



Castle Street Area Society
41 Castle Street
Dover
Kent
CT16 1PT

CONSTITUTION

CASTLE STREET AREA SOCIETY

1. **NAME**

The name of the group shall be:

Castle Street Area Society (hereinafter referred to as the Society)

2. **AIMS**

The aims of the Society shall be:

- a) to represent the Castle Street Area in matters that affect that area;
- b) promoting and encouraging civic awareness;
- c) encouraging information exchange between members and mutual support for any local, area or regional organisations;
- d) acting as necessary to improve the area by cleaning, decorating, planting and ensuring the area is welcoming to visitors.

3. **MEMBERSHIP**

Membership of the Society is open to any persons, groups, businesses or schools who support its aims and have paid up their fees. The Society shall be independent of any political party. Meetings of the Society may, by a two-third majority at a General or Ordinary Meeting, decide to withdraw membership from anyone who is deemed to have brought the Society into disrepute or whose activities are deemed to be contrary to the aims of the Society.

4. **MEETINGS**

- a) Meetings shall be open to all members of the Society.
- b) At least seven days notice of any meeting shall be given.
- c) Communication between meetings shall be by email or by post.
- d) The officers shall meet as required.
- e) Members representing the Society at meetings of other relevant bodies shall report back to meetings of the Society.

5. **VOTING**

Voting shall be by simple majority at meetings by show of hands except as otherwise stated herein.

6. **ANNUAL GENERAL MEETING**

An Annual General Meeting shall be held in November or no later than February each year. The purpose of the Annual General Meeting shall be to elect the officers, receive officers' reports, review financial statements and deal with motions and questions submitted in advance of the meeting.

A notice detailing the Annual General Meeting shall be displayed 14 days prior to the meeting date. This notice shall invite the submission of any motions, suitably proposed and seconded, or any questions for the agenda of the Annual General Meeting; such motions or questions to be submitted no later than 7 days prior to the meeting.

7. **ORDINARY MEETINGS**

Ordinary meetings shall be held as determined by the officers.

8. **OFFICERS**

The Officers of the Society shall be a Secretary, a Chairperson and a Treasurer, who shall be elected annually at the Annual General Meeting and any others from time to time as the three above deem appropriate.

A notice shall be displayed 14 days prior to the Annual General Meeting date inviting nominations for the above three positions. Such nominations shall be proposed and seconded by any members and the completed nomination notice shall be submitted no later than 7 days prior to the Annual General Meeting. In the event of more valid nominations being received than vacancies, a ballot shall be held at the Annual General Meeting.

The role of the officers is to execute the resolutions of the membership and act on its behalf.

- a) Officers
Chairperson, Secretary, Treasurer

These positions are voted by majority of the membership at Annual General Meeting or subsequently at an Ordinary General Meeting if vacated in the interim.

- b) Membership
Open to all who support the aims of the Society.

9. **REPRESENTATION FROM OUTSIDE BODIES**

Representatives from other relevant bodies (e.g. Dover Town Council, Dover District Council) shall be requested annually, prior to the Annual General Meeting. The officers shall nominate such positions.

10. **FINANCE**

The officers shall be empowered to decide whether and how fund should be raised or disbursed. Two signatories shall be authorised for any bank account, two of which shall be required to sign cheques or make withdrawals.

The accounts shall be audited and presented to the Annual General Meeting.

If officers or auditors are required to be selected/replaced between the Annual General Meetings then the officers will be empowered to make interim appointments.

The Officers will be empowered to apply for grants, donations and fund-raising activities. They may also consider membership charges for submission to an Ordinary Meeting or Annual General Meeting.

11. **CONSTITUTION**

Decisions to amend this Constitution must be made at Annual General Meeting and shall require a two-thirds majority of those present. Temporary amendments may be made at an Ordinary General Meeting, to be confirmed by the Annual General Meeting.

12. **DISSOLUTION**

- a) The Society may be dissolved only at a Special General Meeting called for this purposes, for which 21 days notice must be given and shall require a vote of two-thirds majority of those present.
- b) In the event of dissolution, any funds or possessions of the Society shall revert to a nominated charity unless the meeting decides otherwise.

13. **THE SOCIETY YEAR AND FEES**

The Society year will run from 1 November annually and such fees that have been determined by the officers will be due by that date.