

WEST CORNFORTH RESIDENTS ASSOCIATION

CONSTITUTION

1. NAME

The name of the group shall be **West Cornforth Residents Association**, and shall represent the following streets:

Coronation Terrace

Verdun Terrace

2. OBJECTIVES

The group shall be non-party in politics and non-sectarian in religion.

Its objectives shall be:

1. To unite residents, without prejudice of age, gender, race, disability, political or religious beliefs, in a common effort to improve conditions of life in the area and to foster a community spirit.
2. To further good relationships with Sedgefield Borough Council and other organisations in the area and make valuable input to local decisions and the monitoring and measuring of local performance.
3. To raise such funds as are necessary to make these aims viable.
4. To aim to influence decisions about improvements to and the management of services so that they reflect the local needs within the area.

3. MEMBERSHIP

1. Membership shall be automatic to all residents in the area commonly known as **West Cornforth Residents Association**, and as defined on the map contained within the constitution unless they opt out in writing to the Secretary.
2. All members shall have an equal vote.
3. All members should actively seek to represent the various needs of **West Cornforth Residents Association** and members must not discriminate on the grounds of nationality, political opinion, race, religious opinion, gender, sexual orientation or disability.
4. Members shall at all times conduct themselves in a reasonable manner when attending meetings or any other functions in connection with the Association. Any member may be suspended from the Association for failure to observe this, or for any other conduct not in line with the aims of the Association. Any member so suspended has the right of appeal to the following General Meeting, before expulsion.

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2. Members may nominate two representatives from the committee to attend Sedgefield Residents Federation to further promote the needs and expectations of their area.

4. COMMITTEE

1. Save as otherwise provided, the Committee shall direct the policy and general management of the affairs of the Association hereinafter constituted.
2. The Committee shall consist of a Chair, Vice Chair, Treasurer, Vice Treasurer, Secretary, Vice Secretary and not less than 3 other members.
3. In addition to the Officers so elected, the Committee may co-opt to serve on the Committee in an advisory capacity other interested individuals or representatives of statutory or voluntary agencies active in the locality or other organisations as the Committee may determine. All such co-opted members will not have voting rights.
4. The Committee may appoint sub-Committees to carry out the activities of the Residents Association. Such sub-Committees will be directly accountable to the Committee.
5. Any members wishing to attend Committee Meetings may do so by prior arrangement with the Committee and may speak but not vote.
6. The Committee shall keep minutes and the Secretary shall enter therein and record all proceedings and resolutions of the Committee.
7. Officers of the Committee shall carry out the duties given to them at General Meetings.
8. The election or removal of Officers or Committee members may only be carried out by a General Meeting of the Association.
9. The Committee may fill any vacancies arising amongst Officers until the next General Meeting.

5. OFFICERS

a) The Annual General Meeting will elect the following officers of the Association:

- | | | |
|--------------------|----------------|--------------------|
| i. Chair | ii. Vice Chair | iii. Secretary |
| iv. Vice Secretary | v. Treasurer | vi. Vice Treasurer |

- a) These Officers shall meet prior to General Meetings to set and clarify agenda organisation.
- b) All the officers of the Association have a duty to further all the aims of the organisation.

- a) Any member or Officer delegated to represent the Association in consultation with any other body shall act on the instructions of the Association and shall report back to the following Committee or General Meeting, whichever is sooner.

6. ROLE OF THE OFFICERS

1. The Chair shall:-
 - a. Be responsible for the smooth running of the meetings
 - b. Help set agendas
 - c. Help with the smooth running of the Association
2. The Vice Chair shall:-
 - a. Assist the Chair at meetings
 - b. Deputise in the absence of the Chair
 - c. Help set agendas
 - d. Help with the smooth running of the Association
3. The Secretary shall:-
 - a. Keep a record of attendance at Association meetings
 - b. Deal with correspondence
 - c. Be responsible for formulating all agendas of meetings of the Association
 - d. Help with the smooth running of the Association
 - e. Be responsible for making sure proper minutes of all meetings shall be kept in a minute book which will be available for any member to see
4. The Vice Secretary shall:-
 - a. Assist the Secretary
 - b. Deputise in the absence of the Secretary
 - c. Help set agendas
 - d. Help with the smooth running of the Association
5. The Treasurer shall:-
 - a. Open a Bank Account
 - b. Meet with the Committee as required to check accounts and sign cheques
 - c. Draw up (with help from other officers) and get approval by Committee a budget for TWELVE (12) months
 - d. Chair all fundraising sub-group meetings
 - e. Help set agendas and help with the smooth running of the Association
 - f. Keep proper accounts of income and expenditure, and report on them as required by the Committee or General Meeting
6. The Vice Treasurer shall:-
 - a. Assist the Treasurer
 - b. Help set the agendas
 - c. Help with the smooth running of the Association

7. COMMITTEE MEETINGS

1. The Committee shall meet not less than 6 times per year.
2. Any members wishing to attend Committee Meetings may do so by prior arrangement with the Committee and may speak but not vote.
3. The quorum for Committee meetings shall be 4 (four) Committee members.

