

# Kelvedon Against Urban Sprawl

## CONSTITUTION AND RULES

### 1. Name

The name of the Society shall be **Kelvedon Against Urban Sprawl Society** (“the **Society**”).

### 2. The purposes of the Society

The Society is a non-profit organisation established for the following purposes within the parishes of Kelvedon and Feering in the County of Essex (together referred to as “**the area of benefit**”):

- a) To retain the identity of the villages of Kelvedon and Feering, the local landscape, village atmosphere, and the well-being of inhabitants, and to safeguard the established way of life.
- b) To investigate the proportionality and appropriateness of any proposed development within the area of benefit by:
  - i. identifying any benefit or threat to existing features, facilities, and services;
  - ii. considering planning proposals or planning applications submitted to the local planning authority, with particular focus on larger applications;
  - iii. publicising details of proposals to the local community, including timescales, potential benefits, implications, and threats;
  - iv. coordinating and suggesting appropriate action in response to proposals, before and after submission;
  - v. assisting interested parties to respond appropriately when providing support for, or objections to, proposals.
- c) In furtherance of the above purposes, but not otherwise, the Society acting through its Management Committee shall have the power to:
  - i. act as a coordinating body and cooperate with local authorities, planning committees, statutory bodies, voluntary organisations, and individuals with similar purposes;
  - ii. publish documents, reports, bulletins, and other material (in print or electronically) relevant to the purposes of the Society;
  - iii. conduct surveys, prepare maps and plans, and collect information relating to any site, place, building, or structure affected by development proposals within the area of benefit;
  - iv. hold meetings, lectures, and exhibitions and present information in an accessible and engaging manner;

Kelvedon Against Urban Sprawl (KAUS) is a passionate, community-led group devoted to protecting the green fields, wildlife, and historic character that make Kelvedon and Feering truly special.

- v. raise funds and invite and receive contributions by way of donation, loan, or otherwise, provided that the Society shall not engage in permanent trading activities;
- vi. sell, let, mortgage, dispose of, or otherwise deal with the property or funds of the Society as necessary;
- vii. do all such other lawful things as are necessary or desirable to achieve the purposes of the Society.

### **3. Membership**

- a) Membership shall be open to all persons interested in furthering the purposes of the Society.
- b) Membership shall be for one year, renewable annually, commencing on 1st October.
- c) Corporate membership shall be open to societies, associations, educational institutions, or businesses that support the purposes of the Society.
- d) Applications for membership shall be made to the Honorary Secretary, Honorary Treasurer, or via the Society's website, and shall be approved by the Officers of the Society.
- e) The Officers of the Society shall be members of the Society and members of the Management Committee.
- f) The Management Committee may terminate a person's membership where it considers this to be in the best interests of the Society. The member shall have the right to be heard by the Management Committee and may be accompanied by a third party.

### **4. Officers**

The Officers of the Society shall reside in or near the area of benefit and shall consist of:

- Chair
- Deputy Chair
- Honorary Secretary
- Honorary Treasurer
- Honorary Fundraising Officer

### **5. Management Committee**

- a) The management and administration of the Society shall be vested in a Management Committee comprising the five Officers and up to twelve additional members, making a maximum total of seventeen members.

# Kelvedon Against Urban Sprawl

- b) A member of the Management Committee shall cease to hold office if they:
  - i. become disqualified under any relevant legal or regulatory requirement;
  - ii. cease to be a member of the Society;
  - iii. resign by written notice (including electronic communication).
- c) Members of the Management Committee may be reimbursed for reasonable expenses incurred on behalf of the Society, subject to prior approval by the Chair and Deputy Chair or the Management Committee (excluding the Honorary Treasurer and Honorary Secretary). Such expenses shall be paid from the property of the Society.

## 6. Meetings

- a) An Annual General Meeting (AGM) shall be held each year, and no more than fifteen months shall elapse between AGMs. At least fourteen clear days' notice shall be given in accordance with Clause 13.
- b) A Special General Meeting (SGM) shall be convened upon written request of the Chair or Deputy Chair and at least six members, submitted to the Honorary Secretary. three clear days' notice shall be given, stating the purpose of the meeting.
- c) Ordinary meetings of the Society and meetings of the Management Committee shall be held at such times as the Management Committee determines. At least three clear days' notice shall be given (except in emergencies). Meetings may be held in person, virtually, or as hybrid meetings.
- d) Six members shall constitute a quorum for an AGM or SGM.
- e) Four members shall constitute a quorum for ordinary meetings and Management Committee meetings.
- f) The following business shall be conducted at an AGM without special notice:
  - i. approval of minutes of the previous AGM and any SGM;
  - ii. consideration of reports from the Honorary Secretary, Honorary Treasurer, and Honorary Fundraising Officer;
  - iii. the Chair's report;
  - iv. election of Officers and the Management Committee;
  - v. any other business at the discretion of the Chair, provided no vote is taken.
  - vi. Matters outside paragraph f) must be submitted in writing to the Honorary Secretary at least seven days before the meeting.

## **7. Voting**

- a) Each member shall have one vote at General Meetings. The Chair shall have a casting vote.
- b) Each Management Committee member shall have one vote at committee meetings. The Chair shall have a casting vote.
- c) Corporate members may appoint a representative to vote on their behalf, provided written notice is given to the Honorary Secretary.

## **8. Nominations and Elections**

- a) Nominations for Officers and Management Committee members shall be submitted in writing to the Honorary Secretary before the AGM and must have a proposer, seconder, and the nominee's consent.
- b) Where nominations are insufficient, nominations may be taken at the meeting at the Chair's discretion.
- c) Officers and Management Committee members shall retire at each AGM and be eligible for re-election.
- d) Elections shall be by show of hands unless nominations exceed vacancies.
- e) All nominees shall declare any interests that may reasonably be considered relevant.

## **9. Powers and Duties of the Management Committee**

- a) The Management Committee shall have all powers reasonably necessary to manage and administer the affairs of the Society.
- b) The Committee may fill casual vacancies, co-opt non-voting advisers, and establish working groups.
- c) Minutes shall be kept of all proceedings and decisions.

## **10. Expenses and Application of Funds**

- a) Proper expenses of administration shall be paid from Society funds.
- b) Remaining funds shall be applied solely in furtherance of the Society's purposes.

## **11. Investment**

All monies not required for immediate use shall be invested by, or under the control of, the Management Committee as it considers appropriate.

# Kelvedon Against Urban Sprawl

## 12. Amendments

This Constitution may be amended by a two-thirds majority at an AGM or SGM, provided at least fourteen clear days' notice is given and no amendment causes the Society to act unlawfully.

## 13. Notices

Notices may be given by electronic communication, publication on the Society's website or social media, and shall be deemed received forty-eight hours after sending.

## 14. Accounts

The financial year shall end on 30 September. Accounts shall be independently examined or audited as appropriate and presented at the AGM.

## 15. Minutes

Minutes of all AGMs and SGMs shall be circulated and signed by the Chair.

## 16. Winding Up

- a) The Society may be dissolved by a two-thirds majority followed by confirmation at a further SGM.
- b) On dissolution, remaining funds shall be transferred to charitable organisations with similar purposes.
- c) Officers shall remain responsible for winding up the Society's affairs.