

The following is the text of the Constitution of the Guilden Sutton Community Association, as submitted to the Charity Commission 1981, in its very earliest years.  
It has been scanned from the original documents, and is believed to be accurate.

CONSTITUTION OF THE GULDEN SUTTON COMMUNITY ASSOCIATION

1 NAME

The name of the Association shall be The Guilden Sutton Community Association (hereinafter called 'the Association').

2 OBJECTS

The objects of the Association shall be:

- (a) to promote the benefit of the inhabitants of Guilden Sutton, Pipers Ash and the neighbourhood (hereinafter called 'the area of benefit') without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- (b) to establish or to secure the establishment of a Village Hall (hereinafter called 'the Hall') and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a Hall for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

The Association shall be non-party in politics and non-sectarian in religion.

The Association shall have power to affiliate to the National Federation of Community Associations and to other organisations with similar charitable objects.

3 MEMBERSHIP

Membership of the Association shall be of two kinds:

- (a) individual members who shall be either Full, Junior or Associate members.
- (b) Group members who shall be the Constituent bodies and Sections.

4 INDIVIDUAL MEMBERSHIP

shall be open, irrespective of political party, nationality, religious opinion, race or colour, to:

- (a) All persons aged eighteen and over living in the area of benefit who shall be called Full members.
- (b) All persons under the age of eighteen living in the area of benefit who shall be called Junior members. Junior members shall not have the right to vote at members' meetings but may elect from among themselves two representatives to the Council who shall each have the right to vote as if they were Full members.
- (c) Well-wishers anywhere who shall be called Associate members. Associate members shall not have the right to vote at members' meetings but may elect from among themselves one representative to the Council who shall have the right to vote as if he were a Full member.

The manner in which Associate and Junior members elect their representatives shall be determined by the Committee from time to time.

5 GROUP MEMBERSHIP

- (a) Constituent bodies shall be the local statutory authorities and such voluntary organisations as operate in the area of benefit and satisfy the Council that they are independent organisations or branches of independent national or other organisations.
- (b) Sections shall be such groups as may, with the permission of the Council, be formed within the Association among the individual members for the furtherance of a common activity.

Each Constituent body and Section shall have the right to appoint one representative to be a member of the Council and one representative to be a member of the Management Committee and at any time by giving notice in writing to the Secretary of the Association to revoke the appointment of such a member and to appoint another member in his place. Such a member shall have the right to attend and to vote at General meetings of the Association.

#### 6 TERMINATION OF MEMBERSHIP

The Council shall have the right for good and sufficient reason to terminate the membership of an individual member or of Constituent body or Section provided that the individual member or person representing the body or Section shall have the right to be heard by the Council before a decision is made.

#### 7 SUBSCRIPTIONS

All members and Constituent bodies shall pay such subscriptions as the Council may from time to time determine.

#### 8 THE COUNCIL

Subject to the limitations set out in Clause 10 hereof, the policy and general management of the affairs of the Association shall be directed by a Council (herein referred to as 'The Council') which shall meet not less than twice a year.

The Council shall consist of:

- (a) The representatives appointed by Constituent bodies and Sections in accordance with Clause 5.
- (b) The Executive Committee as constituted under Clause 12.
- (c) Two representatives of Junior members elected in accordance with Clause 4(b).
- (d) One representative of Associate members elected in accordance with Clause 4(c).
- (e) The Honorary Officers of the Association and of the Council ex-officio in accordance with Clause 9(a).
- (f) Two representatives appointed by the Trustees if Trustees shall have been appointed in accordance with Clause 16.
- (g) Such persons employed by or seconded to the Association as the Council may from time to time determine in accordance with Clause 9(b).

In addition the Council may co-opt further members who shall be members of the Association provided that the number of co-opted members shall not exceed one-third of the total number of members of the Council as defined above. All members of the Council shall retire annually but shall be eligible to be appointed or co-opted again. The Council shall have power to appoint such committees as it may from time to time decide and may determine their powers and terms of reference.

#### 9 OFFICERS

- (a) Honorary Officers

The Annual General Meeting shall elect a Chairman, an Honorary Treasurer, an Honorary Secretary as it may from time to time determine. The Chairman of the Association shall be the Chairman of the Council and of the Executive Committee.

All honorary officers of the Association shall be ex-officio members of the Council and the Executive Committee and all other committees.

(b) Paid Officers

The Council shall have power to appoint and dismiss a paid Secretary and such other employees of the Association as it may from time to time determine.

The Council may determine which (if any) persons employed by or seconded to the Association shall be members ex-officio of the Association, the Council, the Executive and other committees.

10 ANNUAL GENERAL MEETING

Once in each year, in the month of May the Council shall convene an Annual General Meeting of the Association, which all individual members and representatives of the Constituent bodies and Sections shall be entitled to attend, for the purpose of receiving the Annual Report of the Council and the annual audited statement of accounts; of appointing Honorary Officers of the Association; of accepting resignations of members of the Council; of electing representatives of Full members to serve on the Executive Committee and the Council; of appointing an auditor or auditors; of making recommendations to the Council and, whenever necessary, of voting on proposals to amend this Constitution in accordance with Clause 18 hereof.

