

CONSTITUTION
OF
THEYDON BOIS ACTION GROUP

The name of the group shall be 'Theydon Bois Action Group' (hereinafter referred to as "TBAG").

OBJECT

- 1) To ensure that the village is not damaged and that villagers are not adversely affected by the commercial activities of 'developers'.
- 2) To ensure that parish, district and county councils ('councils') are held accountable for decisions and actions taken that TBAG consider to be disadvantageous to residents with regard to the environment and planning issues and more particularly with regard to the Green Belt surrounding the village.
- 3) To ensure that councils permit, manage and control development judiciously and effectively.
- 4) To ensure transparency and honesty between councils and residents.
- 5) To provide regular information to all members.
- 6) To regularly consult all members.
- 7) To be a fair and non-political residents' group.

AFFILIATION

Affiliation is open to anyone who is interested in furthering TBAG's work. TBAG shall have the power to affiliate to any body whose objects may benefit the membership.

MEMBERSHIP

Membership of TBAG will be open to all people over the age of 18 who live in the Essex village of Theydon Bois. There is no fixed membership subscription. However voluntary donations are always welcome.

It is a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by TBAG. A member may be suspended for breach of this condition, or for any other conduct not in line with the objects of TBAG. Any member so suspended has the right of appeal to the following General Meeting before expulsion takes place.

COMMITTEE

The business of TBAG shall be conducted in accordance with this constitution by an Committee, elected from the membership at the Annual General Meeting and which shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer (the "Officers"), and two other members. Any Committee member or member delegated to represent TBAG in consultation with any other body shall act on the instructions of TBAG and shall report back to the following Committee or general meeting, whichever is the sooner.

The election or removal of Officers or Committee members may only be carried out at an annual or special general meeting of TBAG. The Committee may temporarily fill any vacancy arising among the officers of TBAG from its other members until the next Special General Meeting or AGM.

MEETINGS

Each year TBAG shall hold at least six General Meetings (including the AGM) and shall aim to hold General Meetings once a month. All meetings shall be open to the general membership. All decisions shall be taken by a simple majority of members present and voting. The decision of General Meetings shall be binding on the Committee.

The AGM shall be held once in each calendar year, and not more than 15 months shall pass between the date of one AGM and the next. The AGM shall:

- Receive an Annual Report from the Committee;
- Present independently audited accounts to members;
- Appoint an independent auditor;
- Elect the Committee
- Consider any resolutions put forward by members; and
- Vote on any amendments to the constitution.

Nominations for election can be made at the meeting. Should nominations exceed vacancies, election shall be by ballot.

A Special General Meeting may be called, at a time convenient to most members, by the Chair, or any two members of the Committee, if at least 10% of the total membership requests such a meeting and states the business to be considered. At least 7 days notice must be given.

QUORUM

The quorum for General Meetings shall be 7 members or 5% of the membership whichever is the smaller, of which 3 must be from the elected Committee.

NOTICE

As much notice as is reasonable and practical, having regard to all circumstances, shall be given for all meetings. Notification of meetings shall be sent by the Committee by the most efficient method available including, but not limited to, e-mail.

COMMITTEE ACTIVITIES

The Committee will:

- Raise funds by inviting and receiving contributions in an ethical and lawful manner.
- Communicate with statutory authorities, other voluntary bodies, charities, the media, individuals etc. in furtherance of the objectives of TBAG.
- Appoint and constitute sub-groups as the Committee sees fit.

- Encourage public discussion at a public meeting, usually held at monthly meetings. The Committee will report at such meetings.
- The Chair shall have the discretion to appoint another Committee member to chair a meeting or agenda item.
- The Committee will appoint a member to take minutes at all meetings. Minutes will be distributed to all members supplying email addresses and made available to all other members.
- The Chair will endeavour to ensure that everyone who wishes to speak is invited to do so.
- Anyone wishing to speak at meetings must do so through the Chair. The Chair's rulings should be respected.
- A person may be requested to leave the meeting at the Chair's discretion.
- Communications on behalf of TBAG from members of the Committee should be approved by the Chair, Vice Chair or Secretary, who should each approve any communications sent by the other.

PROCEDURE

The main campaigning work of the group will be carried out by members and co-ordinated by Committee members.

Voting at Committee meetings will be on the basis of one vote per Committee member. The Chair or Acting Chair will have a second or casting vote in the event of a tie. Voting at General Meetings will be on the basis of one vote per member, including Committee members, with a casting vote going to the Chair or Acting Chair.

Minutes of every TBAG meeting will be kept and formally approved by the next relevant meeting. All minutes shall be available for inspection by members of TBAG.

A member of the Committee will circulate an agenda prior to each meeting.

FUNDS

TBAG's funds, including all donations, subscriptions and other contributions, shall be paid into the Group's bank account operated by the Committee. All cheques drawn on the account must be signed by two of the three appointed/nominated Committee members and, if not including the Treasurer, full details should be given to the Treasurer in writing at the earliest opportunity. The signatories should be from different households and not related to one another. TBAG shall keep proper accounts of income and expenditure.

The accounts shall be available for inspection by any member of TBAG or the general public who requires sight of them within 28 days. The request for information must be made in writing to the Treasurer. Up to date accounts shall also be made available on the TBAG website.

TBAG shall be a non profit making organisation and any surplus at the end of the financial year shall be carried forward to the next year but may not be distributed to members.

The funds shall be applied only in furthering TBAG's objectives and solely with the specific approval of the Committee. The Treasurer will prepare annual statements of account. The accounts will be independently audited.

CONSTITUTION

Any proposal to alter this constitution must be submitted to the Secretary of TBAG not less than 28 days before the General Meeting at which it is to be discussed. To be valid, such a proposal must be supported by the signature of at least ten members. Any such alteration shall require approval of two-thirds of those present and voting at the meeting.

Every member of TBAG shall be given a copy of the constitution when they join. Members shall be given copies of any changes to the constitution.

DISSOLUTION

If the Committee decides (or if a Committee no longer exists then if any ten members decide) that TBAG should be dissolved, they shall give at least 21 days notice to all members, of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply, and TBAG may be dissolved by a 2/3 majority of those present. The assets, financial and otherwise, remaining when the Association has satisfied its liabilities, shall be applied for such purpose ancillary to the Objects of TBAG as the meeting shall decide.

Chairperson Signed:

Dated:

Secretary Signed:

Dated:

Treasurer Signed:

Dated: