

CONSTITUTION of Steppingley Village Association

1. Name

The name of the Association shall be Steppingley Village Association (hereinafter called "the Association")

2. Objects

The objects of the Association shall be :

- (a) to promote the benefit of the inhabitants of Steppingley and its immediate neighbourhood (hereinafter called "the area of benefit") without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
- (b) to provide for the up-keep and improvement of Steppingley Village Hall and to maintain and manage or to co-operate with any local statutory authority in the maintenance and management of Steppingley Village Hall and any further similar community centre that may from time to time be provided for the benefit of the inhabitants of Steppingley for activities promoted by the Association and its constituent bodies in furtherance of the above objects.
- (c) the Association shall be non-party in politics and non-sectarian in religion.
- (d) the Association shall have the power to affiliate to any other appropriate organisations having similar charitable objects.
- (e) In furtherance of the above objects but not further or otherwise the Association may:
 - (i) promote and organise co-operation in the achievement of the above objects nationally, internationally or locally and to that end may bring together in conference representatives of voluntary agencies, government departments, statutory authorities and individuals engaged in the furtherance of the above objects.
 - (ii) promote or carry out or assist in promoting and carrying out research, surveys and investigations
 - (iii) arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes and training courses.
 - (iv) collect and publish information regarding the welfare of the above-mentioned persons and exchange such information with other bodies having similar objects whether in this country or overseas.
 - (v) assist any such charitable body or bodies financially or otherwise and to appeal for funds.
 - (vi) do all such things as may be necessary to the attainment of the above objects.

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3. Membership

Membership of the Association shall be of two kinds :

- (a) individual membership which should be open to any parishioner of Steppingley.
- (b) group membership which should be open to any organisation operating within the area of benefit at the discretion of the executive committee.

All members and representatives of organisations shall pay such subscriptions as the Executive Committee may from time to time determine.

Subject to the limitations set out below the policy in general management of the Association shall be directed by an Executive Committee (hereinafter referred to as "the Committee") which shall meet not less than 4 times per annum.

Membership is not transferrable to anyone else.

4. Executive Committee

The Executive Committee shall be comprised of 7 (seven) residents of the parish of Steppingley, who shall be elected from those present at the Annual General Meeting.

The Committee may co-opt further community members of the Association for any general or specific purpose and to fill any casual vacancies among the Officers provided that the number of co-opted community members shall not exceed one third of the total number of community members of the Committee as defined above. Co-opted members shall be entitled to vote at the meetings of the Committee.

At the first meeting of the Executive Committee after the Annual General Meeting the Committee shall elect a Chairman, Secretary and Treasurer and any such other unpaid Officers as the Committee may from time to time decide.

The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment or qualification of any member.

A Quorum of the Committee shall consist of not less than 4 (four) members of the Committee. If:

- (a) a quorum is not present within half an hour from the time appointed for the meeting, or
- (b) during a meeting a quorum ceases to be present,

the meeting shall be adjourned to such a time and place as the Trustees shall determine.

The Trustees must re-convene the meeting and must give at least 7 (seven) clear days' notice of the re-convened meeting stating the date, time and place of the meeting.

If no quorum is present at the re-convened meeting within 15 (fifteen) minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

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5. Functions of the Committee

