

RULES OF THE IVYCHURCH AMENITIES ASSOCIATION

1. NAME

The name of the association is the Ivychurch Amenities Association.

2. OBJECTIVES

- a. To repair, refurbish and maintain in good order the Village Hall so that all lawful forms of recreation and leisure occupation can be accommodated with the purpose of improving the quality of life of the inhabitants of Ivychurch and its surrounding areas.
- b. To manage the Village Hall together with the ancillary car park, Village green and play equipment installed thereon, with such enhancements of facilities as may be necessary.
- c. To develop and manage any further community projects which may benefit the inhabitants of Ivychurch and the surrounding area.

3. MEMBERSHIP

- 3.1 All adults (over the age of 18) living in the area covered by Ivychurch Civil Parish are members of the association unless they notify the Management Committee of their decision to resign.
- 3.2 All members of the association shall have the right to attend and vote at all General Meetings of the association, including Annual General Meetings.

4. OFFICERS

- 4.1 The officers of the association shall be elected by secret ballot at the Annual General Meeting.
- 4.2 The officers of the association will be:
 - a. The Chairman.
 - b. The Vice-Chairman.
 - c. The Treasurer.
 - d. The Secretary.
- 4.3 The officers are elected for one year, but are eligible for re-election.

5 THE MANAGEMENT COMMITTEE

5.1 The Management Committee shall consist of the officers, together with up to five (5) other committee members who are elected at the Annual General Meeting of the Association.

5.2 The Chairman of the association shall chair all Management Committee Meetings at which he/she is present. In his/her absence the Vice-Chairman will take the chair, and if both of these officers are absent the meeting will elect one of its number to chair the meeting.

5.3 Subject to the matters set out below the charity and its property shall be administered and managed in accordance with this set of rules by the members of the Management Committee, constituted by rules 4.2 and 5.1 of these rules.

5.4 The members of the Management Committee will be the Trustees of the charity.

5.5 The Management Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that act) with regard to the preparation of an annual report and its transmission to the Charity Commission.

6 THE POWERS OF THE MANAGEMENT COMMITTEE

6.1 In furtherance of the objectives but not otherwise the Committee shall have the power:

- a) To raise funds and invite and receive contributions on behalf of the Association provided that it does not undertake any substantial permanent trading activity.
- b) To invest funds at interest.
- c) To engage on such terms and dismiss such employees as the Committee deems necessary.
- d) To co-operate with other voluntary bodies, charities and statutory bodies in furtherance of the associations interests.
- e) To appoint such sub-committees as the Management Committee deems necessary, and to authorize such sub-committees to co-opt persons who are not members of the committee, provided that the committee members outnumber those they co-opt.
- f) Where fewer than five (5) committee members are elected at the Annual General Meeting, or if a casual vacancy occurs, the Management Committee has the power to co-opt additional members to bring the total numbers (including officers) up to nine (9).

6.2 The Management Committee shall have the power (subject to decisions taken

at the Association Annual General Meeting or a General Meeting of the Association) to deal with all matters affecting the Association.

- 6.3 The Management Committee shall not act in a way which is contrary to decisions taken at the Association's Annual General Meeting or a General Meeting of the Association.
- 6.4 If any member of the Management Committee is absent for three consecutive meetings of the management committee without its permission, The Management Committee has the authority to remove that member from the committee.
- 6.5 Minutes shall be taken at all meetings of the Committee and its Sub-Committees. Draft copies of the minutes shall be circulated to Committee members with their notice of the next meeting.
- 6.6 The Management Committee shall meet at least four times a year.
- 6.7 The Management Committee may from time to time alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule shall be made which is inconsistent with the Rules of the Association.
- 6.8 No member of the Management Committee shall acquire any interest in property belonging to the charity (other than as a Trustee for the charity) or receive any remuneration or be interested (other than as a member of the Management Committee) in any contract entered into by the Management Committee.

7. ELIGIBILITY FOR MEMBERSHIP OF THE MANAGEMENT COMMITTEE

- 7.1 All members must be 18 years of age or more.
- 7.2 No one is eligible for membership of the Management Committee who:
 - a) Would be disqualified from being a Trustee of a charity under section 72 of the Charities Act 1993 or any statutory re-enactment or modification of that provision.
 - b) Becomes incapable by reason of a mental disorder, illness or injury of managing and administering his or her own affairs.
- 7.3 A Committee member shall cease to be a member of the Committee by notifying the Committee in writing, or verbally at a meeting, of their decision to resign (but only if at least five (5) members of the Management Committee will remain in office when the notice of resignation is to take effect).

8. FUNDS AND PROPERTY OF THE ASSOCIATION

- 8.1 The funds of the association shall be under the control of the Management Committee and shall be applied only in furthering the objectives of the Association.
- 8.2 The Management Committee shall nominate four (4) of its number to be eligible to act as signatories on behalf of the Association. All cheques must be signed by two (2) of the authorized signatories.
- 8.3 All monies received are to be paid into the bank account in the name of the 'Ivychurch Amenities Association' at the New Romney branch of the National Westminster Bank or such other bank as the Management Committee may decide.
- 8.4 The financial year of the Association shall end on the 31st December.
- 8.5 The audited accounts shall be presented to the Annual General Meeting in April.
- 8.6 The Management Committee shall cause the title to:
- a) All land held by or in trust for the Association which is not vested in the Official Custodian for Charities:
 - b) All investments held by or on behalf of the Association to be vested in not fewer than three (3) individuals appointed by them as holding trustees. Holding trustees may be removed by the Management Committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee, the holding trustees shall not be liable for the acts and defaults of its members.
- 8.7 The Management Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that act) with regard to the preparation of an annual report and its return to the Charities Commission.

