

Great Missenden Village Association

CONSTITUTION

1. Name

The name of the Association is the Great Missenden Village Association (hereafter referred to as GMVA).

The GMVA Area covers the ward of Great Missenden within the Great Missenden Parish, as outlined in the Buckinghamshire Council boundaries map. (See Appendix 1).

2. Aims

The aims of GMVA shall be to carry out such purposes as to benefit residents and businesses within the GMVA Area. In furtherance of this, GMVA shall endeavour:

- a) To represent residents and businesses who are GMVA Members within the GMVA area.
- b) To promote, support and achieve changes and improvements to the quality of life for all residents and businesses within the GMVA Area.
- c) To work with other local associations.
- d) To consult and inform all GMVA Members regularly.
- e) To be non-party political.
- f) To promote GMVA Membership to all members of the community.
- g) To conduct all meetings and events in a responsible way that all business and events build a sense of community.

3. Membership

- a) Voting membership of the GMVA is open to:
 - (i) All residents aged 18 and over living in the GMVA Area.
 - (ii) All businesses located in the GMVA Area, each business having one vote.
 - (iii) Any business or resident outside the boundary area - subject to approval by the Committee at least seven days before any vote.
- b) The Treasurer is to maintain an up-to-date record of all paid up Members of the GMVA. The Membership Secretary is to maintain a contact list of current email addresses. All personal data shall be processed lawfully, fairly, and transparently,

ensuring that data is collected only for specified, legitimate purposes and held securely in accordance with data protection regulations.

c) Voting membership will automatically end (subject to clause 3.a.iii) when a Member is no longer resident in the GMVA Area, the business closes down or moves out of the GMVA Area, or the Member resigns.

d) In the event of continuous or serious breaches of the Constitution or Code of Conduct, membership of GMVA can be suspended or ended by a two-thirds majority vote of the Committee.

e) A GMVA Member whose membership has been suspended in accordance with clause 3(d) shall be entitled to have that suspension reviewed at the next General Meeting.

f) A copy of the Constitution will be given to all new GMVA Members on request. A copy shall also be posted on the GMVA website. If a GMVA Member is unable to access the website the Secretary shall endeavour to provide a hard copy within 7 days of the request.

g) If a Member of the GMVA has failed to pay the requested Membership Fee by the end of the financial year (31 March) the Membership Secretary shall report the same to the Committee and their membership may be terminated.

4. Affiliation

GMVA may affiliate to any non-party political organization, whose aims and objectives are commensurate with those of the GMVA, and which can help it to achieve its aims and objectives.

5. The Committee

a) The Committee shall have the following Officers:

- (i) Chair
- (ii) Deputy Chair
- (iii) Secretary
- (iv) Treasurer
- (v) Membership Secretary

b) Committee members shall be elected by majority vote at the Annual General Meeting. The size of the Committee should be no less than six and no more than 12 members.

c) The Officers shall be elected by the Committee.

(d) Election of Committee Members shall be carried out by a majority vote at an Annual General Meeting or a Special General Meeting called specifically for that purpose.

i) Committee Members shall be Members of GMVA.

- (ii) Committee Members shall stand for a three-year term but may stand for re-election with no break required between three-year terms.
- iii) Co-opted Committee Members shall stand for election at the next Annual General Meeting and if elected stand for a three-year term as in 5.d.ii.
- iv) All GMVA Members who would like join the Committee shall be proposed and seconded by two separate GMVA Members, in writing, no later than 10 days before the Annual General Meeting or a Special General Meeting called specifically for that purpose.
- e) The Chair shall chair all meetings of the GMVA. In the absence of the Chair the Deputy Chair or another member present shall take the role of Chair.
- f) Election or removal of Committee Members can only be carried out by a majority vote at a General Meeting or Special General Meeting called specifically for that purpose.
- g) Any vacancies in the Committee occurring by resignation or otherwise may be filled by the Committee co-opting GMVA Members with full voting rights, until the next General Meeting.
- h) The Committee may, when necessary or when deemed to be of benefit to GMVA co-opt up to 3 people with full voting rights whose skills and/or experience would be advantageous to the Committee in carrying out its functions.
- i) The Committee shall as far as possible be representative of the community which it serves.
- j) Any Committee Member who does not attend three consecutive meetings without giving reasonable apologies shall be deemed to have resigned.
- k) The Committee at their discretion shall, from time to time, invite Observers to attend Committee Meetings. These will typically, but not exclusively, be elected Parish or County Councillors. Such attendees shall not have voting rights at meetings.

6. Annual General Meetings

- a) GMVA shall hold an Annual General Meeting once each calendar year and not more than 15 months shall pass between the date of one Annual General Meeting and the next.
- b) The AGM shall:
 - (i) Approve the Minutes of the last Annual General Meeting.
 - (ii) Receive an Annual Report from the Committee.
 - (iii) Receive a Statement of Accounts.
 - (iv) Confirm and/or elect Association Members to the Committee.
 - (v) Agree or otherwise to charge a Membership Fee per household or business.

