

# **Little Kingshill Village Society Constitution.**

## **1. Name:**

The name of the organisation shall be:

**LITTLE KINGSHILL VILLAGE SOCIETY** ("The Society").

The Society is a not for profit organisation.

## **2. Mission Statement:**

The Society exists to foster a strong sense of community, through mutual support, sharing information and collective action.

We value our village's natural beauty, rural character and rich heritage and we will work to protect and enhance them for everyone to enjoy.

We will listen to residents' concerns and views, and ensure their voices are heard on issues affecting village life.

By advocating for local facilities, monitoring safety concerns, and working with relevant organizations/bodies, we aim to help keep our community safe and well-cared for.

We will collaborate with local groups and organise social events to bring people together, creating a welcoming and connected village for all.

## **3. Activities:**

In order to fulfil The Mission Statement, The Society may undertake the following Activities:

- Undertake surveys or hold meetings to ascertain the views of the villagers on any issues which require representation to be made by the Society.
- Make improvements to the village amenities where possible.
- Liaise with the Neighbourhood Police Team, Buckinghamshire Council- Transport and Highways, Environmental and Conservation bodies on village matters.
- Communicate with Little Missenden Parish Council, neighbouring Parishes, the local Baptist Church, School, Nursery and other village societies and organisations on village matters.
- Any other activity the Committee deems appropriate to meet the Society's Mission Statement.

#### **4. Membership:**

Membership shall be open to all members of households aged 18 and above in the village of Little Kingshill.

#### **5. Meetings:**

There shall be an Annual General Meeting ("AGM"), open to all members, held annually, within 3 months of the end of the financial year. The quorum necessary to transact business at an AGM or General Meeting is 15 members including Committee members.

The business of the AGM shall include election (and deselection) of Officers and Committee members, consideration of the Society's annual financial statement and independent examiner's report and the Chairperson's report.

Members elected as officers or members of the Committee shall serve for a maximum period of 5 years before offering themselves for re-election. There is no minimum term, we are grateful to anyone who is elected on to the committee.

Every matter at an AGM or General Meeting shall be determined by a majority of votes. In the case of equal votes, the Chairperson shall have the casting vote.

Any matters to be discussed as "Any Other Business" at an AGM must be made in writing and must be with the Chairperson at least 7 calendar days before the meeting unless the Chairperson in their discretion decides otherwise.

The Secretary or (in absence of a secretary), the Treasurer shall keep a record of all meetings. The secretary role may be a rotated role by the committee with a final copy of minutes sent to all Committee Members and the Secretary (or Treasurer) to retain as a record.

At least 28 calendar days' notice of the AGM must be given to members by email or other electronic means and posting notices in the village notice boards.

The chair or a quorum of the Committee may call other General Meetings of the members on the giving of 21 calendar days' notice to members.

On receipt of a written request signed by not less than 30 members of the Society, the Committee would arrange a General Meeting of the Society within 21 calendar days of receiving such request giving not less than 28 calendar days' notice of such meeting. The written request to the Secretary must detail the business to be transacted.

## **6. Management:**

The Society will be managed by a committee of between 4 - 12 members and will meet at least 4 times a year. The Committee will consist of 5 Officer positions with others being Committee members, some with specific lead roles, e.g. Social Events, Community Liaison.

A quorum for a meeting shall be a minimum of 2 Officers and 2 Committee members.

The 5 Officer Positions of the Committee.

1. Chairperson
2. Treasurer
3. Webmaster
4. Communications co-ordinator- (email messaging)
5. Secretary (This role may be rotated amongst Committee members)

An agenda for each meeting will be sent to Committee members 7 days in advance of planned meeting dates and Committee members should add items for discussion prior to this date. Every matter at a Committee meeting shall be determined by a majority of votes of the Committee members present. In the event of equal votes, a re-vote at a later date will be arranged. (Note that at AGM or General Meeting the Chairperson shall have the casting vote).

At any time, the Committee shall have the power to appoint additional persons to the Committee, any person appointed to the Committee in such a way must be confirmed in their position at the following AGM.

The Committee shall have the powers in the name of the Society to raise money, open bank accounts, take out insurance, enter into contracts and do anything that is lawful to fulfil its objects and legal obligations.

## **7. Finance:**

The Financial year shall end on the last day of February each year.

The Treasurer shall keep proper accounting records and report to the Committee at each Committee meeting and prepare an annual statement of account and make available all financial records for inspection by an independent examiner who shall not be a member or a close relative of a member of the Committee.

The Society shall maintain bank accounts as deemed necessary by the Committee. All payments from the Society's bank accounts to third parties shall require two signatories. Signatories for the Society's bank accounts shall be members of the Committee.

## **8. Declaration of Interest:**

It shall be the duty of every Member or Officer who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Society at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation from the Chairperson) or vote thereon.

## **9. Changes to the Constitution:**

This constitution may be altered with the consent of a majority of Society members that are present at an AGM or other General Meeting.

## **10. Dissolution of the Society:**

If the Committee believes that the Mission Statement of the Society has been met or that the Society no longer has the support of its members or potential members the Chairperson shall call a General Meeting proposing the dissolution of the Society. The members attending the General Meeting shall consider the proposal for the dissolution of the Society and if the proposal is agreed by two thirds of those members present the Society shall be dissolved and no longer exist, any remaining assets of the Society shall be distributed to charities as determined by the Committee, no member or group of members of the Society shall benefit from the dispersal.

**This Constitution was adopted at the Annual General Meeting on 5 March 2025**

**Chairperson**