9. NOTICE OF MEETINGS

a) THE MANAGEMENT COMMITTEE

- 9.1 The Chairman shall give at least 14 days notice of committee meetings to each member of the committee (provided that if matters to be discussed include the co-option of a member then not fewer than 21 days notice must be given). The notice shall:
- i) State the date, time and place of the meeting.
 - ii) Give the agenda together with the draft minutes of the previous meeting.
- 9.2 Business not specified in the agenda may be considered at the discretion of the Chairman.

9.3 In an emergency the Chairman may summon a meeting at shorter notice to deal only with business stated in the notice convening the meeting.

b) GENERAL MEETINGS OF THE ASSOCIATION

9.4 The Chairman shall give at least 21 days notice of the Annual General Meeting to be delivered to each household in the area covered by the Association. The notice shall:

- i) State the date, time and place of the meeting.
- ii) Give the agenda together with the draft minutes of the previous meeting.

9.5 Business not specified in the agenda may be considered at the discretion of the Chairman.

9.6 The Chairman at his discretion may call a Special General Meeting of the Association giving not less than 14 days notice. The notice shall:

- i) State the date, time and place of the meeting.
- ii) Give the agenda together with the draft minutes of the previous meeting.

9.7 Business not specified in the agenda may be considered at the discretion of the Chairman.

9.8 In an emergency the Chairman may summon a meeting at shorter notice to deal only with business stated in the notice convening the meeting.

9.9 Any ten (10) members of the Association may sign a petition requesting a General Meeting of the Association, and deliver it to any member of the Management Committee. A special General Meeting of the Association must then take place within 28 days and be governed by the same rules as the meetings summoned by the Chairman.

9.10 If any member fails to receive notice of a meeting this will not prevent the holding of the meeting or invalidate any resolutions made at it.

9.11 Any notice required to be served on any member of the Association shall be in writing and shall be served by the Secretary or any member of the Management Committee on any member either personally or by sending it through the post in a pre-paid letter addressed to such member at his/her last known address in the United Kingdom, and shall be deemed to have been received within 10 days of posting.

9.12 The Secretary or other such person specially appointed by the Management Committee shall keep a full record of proceedings at every General Meeting of the Association.

10. ANNUAL GENERAL MEETINGS

10.1 The Annual General Meeting of the Association shall take place in April each year.

10.2 The purposes of the Annual General Meeting are:

- a)* To receive and adopt the audited accounts.
- b)* To receive and adopt the Chairman's annual report.
- c)* To elect the Association officers and committee.
- d)* To appoint auditors or others qualified to certify accounts.
- e)* To transact such other business as may be brought before it

10.3 The notice for the Annual General Meeting shall invite nominations for the positions of Officers as set out in Rule 4 (above) and of Committee Members as set out in Rule 5 (above).

10.4 Written nominations, signed by the proposer and seconder, and with the consent of the person being proposed must reach the Secretary at least seven days before the Annual General Meeting.

10.5 Should nominations exceed vacancies, elections shall be by ballot.

10.6 If there are no written nominations then nominations may be made at the meeting.

11 QUORUM

11.1 The quorum for meetings of the Management Committee shall be three (3).

11.2 The quorum for all General Meetings shall be ten (10).

12 VOTING AT MEETINGS

12.1 The elections of Officers and Committee Members shall be by secret ballot.

12.2 Voting on all other matters shall be by show of hands, unless the Chairman decides otherwise.

12.3 Voting at all meetings of the Management Committee shall be by show of hands, unless the Chairman decides otherwise.

12.4 At all meetings where a vote is declared equal the Chairman for that meeting shall have a second or casting vote.

13 ALTERATIONS TO RULES

13.1 A General Meeting of the Association shall have the power to amend, add to or delete from the rules of the Association provided that a resolution to that effect is passed by a vote in favour consisting of at least two thirds of those present and voting. The notice of the meeting must include notice of the resolution, setting out the terms of the alteration proposed.

13.2 No amendment to be made to Rule 1 (the name of the Association), Rule 2 (the objectives), Rule 6.8 (Management Committee members not to be personally Interested), or Rule 14 (the dissolution of the Charity) or this clause without the prior consent in writing of the Charities Commissioners.

13.3 No amendment may be made which would have the effect of making the Association cease to be a Charity at law.

13.4 The Management Committee shall send promptly to the Charity Commission a copy of any amendment made under this rule.

14 WINDING UP THE ASSOCIATION

If the Management Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not fewer than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting, the Management Committee shall have the power to realize any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other Charitable institution or institutions having objects similar to the objects of the Association as the members of the Association may determine, or failing that shall be applied to some other Charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Association must be sent to the Charities Commission.