

# **Kingston Village Action Group Constitution**

## **Name**

- The name of the organisation shall be the Kingston Village Action Group (the Group).

## **Remit**

- The remit of the Group shall be to identify needs and issues within Kingston and take appropriate action, in association with the Kingston Parish Council (the KPC)

## **Objectives**

- To gather the views and opinions of individual residents and of parish organisations
- To suggest practical initiatives for the Group to undertake
- To suggest actions to the KPC
- To participate in joint working parties with representatives of the KPC

## **Reporting**

- To report back on its work both to the KPC and to the community

## **Membership**

- There shall be up to 12 Group members, of which no more than three shall be members of the KPC.
- New members can be co-opted at the discretion of the membership.

## **Officers**

- A Chair person, Secretary and Treasurer shall be elected.

## **Meetings**

- Meetings shall be held at least every two months. At least five days' notice of meetings shall be given.
- Formal resolutions shall be determined by a majority of votes of the Group at a meeting, the Chair having a casting vote if necessary. A quorum of three members shall be necessary to transact business.

## **Joint Working Groups**

- Joint Working Groups shall be bound by the terms of reference set out for them by the Group and the KPC.

## **Finance**

- The Treasurer shall keep a clear record of expenditure supported by receipted invoices.
- S/he shall provide regular financial reports and annual accounts to the Group

#### **Changes to the Constitution**

- The constitution may be altered only with the consent of two thirds of the Group.
- A member may be deemed to have left the Group if s/he misses three consecutive meetings without good reason.

#### **Dissolution**

- Upon dissolution of the Group any remaining funds must be transferred to the KPC.