

CONSTITUTION

A NAME

The Group's name is The Alkham Valley Society

B THE PURPOSES OF THE GROUP ARE:

To **promote** the conservation and enhancement of the heritage and natural beauty in and around the Alkham Valley. To **encourage** high standards of planning and architecture in the valley whilst *seeking to mitigate the most harmful environmental impacts*. To **secure** the preservation, protection, development, and improvement of features of historic or public interest. To **protect** the surrounding countryside *for the benefit of future generations*.

C CARRYING OUT THE PURPOSES

To carry out the purposes, the Committee has the power to: -

- (1) raise funds and receive grants, donations, and bequests;
 - (2) buy or sell property, take on leases and employ staff;
 - (3) co-operate with and support other Groups with similar purposes;
 - (4) do anything else within the law which is necessary to achieve the purposes.
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D MEMBERSHIP

The Committee may admit to membership anybody aged 18 and over who supports the purposes of The Alkham Valley Society. People who wish to become a member should complete a membership form (See Appendix A, for examples) and pay the annual subscription. Membership lasts for 1 year and may be renewed. The Committee will keep an up-to-date membership list. As a reference amount, the Annual Membership fees as of 2023 were £ 5 (Individual) / £ 10 Household, but fee changes can be discussed and amended at the AGM.

The Committee may review someone's membership should they no longer support the purposes of the Group.

E **ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda.
 - (2) There must be at least 3 members including the Chair or Vice Chair present at the AGM.
 - (3) The Committee shall present the annual report and accounts.
 - (4) Any member may put themselves forward for election as a Committee member at the AGM.
 - (5) Every member has one vote, and resolutions shall be passed by a simple majority of members present.
 - (6) Members shall elect between 3 and 10 members to the Committee. They will retire at the next AGM and may stand for re-election.
 - (7) **Proxy** – a member may submit their vote via proxy to the chair if they do so, in writing, (or email) at least one day prior to an AGM.
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F **COMMITTEE**

- (1) The Committee shall hold at least 1 meeting each year. They will elect a Chair, Vice Chair, Treasurer and Secretary at their first meeting.
 - (2) At least 3 Committee members must be at a committee meeting to be able to take decisions. Minutes shall be kept for every meeting.
 - (3) The Committee must keep accounts which may be viewed by any member on request.
 - (4) During the year, the Committee may appoint up to 2 extra members on to the Committee who will stand down at the next AGM but are eligible for re-election.
 - (5) The Committee may make reasonable additional rules for the proper conduct and management of the Group. These rules must not conflict with this constitution or the law.
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G **MONEY**

- (1) Up to £100 may accumulate in cash on hand. Otherwise, funds are kept in the Group's bank account. If Cash on hand exceeds £100, the excess will be swept to the bank account. Cash balance and bank balances are reconciled regularly, with financial statements prepared annually for the AGM.
 - (2) Financial records are open to inspection, based on availability of the parties, with 48 hours turnaround as a target.
 - (3) All transactions are recorded and reconciled, but:
 - a any transaction over £10 requires a receipt to be provided to the treasurer,
 - b any item over £100 requires signed approval of 2 Committee members on a pre-payment notice (See Appendix B, for examples), or email approval chain before transaction, and receipt provided to the treasurer instructing payment or reimbursement.
 - (4) In the case where payment is made by cheque or electronic transfer, such payments must be signed by two Authorised Signatories.
 - (5) Funds cannot be used to pay Committee members except to refund legitimate expenses.
 - (6) Funds and property must only be used for the purposes of the Group.
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H **SPECIAL GENERAL MEETINGS**

Special General Meetings may be called by the Committee for the following reasons. All members must be given 14 days' notice and told what change is proposed.

- (1) **Changing the Constitution** - The constitution may be changed by a two thirds majority of members present and voting (including Proxies) at a Special General Meeting.
 - (2) **Emergency Special General Meetings** – to allow the members to decide on important issues, with proposed actions agreed upon by a two thirds majority of members present and voting.
 - (3) **Winding up** – the Group may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a Group with similar (charitable) purposes such as the Kent Wildlife Trust.
 - (4) **Proxy** – a member may submit their vote via proxy to the chair if they do so, in writing, (or email) at least one day prior to an SGM.
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I SETTING UP THE GROUP

This constitution was adopted on Signed: Oct 7, 2023 by the people whose signatures appear below. They will be the Committee until the first AGM, which must be held within one year of this date.

