

CAPEL ST MARY AND LITTLE WENHAM COMMUNITY ASSOCIATION CONSTITUTION

1. The objects of the Association are the support of the work and objectives of the Capel St Mary Community Trust (the Trust) and the raising by subscriptions and otherwise of funds for the furtherance of such objectives and the provision of opportunities for recreation for the benefit of its members.
2. Members may renew their membership of the Association annually on a date agreed and recorded in the minutes of the Executive Committee as the renewal date, by payment of the current subscription. Their membership shall remain in force for 12 months following that date, unless within that period, the member has notified his intention to discontinue membership or it is terminated by the Executive Committee.
3. The Executive Committee shall have the power from time to time to permit the issue of lifetime membership to the Association on payment of the subscription agreed, adopted and recorded in the minutes of the Executive Committee. The period over which the lifetime membership shall be issued shall be decided and recorded in the minutes of the Executive Committee.
4. The committee shall elect a Membership Secretary each year. The details of each person wishing to become a member shall be communicated to the Membership Secretary who will keep a record of new and existing members in accordance with our data protection policy. The Membership Secretary shall also be responsible for issuing membership cards to all members. No privileges of membership will be available to potential members until a period of 48 hours has elapsed from the issue of membership ticket.
5. Any member shall be entitled to introduce guests to the Association on payment of any levy as agreed by the Executive Committee provided that:
 - 5.1. Any member of the Executive Committee may forbid the introduction of any guest or guests.
 - 5.2. No person who has been expelled from the Association shall be introduced as a guest
 - 5.3. The member introducing a guest shall provide their details together with those of their guest which shall be recorded in accordance with our data protection policy.
6. No person shall at any time be entitled to receive at the expense of the Association or of any member thereof any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Association; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Association to members or guests apart from any benefit which a person derives

indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Association.

7. The purchase for the Association and the supply by the Association of intoxicating liquor shall be in the absolute discretion of a Bar sub-committee of not less than three members being members of the Executive Committee appointed by the Executive Committee for the purpose. In the event of any member for any reason ceasing to be a member of the Executive Committee, he shall automatically cease to be a member of the sub-committee and another member of the Executive Committee shall be appointed in his place. Such sub-committee shall in no way be restricted in freedom of purchase

8. Intoxicating liquor
 - 8.1. Intoxicating liquor may be sold by or on behalf of the Association for consumption on the premises to the following persons apart from members and bona fide guests in accordance with rule 15, but only in circumstances described:

 - 8.2. Members of visiting teams

 - 8.3. Members of Capel St Mary and Little Wenham Village organisations eligible to appoint representatives to the Trust and which have been affiliated to the Community Association, such affiliation to be upon terms approved by the Executive Committee of the Association but subject in any case to 75% of the members of such organizations being also members of the Community Association.

 - 8.4. Non-members of the Association attending special functions at the Capel St Mary Village hall provided that the number of such functions shall not in any one calendar year or consecutive period of 12 months exceed 6 in number.

9. The maximum permitted hours for the supply of intoxicating liquor shall be the hours permitted by any license held by the Association pursuant to current legislation with respect to the consumption and the supply of intoxicating liquor in licensed premises. Subject to these permitted hours the Executive Committee shall determine on what days and what times intoxicating liquor shall be supplied. No member or guest under the age of 18 years is permitted to buy or consume alcohol on the premises.

10. The Association shall have an Executive Committee composed as follows:-
a Chairman, Vice Chairman, Treasurer, an elected member of the Trust, and not less than four other members all of whom shall be members of the Association. The Chairman and Treasurer for the time being of the Trust shall be additional ex officio members.
 - 10.1. The Executive Committee shall carry on the business of the Association. Meetings of the Executive Committee shall be held at monthly intervals, seven days prior to the Trust meeting but may, in addition, be called at any time by seven days' notice by the Secretary, either by order of the Chairman or on receipt of a written request signed by at least three members of the Executive Committee. Five members of the Executive

Committee shall form a Quorum. A representative from the Vice Presidents may attend any meeting of the executive committee and be deemed to be an ex officio member for the duration of the meeting.

10.2. The Executive Committee shall have the power:

- (i) To fill by co-option any vacancy with the exception of officers, which may occur or exist in its composition provided that any person so co-opted shall be a member of the Association.
- (ii) To co-opt in an advisory capacity any person they may think fit.
- (iii) To appoint Sub Committees and the Bar Committee referred to in Clause 7.
- (iv) To appoint a Secretary of the Association, annually following the Annual general Meeting. The secretary shall be an ex officio member of the committee and as such the position will not bestow any voting rites.

