**KILMINGTON COMMUNITY ASSOCIATION CONSTITUTION**

**1 NAME**

The Association’s name is The Kilmington Community Association (hereinafter referred to as “the Association”)

**2 THE OBJECTIVES OF THE ASSOCIATION ARE, AT THE DISCRETION OF THE MANAGEMENT COMMITTEE, TO:**

(a) hold and support local community activities that provide benefit to Kilmington and improve the quality of life of Kilmington residents

(b) help build a stronger community

(c) support groups that help individuals to build their skills, confidence and overall well-being

(d) work in cooperation with existing village and public bodies to sustain and improve the amenities, facilities and environment of Kilmington

The Association shall be non-political, non-racist and non-sectarian in religion.

**3** **CARRYING OUT THE OBJECTIVES**

In order to carry out The Objectives, the Association is run by a Management Committee of volunteers from the local community as an informal not-for-profit organisation. The Management Committee has the power to:

(a) raise funds, apply for, invite, obtain and receive contributions, grants and donations

(b) open bank accounts

(c) organise events, including the annual Kilmington Village Show

(d) buy and sell merchandise and property

(e) co-operate with and support other groups, clubs and associations with similar objectives

(f) do anything else within the law which is necessary to achieve the association’s objectives.

**4 MANAGEMENT**

(a) The Association shall be administered by a Management Committee of between 3 and 7 members elected at the Association`s Annual General Meeting. Any Member of The Association aged 18 and over living or located in Kilmington Parish, who is interested in helping the Association to achieve its objectives may put themselves forward for election as a Management Committee member at the AGM.

 (b) The Management Committee may appoint another Management Committee member to fill a vacancy provided the maximum number is not exceeded.

(c) The Management Committee may expel someone from the Management Committee, provided it is in the best interest of the Association to do so, and they are given the right to be heard by the Committee before the decision is made.

 (d) The Management Committee shall hold at least 4 meetings each year. At least 3 Management Committee members must be at a committee meeting to be able to take decisions. At their first meeting the Management Committee will elect three Officers: a chairperson, a secretary, and a treasurer.

(e) The Management Committee must keep minutes for every meeting and accounts which may be viewed by any parishioner on request.

 (f) The Management Committee may make reasonable additional rules for the proper conduct and management of the Association. These rules must not conflict with this constitution or the law.

**DUTIES OF THE OFFICERS**

**(i) The duties of the Chairperson are to:**

• chair meetings of the Committee and the Association

• represent the Association at functions/meetings that the Association has been invited to

• act as spokesperson for the Association when necessary

**(ii) The duties of the Secretary are to:**

• take and keep minutes of meetings

• prepare the agenda for meetings of the Committee and the Association in consultation with

The Chairperson

• maintain the membership list

• deal with and keep records of correspondence

• collect and circulate any relevant information within the Association

**(iii) The duties of the Treasurer are to:**

• supervise the financial affairs of the Association

• keep proper accounts that show all monies collected and paid out by the Association and present them at each Management Committee meeting and the AGM.

**5 MEMBERSHIP**

Membership of the association is limited to Kilmington residents who are regularly involved in organising or running village activities which support the objectives of The Association. Residents will be invited to join the association by the management committee or can apply to join by contacting the committee. Members will be expected to take an active role in The Associations’ activities. Members can vote on matters that the management committee wish to refer to the members.

**6 MONEY**

(a) Funds and property obtained by the Association must only be used to achieve the objectives of the Association.

(b) Funds must be held in the Association’s bank account.

(c) All payments must be approved by at least three Management Committee members.

(d) Funds cannot be used to pay Committee members except to refund legitimate expenses approved by the Committee.

**7 ANNUAL GENERAL MEETING - AGM**

(a) The AGM is open to the public and must be held every year, with 21 days notice given to Kilmington residents by posting notices on village notice boards stating what is on the agenda.

(b) The Management Committee shall present the annual report and accounts at the AGM.

(d) Nominations for election to the Management Committee must be made at least 14 days before the AGM by informing the Secretary in writing. Nominations must be supported by a seconder and the consent of the proposed nominee. If the number of nominations exceeds the number of vacancies, a ballot shall take place in a manner determined by The Management Committee. The Management Committee will retire at the next AGM and may stand for re-election.

**8 WINDING UP**

The Association may be wound up by a two thirds majority of the Management Committee present and voting at a Special General Meeting called for by at least three Management Committee members. Any money or property remaining after payment of debts must be given to the Kilmington Parish Council to be used to achieve similar objectives to those of the Association.

**9 SETTING UP THE ASSOCIATION**

This constitution was adopted on \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ by the people whose signatures appear below. They will form the Management Committee until the first AGM, which must be held within one year of this date.

Signed, print name and address: