

## **Evenley Matters (Residents Association) CONSTITUTION**

*As adopted at the special meeting held on 9<sup>th</sup> October 2023  
(replacing the original Evenley Residents Association (ERA) constitution approved on 6<sup>th</sup> February  
2000, and the subsidiary Evenley Matters (EM) constitution approved on 15<sup>th</sup> June 2013)*

### **A NAME**

Evenley Matters (Residents Association), to be known as Evenley Matters (EM)

### **B ADMINISTRATION**

EM is an unincorporated association, which shall be administered and managed in accordance with the constitution by members of the Executive Committee.

### **C OBJECTS**

To protect, promote and represent the interests of the residents of Evenley Parish and, in exceptional circumstances, adjoining Town/Parish areas.

### **D POWERS**

- I. To receive representations from residents of Evenley Parish and to act upon them as appropriate;
- II. To raise funds and to invite and receive contributions provided that the Executive Committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law;
- III. To allocate funds for activities and projects in accordance with the following benevolent purposes:
  - The advancement of citizenship, community development, the arts, amateur sports, the local environment and the condition of notable publicly accessible buildings in Evenley Parish and, in exceptional circumstances, adjoining Town/Parish council areas;
  - Needs/relief related to youth, age in Evenley Parish and, in exceptional circumstances, adjoining Town/Parish council areas;
  - (Criteria for assessing bids, allocating funds and evaluating outcomes are given at Appendix A);
- IV. To buy, take on lease or build any property and to maintain it for use;
- V. (Subject to any consents required by law) to sell, lease or dispose of all or any part of property of EM;
- VI. To co-operate with other voluntary bodies and statutory authorities and to exchange information and advice with them;
- VII. To engage advisers or consultants as appropriate;
- VIII. To do all such other things as are necessary for the achievement of the objects.

### **E MEMBERSHIP**

Membership shall be open to individuals over 16 years of age who are resident in Evenley Parish, and employees of businesses operating in Evenley Parish, and who have paid the annual subscription as laid down by the Executive Committee.

Every member shall have one vote.

The Executive Committee may, by majority and for good reason, terminate the membership of any individual – provided that the individual concerned shall have the right to be heard by the Executive Committee before a final decision is made.

### **F HONORARY OFFICERS**

At the first Executive Committee after the Annual General Meeting (AGM) of EM, the Executive Committee shall elect from amongst themselves a chairman, secretary and treasurer.

### **G EXECUTIVE COMMITTEE**

The Executive Committee shall consist of not less than 5 nor more than 12 members being the Honorary Officers, members elected at the AGM who shall hold office from the conclusion of that meeting, and two young residents from the village (aged 16 – 20 years) who may be co-opted.

Should a vacancy arise causing numbers to fall below 5, the Executive Committee may co-opt up to 2 ordinary members (who shall have voting powers) to the Executive Committee up to an AGM.

All the members of the Executive Committee shall retire at the next AGM but may be re-elected.

#### **H DETERMINATION OF EXECUTIVE COMMITTEE MEMBERSHIP**

A member of the Executive Committee shall cease to hold office if they:

- Become incapable, by reason of ill-health, of managing and administering their affairs;
- Are absent from all Executive Committee and General meetings within a period of 12 months and the Executive Committee resolves that their office is vacated;
- Notify the Executive Committee of their resignation.

#### **I EXECUTIVE COMMITTEE MEMBERS' PERSONAL INTERESTS**

No Executive Committee member shall acquire any interest in property belonging to EM or receive remuneration or have any interest in any contract entered into by the Executive Committee.

No Executive Committee member shall have any rôle in awarding funding to a project in which they have an interest, including membership of another locally based organisation.

#### **J MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall hold at least 1 meeting each year. A special meeting may be called at any time by the chairman or by any three Executive Committee members giving four days' notice of matters to be discussed.

The EM chairman shall act as chairman of Executive Committee meetings. In their absence, Executive Committee members shall choose one of their number to chair the meeting before any business is done.

A quorum for an Executive Committee shall be at least 5 Executive Committee members.

Matters shall be determined by a majority of votes of Executive Committee members present and voting; the chairman shall have a second casting vote if they are equal.

The Executive Committee shall keep records of proceedings of Executive Committee meetings and any sub-committees.

The Executive Committee may appoint sub-committees for the purpose of making any enquiry of performing any function or duty which the Executive Committee deems would be more conveniently carried out by a sub-committee.

#### **K RECEIPTS AND EXPENDITURE**

The funds of EM, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of EM, at a bank as agreed by the Executive Committee. All payments shall be approved by at least two Executive Committee Members prior to on-line payment.

EM funds shall be applied only in furthering the objects.

Further details relating to financial policy are given at Appendix B.

#### **L PROPERTY**

The Executive Committee shall cause the title to property held by or in trust for EM to be vested in 3 individuals appointed by them as Holding Trustees.

