be encouraged to enable them to participate in discussions and express their views and opinions.

Members shall at all times conduct themselves in a manner acceptable to the General Committee when attending meetings or any functions in connection with The Association. Failure to meet the required standard may result in exclusion from the Association.

4) Officers

A Chair, Vice Chair, Secretary, and Treasurer shall be elected at the Annual General Meeting of The Association and shall hold office until elections at the following AGM, but shall be eligible for re-election.

Only full members shall be eligible to serve as officers.

5) General Committee

The affairs of The Association shall be directed by a General Committee, which shall comprise the four Officers, plus a maximum of eight other elected full members. The Association welcomes youth members onto the committee in a non-voting capacity.

The members of the committee shall be elected at the Annual General Meeting of The Association and shall hold office until elections at the following AGM, but shall be eligible for re-election.

The Association may also co-opt committee members at a general committee meeting in the event of a vacancy on the committee. As for elected committee members, co-opted members shall hold office to the conclusion of the following AGM, but shall be eligible for re-election.

Honorary Members may be invited by the committee to attend meetings but shall maintain a 'non-voting' status.

6) Meetings of The Association

The General Committee shall meet not less than six times a year in open public meetings. The actual frequency and timing shall be determined by the committee. Date, time and place of these meetings will be notified to the Public as described in Clause 8.

An **Annual General Meeting** shall be held at a time and place determined by the General Committee giving the public at least 21 days notice of such. No more than 15 months shall have elapsed since the preceding AGM.

In exceptional circumstances, the Chair may call a **Special General Meeting** if so requested in writing, signed by a minimum of ten full members of The Association and giving reasons for the request. The public must be given at least 14 days notice of such a Special General Meeting and the notice must include the agenda for the meeting. Only items on this agenda can be discussed at the Special General Meeting.

Quorum:-

- **General Committee meetings** shall be deemed quorate if at least the number of elected committee shown in the table below are in attendance, this must include two officers.

Number of elected committee members	9 or fewer	10 or 11	12
Number required for quorum	4	5	6

- **Annual or Special General Meetings** shall be deemed quorate if at least 12 members are present, this must include two officers.

Voting - At all times, except for amendments to the Constitution, matters shall be decided by simple majority voting of those present and eligible to vote. In the case of an equality of votes, the Chair of the meeting shall have a second or casting vote. See Clause 9 for rules regarding amendments to the Constitution

Eligibility to Vote

- **General Committee meetings:** all adult members of the association and not just Committee members are eligible to vote providing they have attended at least two of the previous six meetings. In the case of a member organisation with an appointed representative and deputy, attendance by either the representative or the deputy will be counted as an attendance for this purpose. Honorary members shall not be entitled to vote.

- **Annual or Special General Meetings:** all adult members, except for honorary members, are eligible to vote on all matters except on amendments to the Constitution. To be eligible to vote on amendments to the Constitution, see Clause 9.

Minutes - Minutes of all meetings shall be maintained by the Secretary and approved by the General Committee.

7) Finance

A bank account or accounts in the name of the Horndon on the Hill Society/Community Forum shall be held with banks approved by the General Committee. All cheques must be signed by not less than two authorised signatories.

The Treasurer shall maintain accounting records and produce an annual summary for the AGM. The accounts will also require an annual independent examination.

A current financial report will be made available at each meeting. Subject to the request of two or more committee members, the accounts must be made available within 14 days.

8) Communication

Notices will be posted in the Horndon Community Notice Board or, if that no longer exists, be displayed in another prominent position in the Village. Such a posting will be deemed sufficient to notify the public where required by this constitution. Communication is not limited to this minimum requirement and additional methods may be used at the discretion of the Officers of The Association.

9) Amendments to Constitution

Once adopted, the constitution may only be amended at a Special or Annual General Meeting. A majority of two thirds of those present and eligible to vote are required for ratification. For eligibility to vote on amendments to the Constitution, members must have attended at least two of the previous six meetings. In the case of a member organisation with an appointed representative and deputy, attendance by either the representative or the deputy will be counted as an attendance for this purpose. Honorary members shall not be entitled to vote.

10) Dissolution

If the General Committee decide by a majority vote that The Association is to dissolve, a Special General Meeting shall be called to ratify that decision. A majority of two thirds of those present will be required to endorse the committee decision. All members of The Association (other than Honorary Members) shall be entitled to attend and vote without any restriction or limitation being placed on such entitlement. Any excess funds held at that time and available for distribution shall be donated to an agreed charity or community group.

Constitution Ratified

By..... Jane Barry(Name)

Date..... 19th January 2011

Position..... Chair

The Association operates an equal opportunity Policy