- 1) The Committee shall be authorised to appoint and fix the remuneration of any staff as may in their opinion be necessary.
- 2) The Committee may appoint such special standing Committees that may be deemed necessary by the Committee and may determine their terms of reference, powers, duration and position.
- 3) The Committee shall have the power:
 - (a) to approve or reject applications for any class of membership.
 - (b) to fix the amount of subscriptions.
 - (c) for good and sufficient reason to terminate the membership of any member of the Association provided that any member shall have the right to be heard by the Committee before a decision is made.
- 4) All meetings of the Associations or of the Committee or any of its sub-Committees shall be presided over by its Chairman failing the Chairman or any Vice-Chairman that may be appointed not being present those present may elect one of their number to take the Chair. The Chairman of any meeting shall have both a deliberative and a casting vote.
- 5) All monies raised by or on behalf of the Association shall be applied to further to objects of the Association and for no other purposes. The Honorary Treasurer shall keep proper accounts for the finances of the Association. The accounts should be audited at least once per year by a qualified auditor or auditors who should be appointed at the Annual General Meeting. An audited statement of accounts for the last financial year shall be submitted by the Committee to the Annual General Meeting. A bank account shall be opened in the name of the Association with Barclays Bank Limited or with such other bank as the Committee shall from time to time decide. The Committee shall authorise in writing any 2 (two) unrelated of the Honorary Treasurer, Secretary or Chairman to sign cheques or process online transactions on behalf of the Association.
- 6) The title to all or any real and/or personal property which may be acquire by or for the purpose of the Association shall be vested in Trustees who shall be the Chairman, Secretary or Treasurer of the Association who shall hold such property in trust for the Association. The certificate of the Secretary for the time being of the Association, shall be conclusive in favour of any purchase of any property from the Association as to the identity of any holders of the said Offices of the Chairman, Secretary and Treasurer at the relevant time. The trustees shall be empowered to acquire by purchasing, taking on lease or exchange, hiring or otherwise acquiring any real or personal property and to construct, maintain, alter or adapt the same for the purposes of the Association. The Trustees may with the consent of the Charity Commissioner for England and Wales hereinafter called "the Charity Commissioners", sell, let, mortgage, dispose of or turn to

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account all or any of the property or assets of the Association and may invest trust monies not immediately required in connection with the objects of the Association in or upon such investments or securities or property as are authorised by the Executive Committee.

- 7) The Trustees shall have power to make, vary and revoke regulations for :
- (a) the time, place and method of calling meetings of the Trustees.
 - (b) the custody of money, deeds, securities and documents belonging to the Trustees including regulations enabling any property including hereditaments or immoveable property forming part of the trust fund to be vested in the names of any 2 (two) or more of the Trustees.
 - (c) the invitation to and appointment of such persons as they may select to be patrons, President or Vice-President of the Association and the powers and functions to be delegated to such persons.
 - (d) general as to the management of any funds of the Association.

The Trustees in addition to the powers conferred by Section 23 of the Trustees Act 1925 may appoint, employ and pay and dismiss any person or persons not being a Trustee as a Clerk or Secretary or Solicitor or auditor to assist the Trustees in transacting the business of the Association.

- 8) The Trustees may invest any money belonging to the Association in the purchase of or at interest upon the security of such stocks, funds, shares, securities or other investments whatsoever nature as the Trustees in their absolute discretion think fit to the intent that the Trustees shall have the same full and unrestricted powers in investing and transposing investments in all respects as if they were absolutely entitled to the Association's funds beneficially. Money may be left uninvested on deposit at the Bank on such terms, in such amount and for such period as the Trustees may think fit. The Trustees may prevent, permit any investments to be held by any trust, corporation, bank, nominee, Company as nominee for any Trustee and may also permit any security transferrable by delivery to be held on account of the Trustees by any Bank and the Trustees may make such arrangements as they think fit for the collection of the income of such investments or securities.
- 9) The Trustees may accept loans from any person or body or persons or body corporate upon such terms as they think fit and for the purpose may collectively charge any property of the Association as security for such loan or advance as aforesaid and any interest or other monies due under the Agreement for or instrument evidencing such loan or advance and may apply the proceeds of such loan or advance for any of the purposes of the Association whether impliedly or expressly and the Trustees shall be entitled to be indemnified out of the assets of the

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Association against any liability which they may incur under any Agreement for such loan or advance or under the instrument evidencing the same.

