

DERSINGHAM VILLAGE CENTRE ASSOCIATION CONSTITUTION

Name

The name of the group shall be **Dersingham Village Centre Association**, also known as DVCA.

Area of Benefit

The area of benefit shall be the Benefice of St Nicholas Dersingham (which includes Ingoldisthorpe, Shernborne, and Anmer) and neighbouring municipal parishes of Snettisham, Heacham, Sandringham, Castle Rising.

Objectives

The objectives of the Association shall be:

1. To act as management trustees for the Dersingham Village Centre.
2. The development and maintenance of the Dersingham Village Centre as a social, recreational, cultural, and leisure facility for the community in the area of benefit.
3. To provide facilities for the benefit of the community in the area of benefit so as to improve the well-being of local residents.

Powers

1. To co-operate with statutory agencies, voluntary organisations, St Nicholas PCC, Dersingham Parish Council and centre user groups in pursuit of improving the social, recreational, cultural, and leisure opportunities available to the people in the area of benefit.
2. To provide or promote social, recreational and educational activities for the benefit of the community in the area of benefit.
3. In furtherance of the above objects, but not otherwise, the Association shall have the powers-
 - a) To provide services and publicise its activities;
 - b) To undertake fund-raising activities and apply for grants that will raise money to be used by the Association in furtherance of its objects
 - c) To invite individual or other contributions to be used by the Association.
 - d) To recruit and employ paid staff and voluntary workers.
 - e) To co-operate with other voluntary, charitable or statutory organisations, and to work closely with relevant agencies and organisations to promote opportunities for the residents within the area of benefit.

Membership

1. All residents in the area of benefit, over the age of eighteen, shall be entitled to be full members of the Dersingham Centre Association.
2. Every full member shall have one vote at General Meetings.
3. There will be no fee for membership of the Association.
4. All persons under eighteen years shall be entitled to be Junior Members. Junior Members shall not have the right to vote at full members' meetings, but may elect from themselves two representatives who will have the right to vote as if they were full members.
5. A membership list shall be maintained by the Secretary, or Committee Member so appointed

Management Committee

1. The Association shall be administered by a Management Committee consisting of Officers - Chairman, Vice-Chairman, Secretary, Treasurer - plus not less than three and no more than five other committee members, at least one of whom shall represent user groups.
2. The Management Committee shall be elected at the Association's Annual General Meeting.
3. The Parish Council Chairman, and a nominee from St Nicholas PCC, shall be ex-officio members of the Management Committee and any sub-committee or working groups.
4. Members of the committee shall be aged eighteen and over.
5. Members of the management committee should not be related or reside in the same household.
6. The Management Committee shall meet as required but no less than four times a year.
7. The Management Committee shall elect its officers at the first committee meeting following the Annual General Meeting.
8. Any member of the Association may be co-opted onto the Management Committee to fill a vacancy.
9. The Management Committee may also co-opt other persons onto the Management Committee providing that person is linked with the objects of the Association either professionally or through business.
10. The quorum for Management Committee meetings shall be four. If a meeting is not quorate, the meeting can still take place but no decisions should be taken; recommendations will be put forward at the next committee meeting.
11. All members of the committee must attend at least four meetings during the year, unless there are exceptional circumstances which affect a member's ability to attend.
12. Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote, then the Chairman shall have a second vote.
13. Minutes of committee meetings will be made available to all members of the Association.

14. The committee may, for reasons of improper conduct and by a simple majority of committee members present, require that a committee member or officer leave the committee meeting at any given time.
15. Members of the committee (including officers) can be suspended for improper conduct, misuse of representation, or any act that may be considered detrimental to the aims and objects of the Association. The decision to suspend can be made by a simple majority of the committee present.
16. In an emergency, a decision can be made by all committee members by signing a resolution instead of holding a committee meeting. An email response shall be taken as signing the resolution.

Duties of Officers

The duties of the **Chairman** shall be:

- to preside at meetings of the Committee and the organisation
- as may be required by the Committee, to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organisation to public bodies.

The Duties of the **Vice-Chairman** shall be:

- to deputise for the Chairperson as and when required

The duties of the **Secretary** shall be:

- to prepare in consultation with the Chairman, and other officers, the agenda for meetings of the Committee
- to take and keep minutes of all meetings
- to collect and disseminate information on all matters affecting the organisation, and provide management reports to Dersingham Parish Council

The duties of the **Treasurer** shall be:

- to supervise the financial affairs of the organisation
- to ensure that proper accounts are kept
- to maintain a current financial record, and prepare a report for the meetings of the Management Committee
- to prepare an annual budget.

Finance

1. Any money obtained by the Committee shall be used for the purposes of achieving the objectives of the Association and for no other purpose.
2. Any payments made to officers, or members will only be for reimbursement of reasonable expenses.
3. A Bank Account shall be opened in the name of the Association.
4. All cheques written on behalf of the Association will be signed by two of three authorised signatories. The named signatories shall be the Chairman, Vice- Chairman, and Treasurer of the Association.

5. Online banking may be used providing payments are authorised by two of the three authorised signatories
6. The Treasurer shall keep proper accounts of the finances of the Association.
7. The Association's financial year shall end on March 31st annually
8. The accounts shall be audited at least once a year by a qualified auditor/auditors who shall be appointed at the Annual General Meeting.
9. An audited statement of accounts for the last financial year shall be submitted by the committee to the Annual General Meeting.
10. The treasurer shall be authorised to spend up to a level as agreed at the annual general meeting

Annual General Meeting

The Committee shall hold an Annual General Meeting (AGM) in the month of May each year. All members of the Association shall be given at least 14 days' notice of the AGM and shall be entitled to attend and vote. This notification will be published on the Association's website and notice boards, Parish Council website and notice boards, and in Dersingham Village Voice. The quorum for the Annual General Meeting and any General Meeting shall be 15 members.

The business of the AGM shall include:

- receiving a report from the Chairman on the Association's activities over the year;
- receiving a report from the Treasurer on the finances of the Association
- appoint an auditor or auditors
- electing a new Management Committee
- considering any other matter as may be decided by the Chairman
- Agreeing changes to the constitution
- any business received in writing by the Secretary from members 7 days prior to the meeting.

Special General Meeting

A special General Meeting may be called by the Management Committee if at least 25 members request such a meeting in writing. The Secretary shall give all members 14 days' notice of any Special General Meeting together with notice of the business to be discussed. This notification will be published on the Parish Council notice boards and in Dersingham Village Voice.

Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two thirds of those members present and voting at any General Meeting, assuming the meeting is quorate.

Dissolution

Any decision to dissolve the Association can only be taken at a Special General Meeting called for the purpose of voting on such a decision.

The decision to dissolve the Association can be made by the majority of those present and voting at such a meeting.

All assets of the Association remaining once all its debts have been cleared shall revert to Dersingham Parish Council.

Adoption/Amendment of the Constitution.

This Constitution was approved by members and adopted at the Annual General Meeting of the Association held on 23rd May 2017.

Signed

David Collingham
Chairman

Thomas Wheeler
Secretary