

# ***Constitution of Shelthorpe Community Association***

## **1) Name.**

The name of the Association shall be Shelthorpe Community Association. The area covered by the Association is the Council Ward of Shelthorpe, area map enclosed.

## **2) Aim.**

The aim of the Association shall be to

- a) Represent the views of residents of Shelthorpe and to work towards ensuring that their best interests are served
- b) Ensure that all residents entitled to membership are consulted and informed regularly
- c) Residents are encouraged to formally join the Association
- d) Improve local housing conditions, services to the community and the environment
- e) Encourage a sense of community
- f) Promote social, welfare, recreational and training activities for all residents within the area
- g) Build a partnership and improve communications between the service providers and the group/residents/Association
- h) Be a non-political, Equal Opportunities Association

## **3) Powers**

In order to achieve its aim the Association may:

- a) Raise money
- b) Open bank accounts
- c) Acquire and run buildings
- d) Take out insurance
- e) Employ staff
- f) Organise courses and events
- g) Work with similar Associations and exchange information and advice with them
- h) Do anything that is lawful which will help it to fulfil its aim.

## **4) Membership.**

- a) Membership of the Association shall be open to any individual over eighteen, residing within the defined area, without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:

- interested in helping the Association to achieve its aim
- willing to abide by the rules of the Association and
- willing to pay any subscription agreed by the Management Committee.

- b) The membership of any member may be terminated for good reason by the Management Committee:

- Provided that the member concerned shall have the right to be heard by the Management Committee,
- accompanied by a friend, before a final decision is made.

- c) The membership shall cease when a member moves out of the defined area: i.e Council ward of Shelthorpe

- d) All members shall have an equal vote

## **5) Management.**

- a) The Association shall be administered by a Management Committee of not less than three and not more than 12 individuals elected at the Association's Annual General Meeting (A.G.M.).
- b) The Officers of the Management Committee shall be: the Chairperson, Treasurer and the Secretary.
- c) The Management Committee may co-opt onto the Committee, up to three individuals, in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Association.
- d) The Management Committee shall meet at least once a month and no less than 10 times per year.
- e) At least three Management Committee members must be present for a Management Committee meeting to take place.
- e) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.
- f) The Management Committee shall have the power to remove any member of the Committee for good and proper reason.
- h) The Management Committee may appoint any other member of the Association as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.
- i) Minutes of the committee meetings shall be available to all members on request

## **6) The Duties of the Officers.**

### **a) The duties of the Chairperson shall be to:**

- Chair meetings of the Committee and the Association
- represent the Association at functions/meetings that the Association has been invited to and act as the spokesperson of the Association when necessary.

### **b) The duties of the Secretary shall be to:**

- keep a membership list
- prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Association
- take, keep and circulate minutes of all meetings within 10 days of each meeting
- collect and circulate any relevant information and correspondence within the Association, with guidance and approval from the Chairperson

### **c) The duties of the Treasurer shall be to:**

- supervise the financial affairs of the Association
- keep proper accounts that show all monies received and paid out by the Association.
- To ensure the best financial return for any financial investment made.
- To negotiate financial transactions/accounts to best reflect the aims of the association.
- To ensure that all services are provided by legitimate businesses with all invoices and quotes on letterheaded paper.
- Be prepared to present the accounts for an independent audit on request.

## **7) Finance and Representation of the Association**

- a) All monies received by or on behalf of the Association shall be applied to further the aim of the Association and for no other purpose.
- b) Any bank accounts opened for the Association shall be in the name of the Association.
- c) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee.
- d) Cheques of a value up to £50.00 (Fifty pounds) may be issued on the signature of the treasurer and the chair or the secretary. All cheques valued over £50.00 (fifty pounds) must be signed by the treasurer, Chair and the secretary. Any cheques issued over a value of £1000.00 (one thousand pounds) must be discussed and voted upon at a meeting of the full management committee.
- e) The Association shall ensure that its accounts are audited or independently examined every year and the accounts signed off at the AGM.
- f) The Association may pay reasonable out of pocket expenses including travel, stationery, childcare and meal costs to members or Management Committee members.
- g) A member appointed to represent the Association in discussions with any other body, including the media and correspondence shall act only on the instructions of the Committee or Chair.

## **8) Equal opportunities**

No member will discriminate on any ground against any individual of the Association. Discriminatory or offensive language or behaviour will not be tolerated. All individuals have the right to be treated with dignity and respect, regardless of their race, colour, ethnic or national origins, nationality, gender, marital status, age, sexuality, religion, or any other matter which causes people to be treated with injustice.

## **9) Meetings**

The Management Committee will give a minimum of 7 days notice of ordinary meetings and the Secretary will endeavour to inform all residents within the defined area.

All residents may attend meetings of the Association providing they live within the defined area.

Officers of the Borough Council and representatives of the Health, Police and Education authorities and other organisations and residents groups will be invited to attend to respond to specific queries raised by the committee where appropriate.

All meetings will be minuted and the minutes made available on request, in writing, to all residents living within the defined area.

## **8) Annual General Meeting.**

- a) The Association shall hold an Annual General Meeting (A.G.M.) in the month of December
- b) All members shall be given not less than 21 days notice in writing of the A.G.M. and shall be entitled to attend and vote. Public Notice announcements will be published in the local press not less than twenty-one days prior to the AGM.

- c) The business of the A.G.M. shall include:
- receiving a report from the Chairperson on the Association`s activities over the year
  - receiving a report from the Treasurer on the finances of the Association including a final audited account to be signed off for the previous financial year
  - All current key post holders standing down and the election of a new Management Committee and
  - considering any other matter which the committee will need to be notified in advance, giving sufficient time for the item to be included on the agenda.
- d) At least 3 members or 25% of the total committee membership, whichever is the greater must be present for the Annual General Meeting.

**9) General Meetings.**

- a) There shall be no less than 11, or more than 12 General Meetings (excluding the A.G.M) each year.
- b) All members shall be entitled to attend and vote. Attendance at General Meetings can comprise five individual members or 25% of the committee membership for it to be a recognised quorum. Apologies must be received where practicable for non attendance by committee members but their voting rights cannot be transferred in their absence.

**10) Special General Meeting.**

A Special General Meeting may be called by the Management Committee, or Association members, to discuss an urgent matter. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed. A signed request must be submitted to the Chair or Secretary for consideration by the Committee.

**11) Alterations to the Constitution.**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any Annual, Special or General Meeting. Notification of intended amendments to the Constitution will be circulated seven days in advance by the Secretary for consideration by the Committee.

**12) Dissolution.**

The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any Annual, Special or General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another Association with a similar aim, where possible for the benefit of the community of Shelthorpe.

**13) Adoption of the Constitution.**

Until the first A.G.M. takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was adopted on (DATE) by the following

Name.....

Address .....