Holding Trustees may be removed and replaced as the Executive Committee deems appropriate, and they shall act in accordance with the lawful discretions of the Executive Committee. The Holding Trustees shall not be liable for the acts and defaults of its members.

## **M      ACCOUNTS**

Full accounts shall be kept by the Treasurer, and reported upon at each Executive Committee meeting, and an annual statement of EM accounts shall be prepared and presented at each AGM.

## **N      ANNUAL REPORT**

An annual report of EM proceedings shall be prepared and presented at each year's AGM, and published on the Evenley Parish Council website.

## **O      ANNUAL GENERAL MEETING**

There shall be an Annual General Meeting of EM which shall be held in the month of March each year or as soon as practicable thereafter.

The Secretary shall give at least 7 days' notice of the AGM to all members of EM – all members are entitled to attend and vote.

Nominations for election to the Executive Committee may be made by members in writing or at the AGM. Should nominations exceed vacancies, election shall be by a show of hands.

## **P      SPECIAL GENERAL MEETING**

The Executive Committee may call a Special General Meeting of EM at any time. If at least 10 EM members request such a meeting in writing stating the business to be considered, the Secretary shall call a Special Meeting. At least 7 days' notice must be given stating the business to be discussed.

## **Q      PROCEDURE AT GENERAL MEETINGS**

The Secretary, or other person appointed by the chairman, shall keep a record of proceedings at every General Meeting of EM.

There shall be a quorum when at least one tenth of the number of EM members or 9 EM members – whichever is the greater – are present at a general meeting.

## **R      ALTERATIONS TO THE CONSTITUTION**

The constitution may be altered by a resolution passed by simple majority of members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration(s) proposed.

## **S      DISSOLUTION OF EM**

If the Executive Committee decides that it is necessary to dissolve EM, it shall call a meeting of all EM members giving not less than 14 days' notice and stating the terms of the proposed resolution.

If the proposal is confirmed by a simple majority of those present and voting, the Executive Committee shall have power to realise any assets held by or on behalf of EM.

Any assets remaining, after the satisfaction of any proper debts and liabilities, shall be given or transferred to such institutions/organisations having similar objects to that of EM, or, failing that, to an appropriate charity.

## Appendices

### **A Criteria for assessing bids, allocating funds and evaluating outcomes**

#### **B Financial Policy**

These appendices should be read alongside the Constitution, but may be amended by the Executive Committee after a majority vote.

#### **A. CRITERIA FOR ASSESSING BIDS, ALLOCATING FUNDS AND EVALUATING OUTCOMES:**

In order to ensure EM monies are allocated effectively to projects (usually within the Parish of Evenley), the Management Committee will expect a **project description**, and will apply the following criteria when assessing applications for funding:

- **LOCATION** - Is the project within Evenley Parish? (If not, is it a project which may reasonably be expected to have an impact on the lives of Evenley residents, even exceptionally?)
- **EVENLEY CONNECTION** – Has the proposer/organisation supported recent Evenley Fete events, or similar?
- **PROJECT FUNDRAISING** - Has any other fundraising been carried out? If so, how much was raised, and when?
- **ALTERNATIVE SOURCES OF FUNDING** - What other sources have been approached for funding?
- **ALTERNATIVE SOURCES OF FUNDING** - What percentage of total project funding is sought from EM? (*rarely will a project be fully funded by EM*)
- **PURPOSE OF THE PROJECT** - What impact will the project have on the well-being of Evenley residents and/or businesses?
- **TIMESCALE FOR THE PROJECT** - What is the timescale for the project & when is the project due to be completed?
- **TIMESCALE FOR FUNDING** - When is funding required?
- **COMPLETION** – What will be submitted to the association, and when, in order to demonstrate that the funding has been spent in the interests of Evenley residents and/or businesses?
- **ANY OTHER RELEVANT INFORMATION**

This information should be submitted to the association contact listed in the latest information, in advance of the meeting at which it will be considered.

*There is no formal application form. Any application should cover the above points as relevant, and give contact details for the project. In order to reduce bureaucracy for small sums, a general principle will be adopted: the larger the request for funding, the more information will be required.*

## **B. FINANCIAL POLICY**

The association's Treasurer will follow the points below:

- 1) To retain sufficient funds to satisfy achievement of the objects/aims, ring fenced where appropriate, now and in the future by issuing an annual financial plan defining the ringfenced funds and minimum reserves to be retained.
- 2) To maintain a positive cash position at all times and take into account any futued dated funding approvals and financial commitments.
- 3) To satisfy payment to individuals or businesses within 14 days of approval and where receipts and required information have been correctly received.
- 4) To not modify or delay payments once approved unless there is new information that has come to light that could potentially affect the criteria of assessment in Appendix A.

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