8. GENERAL MEETINGS

1. The quorum for General Meetings shall be 8 ordinary members (including Committee members).
2. All questions arising at the General Meeting shall be decided by a simple majority of those present and voting thereat.
3. No person shall exercise more than one vote but in the cast of all equality of votes the Chair, or in their absence the member elected to Chair the meeting, shall have second or casting vote.
4. The Association shall hold not less than 3 (THREE) General Meetings in a 12 month calendar year.

9. ANNUAL GENERAL MEETINGS

The first Annual General Meeting (AGM) of the Association shall not be held later than 12 months after inception of the Constitution and once in each year (not being more than 15 months after the holding of the preceding Annual General Meeting) and place as the Committee determine. At such Annual General Meeting the business shall include:-

1. The receipt of the Annual Report and the Accounts for the preceding year
2. The election of Officers and the members to serve on the Committee
3. The transaction of such other matters as may from time to time be necessary
4. Officers of the Committee will be re-elected annually
5. Subscriptions or other money raised by, or on behalf of, the Association may only be used to further the aims of the Association.

10. EXTRAORDINARY GENERAL MEETINGS

1. The Committee may at any time call an Extraordinary General Meeting of the Association.
2. Notification of an Extraordinary General Meeting shall be given in writing by the Secretary to all members no less than 21 days prior to the meeting.

11. NOTICE OF MEETINGS

1. The Committee Members will be notified of all Committee Meetings advising date, time and place of meeting although not necessarily in writing no later than 7 (SEVEN) days before the date of the Committee Meeting.
2. Notice of all General Meetings will be advertised locally and will include the date, time, and place of the meeting and an agenda of matters to be discussed. Members will be given not less than 7 (SEVEN) days prior notice of any General Meeting. Notice of General Meetings must be provided to Sedgefield Borough Council.
3. Not less than 14 (FOURTEEN) days prior notice in writing will be given of the AGM to all members and those eligible for membership.

12. FINANCE

- a) All monies raised by and on behalf of the Association, shall be applied to further the objectives of the group and for no other purpose. No payments shall be made to any member except for the services actually rendered and the Committee except reasonable and proper out of pocket expenses.
- b) The Treasurer shall keep an account of the finances of the Association.
- c) The accounts shall be audited at least once a year by a qualified Auditor.
- d) An audited Statement of Accounts for the last year shall be submitted by the Treasurer to the Annual General Meeting.
- e) Copies of the Accounts to be submitted to Sedgefield Borough Council each year to qualify for the Annual Grant.
- f) The Association will exercise effective financial control over any monies provided to the group by the Council or any other statutory/voluntary/charitable organisations in respect of promoting the objectives of the Association.
- g) The Chair, Secretary and Treasurer will be Authorised Signatories of the Association and all cheques must be signed by not less than 2 (TWO) Authorised Signatories.

13. ALTERATIONS TO THE CONSTITUTION

No alteration or addition to this Constitution shall be made except at an Annual or Extraordinary General Meeting of the Group for such a purpose. No alteration or addition shall be made to Clause 13 and Clause 14.

Alteration or additions to the Constitution shall receive assent of not less than two thirds of all members present and voting at a General Meeting.

14. DISSOLUTION

1. The Association may be dissolved by a resolution passed by two thirds majority of those present and voting at a special General Meeting convened for the purpose, of which 14 (Fourteen) days notice shall be given (to the members).

Such a resolution may give instructions for the disposal of any assets held by or in the name of the Association but that provided that if any property remains after the satisfaction of all debts and liabilities.

2. Such property (except in the case of grants issued by Sedgefield Borough Council or Central Government Office, that should be returned to the distributor) shall not be paid to or distributed among members of the Association but shall be given or transferred to such charitable institution or institutions having objectives similar to some or all of the objectives of the Association can be determined. If and in so far as effect cannot be given to this provision, then to some other charitable purpose.

Signed:

..... Chair

.....Secretary

.....Representative of Sedgefield Borough Council