

FELPHAM VILLAGE CONSERVATION SOCIETY

CONSTITUTION Revised April 24th 2023

1. NAME

"The Felpham Village Conservation Society" (The Society).

2. PURPOSE

The Society exists to conserve the historical, cultural and aesthetic significance of our built and natural environment.

We are non – political and inclusive, having an open membership to every householder who resides within the Parish as well as those who use its facilities.

We guard against poor development within and adjoining the Parish. We act as consultee to local government on matters of planning, traffic, conservation, environment, security and heritage.

3. MEMBERSHIP

Membership is open to any person over the age of 18 interested in maintaining and furthering the purpose of The Society.

There are two categories of membership:

Annual Members

All residents joining The Society will have this category of membership.

Life Members

Whilst life membership continues to be honoured on the basis of an annual donation this category of membership is no longer available to new members.

4. SUBSCRIPTIONS

Annual Members

Subscriptions from existing members will be due on April 1st each year. A member joining between January 1st and March 31st will pay the annual rate to cover them until March 31st of the following year. Membership will lapse if the subscription has not been paid by July 1st.

"Individual" and "Joint" membership rates of subscriptions are available. Joint membership is available at a special rate where two or more members live at the same address.

Life Members

Life members, who receive a different Membership Renewal Form to that received by Annual Members, will be asked to make an appropriate annual donation by July 1st, every year. If no response to this communication is received by this date, their membership will cease.

5. COMMITTEE

The Society is managed and administered by the elected Committee which is empowered to act on behalf of The Society for the forthcoming year. The minimum number of Committee Members in total is seven and the maximum is eleven and all will have voting rights.

Three members of the Committee must resign annually. These will either be volunteers or the longest serving members, but they will be eligible for re – election at the Annual General Meeting.

A form of nomination must be signed by a proposer, a seconder and The Nominee, all of whom must be paid up members of The Society. Nomination forms must be sent to The Secretary at least fourteen clear days before

the Annual General Meeting and should declare any financial interest that the Nominee may have which is likely to be of concern to The Society. If nominations exceed vacancies a ballot should take place.

A Committee Member must declare any interest in any matter known or likely to be of interest to The Society and must absent themselves from any discussions in which it is possible that a conflict of interest may arise between their duty to act solely in the interest of The Society and any personal interest they may have (including but not limited to personal, financial or employment interest) and take no part in the voting upon the matter.

6. OFFICERS OF THE SOCIETY

The Chairperson, Vice Chairperson, Treasurer, Secretary, Membership Secretary and Events Secretary are elected by the Committee at its first meeting after the Annual General Meeting. The outgoing Chairperson will "chair" until the new Chairperson has been ratified at that meeting. Other titles may be given to members of The Committee to denote special responsibilities but they will not be Officers of The Society.

7. POWERS OF THE COMMITTEE

In addition to managing and administering The Society, the Committee:

1. Elects the Officers of The Society.
2. Fills any vacancies by co – opting other members of The Society who must resign and seek re – election at the next Annual General Meeting.
3. Appoints up to three advisors for one society calendar year who may or may not be paid up members of The Society. They will have no voting rights and must stand down and be re-appointed at the next AGM if necessary.
4. Appoints Working Groups, led by two or more Committee Members.
5. Raises funds including grants, donations, contributions from any person, persons or organisations by way of subscriptions, sponsorships or otherwise provided.
6. Authorises projects with individual income and expenditure and where outline budgets have been provided.
7. Authorises payment on all other legitimate expenses incurred by The Society.
8. Sets Annual Membership fees and a budget for the following society calendar year.

The Society cannot undertake any form of permanent trading activity.

8. FINANCE

The income of The Society must be applied solely towards the promotion of the Purpose of The Society.

The Committee must keep ordered accounting records of The Society and prepare annual Statements of Account to present at the Annual General Meeting.

The Society's funds are normally banked at HSBC and/or Lloyds Bank but may also be invested into legitimate interest bearing accounts. Signatories to cheques must be Committee members and the majority of these signatories will be Officers.

Committee members are entitled to claim for expenses that are incurred by themselves when acting on behalf of The Society. Valid receipts should be presented wherever possible to The Treasurer. No Committee Member may be paid or receive any other benefit for being on the Committee.

The Committee must procure and maintain such insurance cover as it considers appropriate against certain risks to which members of the public might be exposed.

The liability on individual members of The Society will in no case exceed the amount of their respective annual subscription. This clause does not apply to a member found guilty of misappropriation of funds or property of The Society.

9. MEETINGS

COMMITTEE MEETINGS will take place at least eight times a year at intervals of not more than two months. At least five members must be present before any voting can take place. In the event of no overall majority, the person who is chairing the meeting will have an additional, casting, vote.

The ANNUAL GENERAL MEETING will be held in April each year to receive The Committee's annual report and audited accounts. Members of The Committee will be elected and an Honorary Auditor will be appointed for

the following society calendar year. At least twenty-one full days' notice must be given to Members in writing or by email, accompanied by an Agenda.

SPECIAL GENERAL MEETINGS. The committee decides when and whether a Special General Meeting of The Society should be called following representation in writing or by email by at least nine members of The Society. If The Committee declines to call such a meeting, the reason or reasons must be given in writing or by email to that member or members. At least twenty-one full days' notice of such a meeting must be given to all members.

VOTING AT GENERAL MEETINGS. Voting at Meetings will take place on a show of hands or by proxy vote and only members will be entitled to vote.

10. AMENDMENTS TO THE CONSTITUTION

These may be made by a two thirds majority of members present and voting at the Annual General Meeting or a Special General Meeting where the intended change has been notified by specific or general description.

11. WINDING UP OF THE SOCIETY

The Society may be dissolved by a majority of members voting at The Annual General Meeting or a Special General Meeting where such intent has been specified. In the event of dissolution, The Committee will be responsible for settling all debts and legitimate expenses. Such goods and moneys that remain after the winding up of The Society must be disposed of as that meeting has elected.

As revised at the AGM on 24th April 2023