

Constitution

Appledore Visitors Association

Appledore Visitors Association (AVA) is a non-profit making organisation set up for the benefit of the Appledore community involving local people and local businesses. The aim is to promote interest in Appledore for visitors, local people and businesses, to encourage and promote tourism within the village and help stabilise the economy, employment opportunities and infrastructure of the village.

Adopted on the 1st July 2013

The group will be administered and managed in accordance with the provisions of this constitution.

AVA Representatives July 2013- July 2014

Chair person	Niki Tait
Vice Chair	Sandy Dillon
Secretary / Press Officer	Penny Bustin
Treasurer	Gina Widnell

1. Aims and Objectives

- 1.1. To promote interest and support for the community of Appledore for visitors, local people and businesses to help make Appledore a more vibrant place to live and visit.
- 1.2. To encourage and promote tourism within the village throughout the year enabling the tourism industry to become less seasonal; thus helping to stabilise the community, economy, employment and infrastructure of the village as tourism is one of the key local industries.
- 1.3. To promote the various historic interests, businesses, music, arts, crafts and local amenities of Appledore, thus encouraging both tourism and community.
- 1.4. To encourage businesses and tourist attractions to work together, giving support to each other and sharing information.
- 1.5. Provide a diary of events within the village, to help publicise these and to try to even these out to avoid multiple events at the same time, whilst maximizing the potential of each. This will be of equal value to locals and visitors.
- 1.6. Help promote and provide support for local events
- 1.7. Provide an up to date web site outlining all local events and business information and ensure it is regularly maintained and promoted
- 1.8. We will be a non-profit making and apolitical organisation

2. 2 Application of Income and Property

- 1.1. There is no property involved
- 1.2. Any monies received, or raised will only be spent on necessary expenses to ensure the smooth running and success of the organisation
- 1.3. Apply for funding from funding schemes and other bodies
- 1.4. Any monies received, or raised will only be spent on necessary expenses to ensure the smooth running and success of the organisation
- 1.5. Monies may be spent on events and activities run by the group held in accordance with the groups aims and objectives
- 1.6. Monies will be spent on Public Liability and insurance when required
- 1.7. Monies will be spent on promotional literature and administration expenses
- 1.8. Any income received will be applied solely towards promotion of the aims and objectives
- 1.9. A Management Committee member may be reimbursed from the income of the group, reasonable expenses properly incurred by him or her when acting on behalf of the group
- 1.10. Income cannot be transferred directly or indirectly by way of profit to any member of the group.
- 1.11. A Management Committee member must absent his or herself from any discussion in which it is possible that a conflict will arise between his or her duty to act in the interests of the group and any personal interest (including but not limited to, any personal financial interest) and take no part in voting on the matter.

3. 3 Control of Funds

- 3.1. Bank account to be set up for the Group
- 3.2. The Treasurer is responsible for managing the group's money, is required to produce financial reports for the Committee meetings and to present the group's accounts for members when required
- 3.3. The groups accounts are open to be inspected by any members at any reasonable time
- 3.4. Cheques will require two signatories
- 3.5. Receipts given and book signed when monies passed to Treasurer
- 3.6. All money received by the group will be banked promptly and confirmed at the following meeting.
- 3.7. If the Treasurer is not available for receiving monies then this should be passed onto the Chairperson to record, give receipt and bank.

4. **Dissolution**

- 4.1 If the members resolve to dissolve the group, the Management Committee will remain in office and be responsible for winding down the affairs of the group.
- 4.2 The Management Committee must apply any remaining money by transfer to a charity or charitable group in the same area of benefit and with similar aims and objectives.
- 4.3 In no circumstances will the group's assets be paid to or distributed among the members of the group (except to a member that is itself a charity or charitable group).

Part 2 – Administration of the Group

Membership of the group is open to all owners of Appledore tourist attractions: bed and breakfasts, hotels, restaurants, pubs, cafes, shops, museums, boat trip operators. The committee can co-opt other individuals from the village who have specific expertise which can help address the AVA's aims and objectives

5 **Management Committee**

- 5.1. The group and its funds will be managed and administered by a committee comprising the Officers and other members known as the Management Committee.
- 5.2. The first Management Committee members shall be those persons elected as members and Officers at the meeting at which this constitution is adopted.
- 5.3. The Management Committee will consist of a minimum of three members.
- 5.4. Any new Management Committee members will be elected at the general meeting.
- 5.5. Management Committee members may appoint any person who is willing to act as a Committee member, but his/her appointment must be ratified by members at the subsequent Meeting.
- 5.6. The Management Committee Officers will consist of:
The Chair
Vice Chair
The Treasurer
The Secretary
Press Officer
- 5.7. Officers will be elected at the Annual General meeting which will be held each July or as near July as is reasonably practicable

- 5.8. Officers will be eligible for re-election at that Annual General Meeting.
- 5.9. The Management Committee members may appoint any person who is willing to act as an Officer should the need arise, but this appointment must be ratified by members at the subsequent General Meeting.

6. Meetings

- 6.1. The Management Committee will hold at least three ordinary meetings a year, which will be chaired by the Chairperson or, in his or her absence, a delegated Management Committee member.
- 6.2. Every matter shall be determined by a majority vote, except in the case of amendments to the group's objectives and to this Constitution (see below).
- 6.3. There will be only one vote per member organisation allowed,
- 6.4. The Chair will have the casting vote.
- 6.5. The Secretary or nominated replacement will take minutes of any meetings and these will be distributed to and agreed by members at the subsequent meeting.
- 6.6. An Annual General Meeting will be held a year from the adoption of this Constitution and annually thereafter.
- 6.7. Members will receive written notice of ordinary meetings, with at least 14 days notice given for an Annual General Meeting.
- 6.8. All general meetings are open to all members to attend.

7 Powers of the Committee

- 7.1. Power to raise funds and to invite and receive contributions provided that, in raising funds, the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- 7.1. Power to employ such staff as are necessary for the proper pursuit of the group's aims and objectives, and to make all reasonable and necessary provision for the superannuation of staff.
- 7.1. Power to co-operate with other charities or groups with charitable aims, voluntary bodies and statutory authorities operating in furtherance of the aims and objectives or with similar charitable purposes.
- 7.1. Power to appoint and constitute such advisory committees as the Management Committee may think fit.
- 7.1. Power to do all such other lawful things as is necessary for the achievement of the group's aims and objectives.
- 7.1. The Management Committee may alter or add to the rules for conduct of their business, but no rule may be made which is inconsistent with this Constitution.

8 Amendments

- 8.1. Alterations to this Constitution, or any amendment of the group's aims and objectives, must be discussed and agreed at the first available meeting.
- 8.2. Any amendments of this kind must be mandated by 2/3rds majority of members present.

Signatures:

5. Date: