

RAVENSBORNE VALLEY PRESERVATION SOCIETY
REVISED CONSTITUTION (March 1995)

1 Objects of the Society

- 1.1 To preserve the best and improve the rest of the environment in the Ravensbourne Valley and its surroundings and to work for the benefit of the membership as a whole.
- 1.2 In furtherance of the said objects but not otherwise the Society may:
- a) Monitor planning and other issues, coordinate and organise appropriate responses.
 - b) Initiate or support such actions that the Society believes would improve the environment of the Valley.
 - c) Where appropriate work with other like minded organisations and individuals.
 - d) Act as a non-political pressure group.
 - e) Raise funds and invite and receive contributions from any person or persons whatsoever by way of donation, and otherwise; provided that the Society shall not undertake any permanent trading activities in raising funds for its primary purpose.
 - f) Do all such other lawful things as are necessary for the attainment of the said purposes.

2 Membership of the Society

- a) Membership is open to all residents in the general area bounded by:
 - To the West – Downs Hill and Ravensbourne Avenue.
 - South – Beckenham Lane.
 - East – Highland, Oaklands and Coniston Roads.
 - North – Ashgrove Road to Ravensbourne BR Station and Crab Hill.
- b) A Register of Members shall be maintained in a manner which shows the name and address of such Members.
- c) Unless agreed otherwise by a majority at a General Meeting, registered members shall cease to be members if they:
 - Resign, or
 - leave the area defined in 2a above, or
 - cease paying subscriptions for two consecutive years, or
 - are expelled by a majority vote at a General Meeting.

3 Subscriptions

- a) One full membership subscription shall cover all residents at the same address.
- b) The amount of the subscription shall be determined by a majority at the Annual General Meeting.
- c) The subscription year shall commence on the 1st July each year.
- d) Subscriptions are payable annually in advance.
- e) Subscriptions shall normally be collected by the Road Representatives and passed to the Treasurer. Road Representatives will at the same time send an update of members to the Membership Secretary.

4 Members Meetings

- a) The prime duty of the Members Meetings is to manage the Society's affairs between General Meetings.

- b) No person who is not a member of the Society shall be eligible to be an Officer of the Society nor attend the Members Meetings other than as a co-opted member.
- c) The Members Meetings shall consist of no less than four members, excluding co-opted members.
- d) The Officers of the Society shall be Chairman, Secretary and Treasurer, all of whom shall be elected annually at the Annual General Meeting. If an Officer shall cease to hold office, the next Members Meeting shall have the power to elect a successor to hold office until the next Annual General Meeting.
- e) No Officer should hold office for more than five years.
- f) The Members Meetings shall resolve any differences by a majority vote. In the case of an equality of votes, the Chairman shall have a second or casting vote.
- g) The Members Meeting shall normally meet bi-monthly, but not less than four times a year.
- h) All Members Meetings shall be open, and paid up Members are entitled to vote.
- i) The dates and venues of Members Meetings shall be published in the Newsletter or by such other means as may be appropriate. Accidental omission to give notice, or non receipt of notice, shall not invalidate the meeting.
- j) Members Meetings shall agree specific responsibilities for members as may be necessary from time to time.
- k) Members Meetings may create Working Parties to further the objects of the Society. Any Working Party so created shall report back to the Members Meetings at its regular meetings. The Society's Chairman shall be an ex-officio member of all Working Parties.
- l) Members Meetings may co-opt non-members to attend Members Meetings or act on Working Parties. Co-opted members shall not have any voting powers
- m) No member shall derive financial benefit from membership of the Society.
- n) Authorised incidental expenses up to a limit of £100 incurred on behalf of the Society may be submitted to the Treasurer for repayment by the next Members Meeting. Expenses in excess of £100 shall require the prior approval of a Members Meeting. Wherever possible receipts must accompany the submission.
- o) Members Meetings shall cause minutes to be made of all decisions at their meetings. Copies of the minutes of the last meeting should be available for the next meeting at which they should be submitted for acceptance as a true record.
- p) All parties to decisions on behalf of the Society should act with due care and with regard to the objects and resources of the Society.

5 Finances and Accounts

- a) The Society shall manage its finances in accordance with the requirements of Law.
- b) The Society's financial year shall commence on 1st January.
- c) At the Annual General Meeting in every year the Treasurer shall lay before the Society a proper income and expenditure account for the period since the last preceding account together with a balance sheet showing the true financial position of the Society as at the end of that period.

- d) The accounts shall reflect the recommended practice for small charities as jointly published by the Institute of Chartered Accountants and kindred bodies.
- e) The accounts shall have been properly audited by a person so appointed at the previous AGM or other person properly co-opted at a Members Meeting. The person appointed as Auditor should not normally attend Members Meetings.

6 Annual General Meetings

- a) The Society shall hold an Annual General Meeting in every calendar year at such time and place as may be determined at a Members Meeting, provided that every AGM shall be held not more than fifteen months after the last preceding AGM.
- b) The following business shall be transacted at the AGM:
 - Minutes of the previous AGM.
 - Consideration of the reports prepared by Officers.
 - Consideration of the audited income and expenditure account, balance sheet and Auditor's report.
 - The fixing of the annual subscription payable by members.
 - The election of officers.
 - The appointment of the Auditor.
- c) If, in any year, no Annual General Meeting is called within eighteen months of the last AGM, an AGM may be called by any two paid up members giving at least 28 days notice of the time, date and place of such meeting by public advertisement and by such other means as is reasonably practicable to bring it to the notice of all registered members. A meeting so called shall be a valid AGM for all purposes, including the election of officers.
- d) If within half an hour from the time appointed for the holding of an AGM a quorum of ten members is not present, the meeting, if convened on the requisition of members, shall be dissolved. In any other case it shall stand adjourned to the same day in the next week at the same time and place or as may be decided.

7 Changing the Constitution

- a) The Constitution can only be altered at a General Meeting of the membership and any alteration shall require approval by a minimum of 75% of the members at the meeting. Notice of the meeting must specify what changes are proposed.

8 Termination of the Society

- a) The Society can only be terminated at a General Meeting of the membership and shall require approval of 75% of the members present at the meeting. Notice of the meeting must specify the motion for determination.
- b) After meeting all liabilities any assets of the Society shall be dispersed as determined at that meeting.

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