

## **Constitution of the Albury Produce Association**

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### **Name**

The name of the association is The Albury Produce Association ("the Association").

### **Aims**

1. To contribute to the preservation and development of the fabric of village life in and around Albury in Surrey.
2. To celebrate and encourage the production of home grown produce and the practice of arts and crafts.
3. To organise the annual village show and other community based events.
4. Fundraising to support other community groups, associations, charities and good causes that add value to the quality of life for the residents of Albury and the surrounding area.

### **Powers**

The management committee has the power to raise funds and receive contributions and do all such other lawful things as are necessary for the achievement of the aims.

### **Membership**

1. Membership shall be open to any person completing a membership form and paying the relevant subscription.
2. All members have an equal vote.
3. Membership may be terminated by the management committee for good and sufficient reason; and the individual concerned will have the right to be heard by the management committee, accompanied by a friend if so desired, before such a decision is made.

### **Honorary posts**

1. There shall be the following honorary posts namely President, Vice-President and Honorary Members. The first President shall be Andrew Peake. The first Vice-President shall be John Foulsham. The first Honorary Members shall be Simon Hoy, George Brewis and Julie Baxter. The members shall have the power in General Meeting to remove any of such honorary post holders from their posts upon a show of hands and with not fewer than two-thirds of members present voting for the removal, and (upon a show of hands and with a simple majority of members present voting for the appointment) (i) to appoint successors to the posts of President and of Vice-President (however vacated) and (ii) to appoint other persons as Honorary Members or Vice-Presidents.
2. All holders of honorary posts shall be entitled to vote as a member of the Association, whenever a resolution is presented on which members may vote, and to be treated in every other way as if they were members, despite the fact that they shall not be required to pay any membership subscription.

### **Management**

1. The Association shall be administered by a management committee.
2. The officers of the management committee will be the Chairperson, Treasurer, Secretary and Show Secretary.
3. The management committee may also include up to 8 other elected committee members.
4. The officers and committee members shall be elected at the Annual General Meeting, will hold office until the next Annual General Meeting and may be re-elected.
5. The management committee must meet at least 4 times a year. A meeting of the full management committee at which fewer than one third of the committee members are present shall be adjourned without any business being conducted. Voting at a meeting of the management committee shall be by a show of hands. If there is a tied vote then the chairperson shall have a second vote.
6. The management committee shall have the power to remove any member of the committee for good and proper reason and appoint another member to take their place until the next Annual General Meeting.
7. The management committee can co-opt further members as required, in an advisory and non-voting capacity to help the Association to fulfil its aims.
8. The management committee may (on such terms as it sees fit) form sub-committees to action decisions of the management committee or to consider a subject and report to the management committee.
9. Minutes will be available to all members upon request.

#### **Annual General Meeting (AGM)**

1. The Annual General Meeting shall be held in November every year or within two months of this date. All members shall be entitled to attend and vote.
2. The management committee shall report on its work and present the accounts. The meeting shall elect the Committee and Officers for the forthcoming year.
3. Voting at an AGM shall be by a show of hands. Votes will be decided on a simple majority, save for changes in the Constitution (see below). If there is a tied vote then the chairperson shall have a second vote.

#### **Extraordinary General Meeting (EGM)**

1. An Extraordinary General Meeting shall be called upon the written request of no fewer than ten (10) members presented to the Chairperson or the Secretary who shall appoint a date time and place for the meeting and give all members at least 14 days notice of it.
2. Voting at an EGM shall be by show of hands. Resolutions at an EGM require a two thirds majority.

#### **Changes To The Constitution**

1. Changes to the constitution can only be made at an AGM or an EGM .
2. Suggested changes must be handed to the Chairperson or the Secretary with the requisition for the meeting (in the case of an Extraordinary General Meeting) or in the case of the Annual General Meeting not less than six (6) weeks before the meeting.
3. Changes must be agreed by two thirds of the members present.

#### **Quorum**

At an AGM or EGM 12 members of the Association must be present for the AGM/EGM to be valid.

#### **Notices**

A notice to members shall be valid if sent (with details of the date time and place of the meeting and with the agenda for the meeting and any relevant proposal or resolution) by email to all members for whom the Association has a current email address and if the notice is published (with details of the date time and place of the meeting and with the agenda for the meeting and any relevant proposal or resolution) in the Albury Parish News and if both of these steps are taken on a date which leaves enough time to comply with any relevant time requirement of this constitution but notices may also be sent by post or delivered by hand to the address the Association has for the relevant member.

#### **Finance**

1. The Treasurer shall open and maintain a bank account in the name of the Association.
2. The Treasurer shall keep accurate accounts outlining all payments made and income received.
3. The Committee shall authorise 3 members to act as signatories for cheques, two of whom must sign all cheques in excess of £200.
4. These two cheque signatories may not be from the same household or related.
5. The Treasurer shall have the accounts checked by an independent person with adequate financial experience and present these to the AGM.

#### **Dissolution**

In the event the Association ceases to operate after discharging all debts and liabilities of the Association, the remaining assets shall not be paid or distributed among members, but shall be given or transferred to some other voluntary organisation having similar objects to those of the Association and/or to local charities.

This constitution was adopted on 12<sup>th</sup> November 2009 by the Annual General Meeting of the Albury Produce Association.