- (vi) To confirm (as appropriate) the amount of a Membership Fee.
 - (vii) Consider and vote upon any proposed amendments to the Constitution.
 - (viii) Consider any resolution brought to the meeting by GMVA Members.
- c) The Statement of Accounts shall have been approved by majority by the Committee at least 14 days before the Annual General Meeting.
- d) All GMVA Members shall receive notification of an Annual General Meeting not less than 14 days prior to the Meeting. Notice of the Annual General Meeting shall be posted on noticeboards in the GMVA Area not less than 14 days prior to the meeting.
- e) Every GMVA Member present, shall have a vote.
- f) The Annual General Meeting shall be open to all people living in the GMVA Area and any person/s or business/es permitted under 3(a)iii.
- g) The quorum for an Annual General Meeting shall be 25 GMVA Members.
- h) The Secretary of the meeting shall cause to be produced the Minutes of the Annual General Meeting.

7. Special General Meetings

- a) A Special General Meeting may be called by a majority of Committee Members or if requested by at least 10 GMVA Members. The request should be made in writing to the Secretary at least 21 days before the requested meeting date.
- b) The Secretary must give notice to all GMVA Members and post the notice on village notice boards at least 14 days in advance of the Meeting.
- (c) Special General Meetings are open to all people living in the GMVA Area and any person/s or business/es permitted under 3.a.iii.
- (d) Every GMVA Member present at a Special General Meeting shall have a vote.
- (e) Decisions of the Special General Meeting shall be binding on the Committee.
- (f) The quorum for a Special General Meeting shall be 25 GMVA Members.
- g) The Secretary of the meeting shall cause to be produced the Minutes of the Special General Meeting.

8. Committee Meetings

- a) The quorum of Committee members shall be 4 members.
- b) Committee Meetings may be called by the Chair or at the request of one third of the Committee members at least 7 days before the proposed meeting.

- c) The Secretary shall send agenda of the proposed meeting to Committee Members at least 7 days before the meeting.
- d) At all Committee Meetings decisions shall be taken by a simple majority of those members present and voting. Each Committee Member has one vote.
- e) In the event of a tie in voting, the Chair of the meeting shall have the casting vote to the proposal in question without amendment.
- f) Conflicts of interest must be declared. Members with a conflict of interest should then consider withdrawing from discussion. Members with a declared conflict of interest shall not be permitted to vote.
- g) The Secretary of each meeting shall cause to be produced the Minutes of the Committee Meeting.

9. Finance

- a) A record of any income and expenditure for the year ending 31 March must be maintained and produced each year at the Annual General Meeting.
- b) The full Accounts should be open to inspection by GMVA Members on request.
- c) GMVA may raise funds either by annual membership fee, donation, grant application or other means. The proceeds of any such fundraising shall be used in accordance with, and to further GMVA's aims and objectives.
- d) A bank account may be opened in the name of GMVA.
- e) GMVA may use online banking. Online payments or transfers below the value of £500 can be made by one committee member. Online payments or transfers above £500 must have the written approval of two committee members. Any payments made by cheque or other banking instruments or instructions shall be signed by at least two signatories who must be members of the Committee
- f) There should be at least 3 signatories to the GMVA's banking facilities. Signatories must be Committee Members; must not be related to one another; or be members of the same household.

10. Changes to the Constitution

- a) Any proposed change to this Constitution can only be made at an Annual General Meeting or Special General Meeting.
- b) Any proposed change to this Constitution must be sent to the Secretary not less than 28 days prior to the meeting at which the alteration is to be discussed. Details of the proposed changes must be sent to all GMVA Members at least 14 days before the meeting.

c) Alterations to the Constitution require a two-thirds majority of those present and voting at a General Meeting.

d) Amendments to proposed changes to the Constitution may be proposed at the meeting at which the alteration to the Constitution is to be discussed and require a two-thirds majority of those present and voting for the amendment to be accepted.

11. Proxy Votes

A GMVA Member may appoint a proxy to cast their vote at an Annual or Special General Meeting. Anyone so wishing to appoint a proxy should obtain the appropriate form from the following link *[include link when website is updated]* or the GMVA Secretary, returning the completed form to the GMVA Secretary no later than 48 hours before the meeting at which the proxy is appointed to vote on your behalf.

12. Dissolution

a) Only a Special General Meeting called specifically to consider a motion to dissolve GMVA can dissolve GMVA.

b) All GMVA Members shall be given 14 days written notice of such a meeting.

