

Bitton Village Residents Association
Constitution

- 1) The Association shall be known as the Bitton Village Residents Association.
- 2) The Association shall operate primarily within the boundary described below:

The eastern side of Cherry Garden Road, from the junction with the A431 up to, and including, Barry Hill House, then eastwards to include Ryedown Lane, Hill Farm and Bitton Hill House, to meet Golden Valley Lane at Little Normeads, then to include Newpit Lane, Beach Hill and Golden Valley, then to proceed southwards along Golden Valley Lane, including Aubrey Meads, and proceeding southwards to include The Meadows, and thence directly to the northern bank of the River Avon, then westwards along this bank to a point directly south of Cherry Garden Road, and from there to join the eastern side of Cherry Garden Road, where it meets the A431.

- 3) All residents and people who work within the boundary of the Association and neighbouring communities shall be deemed to be members of the Association.
- 4) There shall be no membership fee.
- 5) The Association shall be non-political and non-sectarian.
- 6) The Association shall consider the interests of members, whether as individuals, or in groups, and those of the village as a whole. The Association shall foster close co-operation and communication throughout the membership.
- 7) **The aims and duties of the Association shall be:**
 - a) To liaise with Councils and other bodies as appropriate, concerning planning and other related matters of importance to the village.
 - b) To create ongoing links with councils and other bodies at all levels.
 - c) To seek actively to improve the village environment.
 - d) To attempt to involve industry in the village in the overall wellbeing of the village, and its residents.
 - e) To hold social and fund raising events.
 - f) To publish news-sheets when required.
 - g) To compile, if possible, a history of the village, and to make this available generally.
 - h) Such other aims and duties as may from time to time present themselves.

- 8) If appropriate, the Association shall hope to establish close links with any similar organisations, which may exist along its boundary.
- 9) The Association shall report annually on its activities to a public village meeting to be called by the Association. This will constitute the Annual General Meeting of the Association, to be held yearly between 1st and 15th October. Notice of the exact date of this meeting will be published in the village by 1st September each year. At this meeting, a committee consisting of a maximum of 15 members of the Association shall be elected in accordance with paragraph 13 below. Items for inclusion on the Agenda for the Annual General Meeting must be submitted in writing to the Secretary, twenty-one days prior to the meeting.
- 10) The committee may call an Extraordinary General Meeting of the Association at any time. Additionally, such a meeting shall be called by the committee in response to a request supported by a minimum of **twenty members' signatures**.
- 11) The committee reserves the right to co-opt additional committee members up to a maximum number of three where it is clear that a particular situation would obviously benefit from additional experience and expertise being made available.
- 12) The committee has the right to appoint sub-committees from amongst its members to cover particular areas of concern. Such sub-committees may co-opt up to three additional members to meet the needs of a particular situation.
- 13) Committee members **shall serve for a maximum period of three years** before presenting themselves for re-election. Elections shall be held for five committee places at each Annual General meeting. If necessary, elections shall be by ballot.
- 14) **The Honorary Officers shall be as follows:**

Chair
Vice-chair
Treasurer
Secretary

The officers shall be elected annually, and shall not hold the same post for more than three consecutive years.

- 15) The committee, at the first committee meeting called after the Annual General Meeting shall elect the officers.
- 16) **The Secretary shall be responsible for the minutes of each meeting and normally arrange for their distribution two weeks before the date of the following meeting.**

- 17) The minutes of the committee meetings shall be available for perusal by any member of the Association, upon request.
- 18) The committee shall meet at least 4 times a year and more frequently as and when the need arises. Five members shall form a quorum at meetings of the committee. 15 members shall form a quorum at a General Meeting of the Association.
- 19) The Association's funds shall be maintained in a separate bank account in the name of the Association, administered by the Treasurer. **Cheques shall be signed by the Treasurer and either by the Chair or the Secretary.**
- 20) **The Association's financial year shall run up to and including 31 July each year. The audited accounts shall be presented at the Annual General Meeting.**
- 21) The annual accounts should be reviewed by an independent examiner agreed by the committee
- 22) **An auditor, not a member of the committee, shall be appointed at each Annual General Meeting for that year.**
- 23) **The Association shall be dissolved in the event of either:**
 - a) **A resolution passed to that effect by those present at an Annual General Meeting or Extraordinary General Meeting, or**
 - b) **Failure to convene two successive Annual General Meetings.**
- 24) In the event of the dissolution of the Association the current banking signatories at that time shall be authorised to transfer to Bitton Parish Council the balance remaining in the Association's funds, to be used for the benefit of residents within the Association's boundary at the discretion of the Parish Council.
- 25) This constitution may only be amended by a resolution passed by a simple majority of those present at an Annual General Meeting or Emergency General Meeting. Proposed amendments to the constitution must be notified to the Secretary 21 days prior to the meeting.