

Constitution of Castle Acre Village Hall Management Committee

1.Name

The name of the Association shall be CASTLE ACRE VILLAGE HALL COMMITTEE (hereinafter referred to as “the Committee”).

2.Area

The area to be served by the Committee shall be the village of Castle Acre and the surrounding area (hereinafter referred to as the said area).

3.Object

The objects of the Committee shall be to secure the establishment, maintenance and management of a Village Hall for the benefit of the residents in the said area, without discrimination on political, religious or other grounds, by providing facilities for education, social welfare and recreation, with the object of improving the quality of life for persons residing in the said area and particularly for those in special need of such facilities by reason of age, youth and other circumstances.

4.Office Bearers

The office bearers of the Association shall be:-

- i.A Chairman
- iii.An Honorary Secretary
- iv.An Honorary Treasurer

The office bearers shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting. They shall be eligible for re-election.

5. Procedure at meetings

- a.Voting - Unless otherwise stated herein, all questions arising at any meeting shall be decided by a majority of those present and voting. In the event of equality of votes the Chairman shall have a second or casting vote.
- b.Quorum - One third of the members shall form a quorum at all Committee Meetings.
- c.Minutes - Minute Books shall be kept and a record of all proceedings shall be entered therein.

6.Finance

All funds raised by or on behalf of the Committee shall be applied to further the objects of the Committee and for no other purposes.

The Honorary Treasurer shall keep proper Accounts which shall be audited annually.

7.Heritable Property and Reserve Fund

The whole property of the Association, both moveable and heritable, shall be vested in the Chairman, Honorary Treasurer and Honorary Secretary of the Committee and their successors in office as Honorary Officers of, and Trustees for the Committee with power to the Trustees with the approval of a general meeting of the Committee members to sell, feu, excamb or otherwise alienate, to buy and to borrow on the security of heritable property wheresoever situate and to lease and to grant leases and other rights in heritable property and for these purposes to grant Leases, Dispositions, Standard Securities, Contracts of Excambion or otherwise and to consent to the purchase or sale of any heritable property in which the Committee has an interest and generally to enter into agreement with purchasers, sellers, tenants, creditors and others.

8. Annual General Meeting

An Annual General Meeting shall be held once in each year. All members of the Committee shall be entitled to attend and to vote. 14 days' notice shall be given by public notice displayed locally.

The business of the Annual General Meeting shall be:-

- i.To receive and adopt the Report of the Executive Committee.
- ii.To receive and adopt the audited accounts for the previous year.

iii. To elect the office bearers and members of the Committee and to appoint an auditor.

iv. To hold an open discussion on matters of local interest.

v. To transact other competent business.

9. Special General Meeting

A special General Meeting may be summoned by:-

a. The Honorary President or Chairman; or

b. A Requisition signed by not less than three members.

The notice calling the meeting shall state the business of the meeting and no other business shall be transacted.

10. Dissolution

If the Committee decides at any time that on the ground of expense or otherwise it is necessary or desirable to dissolve the Committee, it shall call a public meeting of all persons over 18 years of age residing in the said area, of which meeting not less than 21 days' notice shall be given. The notice calling said meeting shall be displayed in the said area and shall be advertised in a local publication. If said decision of the Committee is confirmed by a majority of those present and voting at said meeting, the Committee shall intimate immediately said decision to said authorities. In the event of the said authorities failing to make proposals satisfactory to the Committee within a reasonable time, the Committee shall have power to dispose of any assets held by or on behalf of the Committee. Any assets remaining after satisfaction of all proper debts and liabilities shall be applied towards such charitable purposes for the benefit of the residents of the said area as the Committee shall decide.

11. Amendment of Constitution

This Constitution may be amended by a two-thirds majority of the members present and voting at any General Meeting of the Committee provided that a majority of the members of the Committee present and voting at said meeting, vote in its favour. 30 days' notice shall be given to the Chairman of the proposed amendment, together with the names of those who will move and second the resolution and, in the notice calling the meeting, the proposed amendment shall be clearly stated.

In the event of any difficulty or dispute arising within the Committee or between the Committee and its Trustees which cannot be settled, such difficulty or dispute shall be referred to a person nominated by the Castle Acre Parish Council whose decision shall be final and binding on all parties.