

THE DORSET VILLAGE HALLS ASSOCIATION CONSTITUTION

1. **NAME**

The name of the organisation will be THE DORSET VILLAGE HALLS ASSOCIATION (DVHA)

The terms 'village hall' or 'hall' are used as a generic term throughout this document and refer to all village and community halls, WI halls, parish and church halls and other types of community meeting places available for use by their local communities.

2. **THE AREA OF BENEFIT**

The Dorset Village Halls Association (DVHA) is established for the following purposes in the area comprising the County of Dorset, including the six rural areas of Purbeck, Weymouth and Portland, East, West and North Dorset and Christchurch, and the two unitary authority areas of Poole and Bournemouth, hereinafter defined as Dorset.

3. **THE OBJECTIVE OF THE DORSET VILLAGE HALLS ASSOCIATION**

To represent and promote the interests of Village Halls who are members of the Association and situated in the area of benefit

4. **PRINCIPLE RESPONSIBILITIES OF THE DVHA**

To discharge this objective the DVHA will:-

- (a) Promote high standards of hall management practices
- (b) Disseminate information and advice on all aspects of village hall management by arranging meetings of members and training and support via the website
- (c) Represent and promote halls among the appropriate private, public and charitable bodies
- (d) Attempt to direct the policies of the appropriate private, public and charitable bodies in favour of halls
- (e) Collect and receive money and own property of any description to further the objective of the DVHA
- (f) Use the assets of the DVHA only to further the objective of the DVHA
- (g) Exercise appropriate management controls over its finances and property
- (h) Do all such other things as are necessary to the attainment and furtherance of the objective of the DVHA

5. **MEMBERSHIP**

- (a) Membership of the DVHA will be available to the management committees of halls within the area of benefit
- (b) Membership of the DVHA will be confirmed at a meeting of the Executive Committee and on payment of a subscription
- (c) The amount of the subscription will be determined annually by the Executive Committee and confirmed by a majority vote at the Annual General Meeting

6. COMPOSITION OF THE EXECUTIVE COMMITTEE

- (a) The activities of the DVHA will be governed by an Executive Committee which will be elected annually at an Annual General Meeting (AGM) of the members of the DVHA
- (b) There will be up to 10 elected representatives plus up to 4 co-opted members of the committee
- (c) The Executive Committee will be formed from representatives nominated by the management committee of halls which are paid up members of the DVHA
- (d) Each member hall will be entitled to nominate one member of its committee to stand for election to the Executive Committee of the DVHA
- (e) The Executive Committee will be re-elected annually at the AGM
- (f) Providing his / her village hall is still a member of the DVHA the outgoing members of the Executive Committee will be eligible for re-nomination as members of the Executive Committee
- (g) The officers who will be Chairman, Vice Chair, Treasurer and Secretary will be elected from the new members of the Executive Committee at the AGM
- (h) The Executive Committee will be empowered to co-opt an additional four specialist members to the Executive Committee but not to exceed a maximum membership of 14
- (i) The Executive Committee may establish such sub-committees as may be considered necessary to discharge the objective of the DVHA
- (j) The Executive Committee may establish working parties for specific projects as may be considered necessary to discharge the objectives of the DVHA
- (k) Standing committees and the working parties may co-opt additional people as necessary.

7. MEETINGS OF THE DVHA

- (a) All members of the DVHA shall be advised of the date and time of the Annual General Meeting of the DVHA which will be held annually within 3 months of the end of the accounting year
- (c) The Executive Committee will meet quarterly or as required
- (d) An Extraordinary General Meeting or a Special Meeting can be called by the written demand of six members of the DVHA giving their reasons for such a meeting or by the Chairman
- (e) All meetings of the Executive Committee and any Extraordinary Meetings will be called by giving at least fourteen clear days notice in writing to the committee
- (f) The Extraordinary General Meeting shall be called by giving at least fourteen clear days notice in writing to their membership
- (g) The AGM shall be called by giving at least twenty-eight clear days notice in writing to their membership
- (h) The lower of 4 or 1/3 of the members of the Executive Committee, three members of a Sub Committee or a Working Party will form a quorum of these bodies respectively

8. FINANCE

- (a) The financial year of the DVHA will be from 1st April to 31st March
- (b) All monies raised by or on behalf of the DVHA will be applied to further the object of the DVHA and for no other purpose provided that nothing

herein contained shall prevent the payment of remuneration to any employee of the DVHA or the reimbursement of approved expenses by members of the Executive Committee in the course of discharging their duties

- (c) The Treasurer shall keep proper records and produce accounts of the financial position of the DVHA for each meeting of the Executive Committee and at the end of each financial year
- (d) The Executive Committee can appoint a person to examine and approve the annual accounts if it deems it necessary. The person appointed should not be a member of the Executive Committee
- (e) Copies of the annual accounts will be presented at the Annual General Meeting for approval at that meeting and subsequently made available to all member halls
- h(f) All money of the DVHA will be deposited with a recognised Bank or Building Society approved by the Executive Committee
- (g) The Executive Committee can authorise the Chairman, Treasurer, Secretary and one other member of the Executive Committee to sign cheques or authorities of withdrawal of funds on behalf of the DVHA. Each cheque or withdrawal authority must be signed by two of the authorised signatories

9. **ALTERATIONS TO THE CONSTITUTION**

Any alterations to this Constitution will require the assent of not less than two thirds of the full membership of the DVHA present and voting at the Annual General Meeting or an Extraordinary General Meeting called for the purpose provided that notice of such alteration will have been received by the Secretary in writing not less than twenty one clear days before the meeting at which the alteration is to be proposed. At least fourteen clear days notice in writing of such a meeting setting forth the terms of the alteration will be sent by the Secretary to each member of the DVHA

10, **DISSOLUTION**

If the Executive Committee by a simple majority decide at any time that on the grounds of expenses or otherwise it is necessary or advisable to dissolve the DVHA it will call an Extraordinary General Meeting of the DVHA giving fourteen clear days notice of such a meeting and stating the resolutions to be proposed. If the proposals are approved by two thirds of those present and eligible to vote the Executive shall have the power to dispose of the assets of the DVHA. Any assets remaining after the payment of all debts and liabilities shall be given or transferred to an organisation whose objects are similar to or compatible with that of the DVHA.