- 11. The full details of persons wishing to become members of the Executive Committee shall be communicated to the Secretary prior to the AGM and shall be retained in accordance with our data protection policy
- 12. If any member of the Executive Committee fails to attend 6 consecutive meetings of the Community Association without good reason, they will be deemed to have resigned their position on the Executive Committee.
- 13. Every question at General and other meetings shall be decided by a simple majority vote of those members present at the meeting. The Chairman having a casting vote in case of equality of votes.
- 14. The Chairman of the Association shall preside at all meetings of the Association but if not present within fifteen minutes after the time appointed for the meeting or has signified their inability to be present at the meeting, the members present and entitled to vote shall choose one of their members to be Chairman of the Meeting.
- 15. The Secretary shall record minutes of any meeting which at the next subsequent meeting following a proposal and seconding shall be put to a general vote. If the vote concurs that they are a true record of proceedings then the minutes shall be signed by the Chairman thereby provide conclusive evidence of the correctness of the entry.
- 16. Books of account
 - 16.1. Books of account shall be kept by the Treasurer of the Association. Subject to sub clause (2) below all moneys in the hands of the Treasurer, not required for the

payment of current expenses, shall be paid over to the Treasurer of the Trust.

16.2. If the Trust shall have passed a resolution to this effect, the Executive Committee may open a separate bank account into which moneys received by the Association shall be paid. Copies of statements from any such accounts shall be passed to the treasurer of the Trust.

17. The executive committee shall, prior to the Annual General Meeting of the Association, consider nominations for election to the honorary position of Vice President. Any such nominations shall be passed to the Vice Presidents in time to allow deliberation prior to the Annual General Meeting of the Association. The title of Vice President shall carry with it life time membership of the association.

18. Annual/Extraordinary General Meetings

18.1. An Annual General Meeting of the Association shall if possible be held on a date prior to the Annual General Meeting of the Trust but in any event not later than 15 months after the last Annual General Meeting for the following purposes:

- (i) Election of Officers (Chairman, Vice Chairman and Treasurer) and Executives
- (ii) Election of Honorary Vice President (if desired and agreed with the Vice Presidents).
- (iii) The presentation of independently examined accounts.
- (iv) Any Other Business

18.2. In the event of an Annual General Meeting being unable to produce sufficient nominations to fulfil all of the posts of the executive committee, detailed in paragraph 18.1 above or through resignation the posts become vacant, then management of the Association shall return to the Trust. Management shall remain with the Trust until such time that the Association is in a position to call an Extraordinary General Meeting to elect a new committee. In the situation where management of the Association has resorted to the Trust then notification of an Extraordinary General Meeting must be made to the Trust Administrator.

18.3. An Extraordinary General Meeting may be called at any time and must be called by the Secretary either by request or the Chairman or upon receiving a request for such a meeting signed by at least ten members of the Association. A minimum of twenty one day's notice with an Agenda must be given for any such Extraordinary General meeting and for the Annual General Meeting and of all resolutions to be proposed by placing one copy thereof on the Trust notice board and sending a further copy to the Trust Administrator.

19. Changes to the Constitution

19.1. Notice of any proposed alterations to these rules shall be submitted in writing to

reach the Secretary not less than twenty eight days before the day of the Annual General Meeting or Extraordinary General Meeting called for that purpose.

- 19.2. No alteration of Clauses 1, 15, 16, 17 or 18 or any other Clause affecting the relationship of the Association and that of the Trust shall be valid until ratified by the Trust.
- 19.3. Nothing in these rules shall authorise or empower the Association to participate directly or indirectly in any activity not charitable according to the laws of the: United Kingdom for the time being in force and the whole of the property and funds of the Association shall at all times be used and applied for such purposes as are charitable in accordance with the law.
- 19.4. No alteration to these rule shall be permitted which would make the objectives of the Association otherwise than exclusively charitable or the funds and property of the Association applicable otherwise than for exclusively charitable purposes.
20. The Association may be dissolved by a resolution to that effect passed at a General Meeting by not fewer than three fifths of the members of the Association present at the meeting. If upon the dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property or assets shall be handed over to the trust or in default to a charitable institution or institutions having similar objectives.

21. Document History

Date	Name	Details
AGM 20 th February 1979		
EGM 26 th July 1988		
AGM 16 th February 1995	Steve Bishop	Secretary's role amended
EGM 22 nd April 2003	Steve Bishop	Clause 18.2 added
EGM 17 th November 2008	Steve Bishop	Opening hours
AGM 16 th February 2009	Steve Bishop	Constitution re-formatted – change in the licensing laws
EGM 18 th Jan 2010	Steve Bishop	Re-arranged wording of Paragraphs 4 to Paragraph 184
EGM 18 th Dec 2017	Steve Bishop	Re-wording para 3 to allow for lifetime members
AGM	Steve Bishop	Re-wording para 4, 5.3 and 11 to allow for GDPR compliance