Signed **(Committee) Print name and address**

Original with 6 Signatures on
File, Available for Review by
public & members by request

Chairman, Trevor Johns, Cluaran, Alkham Valley Rd, Alkham, CT15 7BX

Vice Chair, Catherine Webber, 18 Newlyn Meadow, Alkham CT15 7QJ

Secretary, Jo Walker, Rectory Cottage, Slip Lane, Alkham CT15 7DA

Treasurer, Harlan Webber, 18 Newlyn Meadow, Alkham CT15 7QJ

Committee Member, Steve Edwards, 2 Catherine Cottages,
Alkham Valley Rd, Alkham, CT15 7BX

Committee Member, Frances Marcus, 1 Meadow Hill Cottages,
Hogbrook Hill Ln, Alkham, CT15 7AR

Appendix A - Membership *Application Form

*The following must be completed in full to be considered for membership:

Full Name(s):

Postal Address:

Email Address(es):

- a. I/we are ok to have my email address used for AVS Alerts & Announcements
- b. Can we have your email address viewable in email alerts or via membership list? Tick () Yes or () No
If yes, emails may be sent as cc: (visible) otherwise, emails must be sent as blind cc: (invisible)

Home Phone Number: _____

Mobile Number(s): _____

Membership Fee (eff. 2023) and/or **Donations:** Tick boxes that apply.

- () £ 5 Single Membership <or>
() £ 10 Household Membership <add optional> () £ ____ Donation

Total: £ ____ (due with Payment Method to AVS Treasurer)

mark "x" for Payment Choice: () Cash () Cheque () **Bank Transfer

Wire Info: **Alkham Valley Society NatWest Bank Sort: **60-07-04**

See A/C on Original Form

Membership statement: "The aims and purposes of the Society, as set out in the Constitution, are:

- To promote the conservation and enhancement of the heritage and natural beauty in and around the Alkham Valley.
- To encourage high standards of planning and architecture in the valley whilst seeking to mitigate the most harmful environmental impacts.
- To secure the preservation, protection, development, and improvement of features of historic or public interest.
- To protect the surrounding countryside for the benefit of future generations.

By signing this form, the applicant undertakes to support the Society in promoting all its aims and purposes, principally to safeguard and protect the beauty of the Alkham Valley."

A full copy of the Constitution is available upon request to the Secretary, and is published on the AVS web page (<https://alkhamvs.org/>)

I/we wish to apply for membership to the Alkham Valley Society.

Signed: _____

Date: _____ Date: _____

(Membership Form v1.0-2023) The form may be changed as required as directed by the AVS Exec Committee.

For AVS Treasurer Use:		
Form Rec'd: _____	Status: _____	Funds Rec'd: _____ Receipt Sent: _____ Filed: _____

Appendix B - Payment / Transfer Request Form

Date Submitted:	
Requested By:	
Reason for Cheque:	<input type="checkbox"/> Vendor Payment <input type="checkbox"/> Reimbursement <input type="checkbox"/> Other (Please indicate):
Cheque Payable To:	
Cheque Mailed to Address:	
Phone Number:	
Cheque Amount:	
Event:	
Approval Signature(s):	

(Form v1.0-2023) The form may be changed as required as directed by the AVS Exec Committee.

- Expenses up to £100 can be approved by one signature (preferably, not the Treasurer)
- Items over £100 need 2 signatures; the Treasurer can be one of those signatures.
- Guideline: Reimbursement requests should be made within 30 days of event
- Cheques or transfers are issued by mail or electronically within 2 weeks.

Attach all invoices/receipts to this expense statement (for items over £10)

Vendor	Items	Amount
<i>Example: Alkham Village Hall</i>	<i>AGM Hosting Charges</i>	<i>£18.50</i>
Total Expenses:		

For AVS Treasurer Use:	
Received:	
Conf # / Cheque #:	
Account:	
Cleared:	