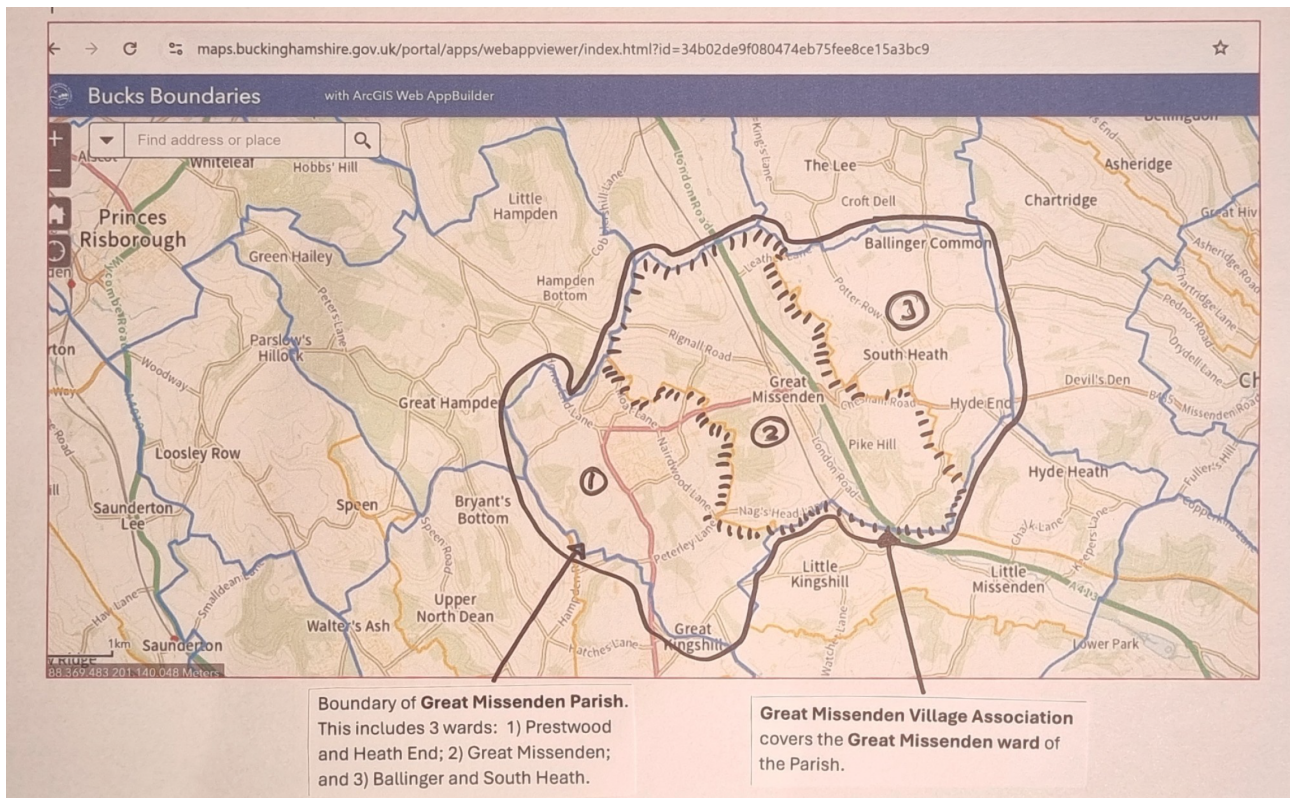
c) GMVA can only be dissolved if a two-thirds majority of the members present and voting at the Special General Meeting vote for a motion to dissolve the GMVA.

d) The meeting shall decide on the disposal of any assets remaining after the satisfaction of debts and any other liabilities. These assets must be applied to local purposes as agreed with GMVA Members.

13. Document History

Issue	Date	
-------	------	--

1.0	8 September 2008	Constitution established
1.1	16 October 2017	Amendment to 8.e to allow online banking.
1.2	25 April 2023	Amendment to 6.a so that AGM is not restricted to September.
2.0	27 April 2026	- General edit to simplify language - Format changes to aid understanding - Distinguish between GMVA Members who are paid up members of GMVA, and residents and businesses who live in the GMVA area and are eligible to become GMVA Members - Clarification that only GMVA Members can vote and become committee members - Committee shall also have a Membership Secretary - Requirement that third of Committee stand down each year deleted as all elected for 3 years and may stand again - Insertion of means to join the Committee through nomination by GMVA Members - Clarification that GMVA Members must be 18 or over - Section on 'General Meetings' deleted as all points covered by 'Special Meetings' - The quorum for AGMs and SGMs to increase from 10 to 25 members. - Clarification that documents are available on GMVA website - Section on Conduct has been reduced and now appears at (2g) - Include appendix with map of area covered by GMVA and link to Buckinghamshire Council Parish boundaries



Source:

<https://maps.buckinghamshire.gov.uk/portal/apps/webappviewer/index.html?id=34b02de9f080474eb75fee8ce15a3bc9>