11 SPECIAL GENERAL MEETINGS

The Chairman of the Council or the Secretary may at any time at their discretion, and shall within twenty-one days of receiving a written request so to do signed by not less than twenty members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the Constitution in accordance with Clause 18 hereof or of considering any matter which may be referred to them by the Council or for any other purpose.

12 EXECUTIVE COMMITTEE

At the Annual General Meeting in each year an Executive Committee shall be appointed from amongst full Members which shall undertake the day to day administration of the Association.

The Executive Committee shall consist of:

- (a) the Chairman
- (b) the Honorary Secretary
- (c) the Honorary Treasurer
- (d) one member, to be nominated by residents living in Pipers Ash.
- (d) one member, to be nominated by the residents of Moorcroft Crescent and of that part of Guilden Sutton Lane between the A41 and the railway
- (a) bridge
- (e) one member, to be nominated by the residents of Belle Vue Lane, the part of Guilden Sutton Lane between the railway bridge and the school
- (a) and the part of School Lane between the school and Arrowcroft Road
- (f) one member, to be nominated by the residents of Oaklands and the adjoining cul-de-sacs
- (h) one member, to be nominated by the residents of Arrowcroft Road

- (h) one member, to be nominated by the residents of the village area below Porter's Hill.

the Executive Committee shall have power to co-opt additional members who shall be members of the Association but need not be members of the Council provided that the number of co-opted members does not exceed one-third of the total number of elected and ex-officio members. All members of the Executive Committee shall retire annually but shall be eligible to be appointed or co-opted again.

The Executive Committee shall have power to appoint such sub-committees as it may from time to time decide and may determine their powers and terms of reference.

13 RULES OF PROCEDURE AT ALL MEETINGS

(a) Voting

Subject to the provisions of Clause 18, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that he may have been appointed to represent two or more interests but in case of an equality of votes the Chairman shall have a second or casting vote.

(b) Quorum

One-third of the members shall form a quorum at meetings of the Council, the Executive and all other Committees. Twenty-five members shall form a quorum at General Meetings of the Association.

(c) Minutes

Minute books shall be kept by the Association, the Council, the Executive, and all other committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

14 MANAGEMENT OF THE HALL

- (a) Any Hall provided by the Association shall be managed by a Management Committee, which shall be responsible to the Council. The Management Committee shall comprise:

(i) one representative appointed by Constituent Bodies and Sections accordance with Clause 5. Such representative member shall ordinarily be appointed not more than 1 month before the Annual General Meeting, but as soon as possible thereafter. Each Representative Body or Section shall notify the Secretary of its nomination.

(ii) Three members of the Executive Committee

(iii) one member from the area immediately surrounding the Hall, nominated by the residents of the area concerned.

- (b) The Committee shall be responsible for the day to day management of the Hall and shall make such recommendations to the Executive Committee from time to time as they think fit about Standing Orders & Rules for the use of the Hall, including hiring charges.

- (c) The Executive Committee shall have power to adopt the issue Standing Orders and/or Rules for the use of the Hall on the recommendation of the Management Committee. Such Standing Orders and Rules shall come into operation immediately, provided always that they shall be subject to review by the Council and shall not be inconsistent with the provisions of this Constitution.

15 FINANCE

- (a) All moneys raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.

- (b) the Honorary Treasurer shall keep proper accounts of the finances of the Association.
- (c) The accounts shall be audited at least once a year by a qualified auditor or auditors who shall be appointed at the Annual General Meeting.
- (d) An audited statement of accounts for the last financial year shall be submitted by the Council to the Annual General Meeting.

16 TRUST PROPERTY

The title of all and any real property which may be acquired by or for the purposes of the Association shall be vested in the Official Custodian for Charities or the Parish Council.

17 DISSOLUTION

If the Council by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting not less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Secretary of State for Education and Science and the Secretary of the National Federation of Community Associations. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Council shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the area of benefit as the Council may decide and as may be approved by the Secretary of State for Education and Science.

18 ALTERATIONS TO THE CONSTITUTION

Any proposal to alter this constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is first to be considered.

An alteration will require the approval of both:

- (a) A simple majority of members of the Council present and voting at a Council meeting.
- (b) a two-thirds majority of individual members and representatives of the Constituent bodies and Sections of the Association present and voting at a General Meeting.

Notice of each such meeting must have been given in accordance with normal procedure but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

No alteration to Clause 2 shall be made without the consent of the Secretary of State for Education and Science.

This Constitution was adopted as the Constitution of the Guilden Sutton Community Association at a General Meeting duly convened at Guilden Sutton on 23 June 1981

Signed

R G Hemmings  
Jane Speakman

Chairman  
Secretary