- 10) In the professed execution of his duties for the Association no Trustee shall be liable for any breach of trust arising from a mistake or omission made by him in good faith or for any other loss or misapplication of the Association's funds except in the case of his own conscious wrongdoing.
- 11) The keeping and authenticating of records shall be made where possible by electronic form and requires a Trustee to sign the record by such a method to enable it to be properly authenticated.

6. General Meeting

- 1) The Association shall hold an Annual General Meeting in the month of March of each year at such time and place as the Committee shall determine, and not more than 15 (fifteen) months may elapse between successive Annual General Meetings.
- 2) A minimum of 14 days' notice shall be given to every member of the General meeting. A general meeting may be called by shorter notice if it is so agreed by all members entitled to attend and vote.
- 3) At such Annual General Meeting the business shall include the election of the Secretary and Treasurer; election of the remaining 5 members of the Executive Committee, presentation of audited accounts, election of auditors; the consideration of an annual report of the work done by or under the auspices of the Committee and the transaction of such other matters as from time to time by necessary.
- 4) Participation at meetings:
 - (a) A meeting, whether a Trustees' meeting, Annual General Meeting, or Special General Meeting) may be held either in person, or by suitable electronic means agreed by the Executive Committee, in which all participants can communicate with each other at the same time.
 - (b) Where the meeting is held by electronic means, or is a hybrid meeting (part in-person and part by electronic means), a participant is deemed to be present at the meeting if they can hear and be heard by all other participants.
- 5) Notice of meetings:
 - (a) Notice of any General or Committee meeting may be given in writing, by email, or (where specifically agreed) by other electronic means.
 - (b) If a meeting is to be held entirely or partly by electronic means, the notice must clearly state how to access the meeting (e.g: providing the relevant videoconferencing link, access codes, or telephone numbers).

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6) Voting at Virtual and Hybrid Meetings

- (a) Any vote taken at a meeting held entirely or partly by electronic means must be conducted by a method that allows the person chairing the meeting to verify that the voter is a member and that their vote has been accurately recorded.
- (b) This may include, but is not limited to, an electronic show of hands, an online poll, or an email/text confirmation. The method of voting must be communicated to the members in the notice of the meeting.

7) Technical Difficulties

- (a) If any participant in a virtual or hybrid meeting experiences technical difficulties that prevent them from communicating with the meeting, the meeting is still validly held, provided a quorate number of participants remain connected.
- (b) The person chairing the meeting may pause or adjourn the meeting if they deem it necessary due to widespread technical issues.

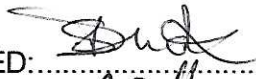
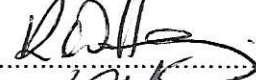
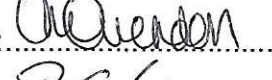
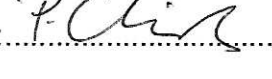
7. Alterations to the Constitution

No alterations may be made to the constitution except upon resolution of the Association at a special general meeting. Notice of any such alterations must be received by the Secretary in writing not less than 14 days prior to the date of the general meeting. No alteration should be made which would cause the Association to cease to be a charity at law.

8. Dissolution

The Association may only be dissolved following a general meeting called to receive a resolution to that effect. If such a decision shall be confirmed by a simple majority of those present in voting at such meeting, the Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts, liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Association as the Committee may, with the approval of the Charity Commissioners or other authority having jurisdiction under the Charities Act 1960, determine.

Adopted by the following Trustees and submitted to Charity Commission for ratification :

PRINTED NAME: SHELLEY DUCK	SIGNED: 	DATE: 3 July 26
PRINTED NAME: KEITH HARRINE	SIGNED: 	DATE: 3rd July 26
PRINTED NAME: LIONEL YARDE	SIGNED: 	DATE: 9th July 2026
PRINTED NAME: STEVE OVENDEN	SIGNED: 	DATE: 12th July 2026
PRINTED NAME: CHRISTINE OVENDEN	SIGNED: 	DATE: 12th July 2026
PRINTED NAME: PETER CLINCH	SIGNED: 	DATE: 12th July 2026