

## **Charfield Association**

### ***Constitution – Revised 1 January 2017***

#### **1. Name**

The Association, previously known as Charfield and District Residents Association (CHADRA) shall be called the Charfield Association hereinafter referred to as the Association.

#### **2. Aims**

The aims of the Association shall be to assist in promoting the interests of the Charfield village community and shall be non-party political and non-sectarian in religion.

#### **3. Newsletter**

The Association shall publish a Newsletter, the management of Newsletter production and distribution and the control of finance and expenditure shall be in the hands of the Committee.

#### **4. Powers**

To further the stated aims the committee shall have power to:

- a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the Group.
- b) Associate with local authorities, voluntary organisations and the residents of Charfield in a common effort to carry out the aims of the Group.
- c) Do all such lawful things as will further the aims of the Group.

#### **5. Membership**

Voting membership shall be open to any Charfield resident over the age of 18, who is interested in helping the Group achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Management Committee. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief. Every individual member shall have one vote at General Meetings. The membership of any member may be terminated for good reason by the Management Committee but the member has a right to be heard by the Management Committee before a final decision is made.

#### **6. Management**

- a) A Management Committee elected annually at the Annual General Meeting (AGM) shall manage the Group. The Committee shall act at all times in accordance with the intent and meaning of this Constitution.
- b) The Committee shall conduct the business of the Association.
- c) The Committee shall consist of 3 Officers being Chairman, Secretary and Treasurer, and three members (total 6), with the power to co-opt further members.

- d) The officers and committee will retire at the following Annual General Meeting but may be immediately available for re-election.
- e) If an officer resigns during his/her term of office the committee will elect a new officer to act in a temporary capacity until the next Annual General Meeting.
- f) The Committee shall meet at least 4 times a year or at more frequent intervals as considered necessary to efficiently conduct the business of the Association.

## 7. Annual General Meeting

An Annual General Meeting of the Association shall be called by the Committee to receive the Annual Report and accounts of the Association, to elect Officers and Committee for the following year and for any other business as may be decided by the Committee. Notification of the AGM shall be given to every member of the Association no less than 14 days before the date of the meeting specifying the business to be transacted.

## 8. Special General Meetings

A Special General Meeting may be called at any time by the Committee by giving each member 14 days notice. The SGM must be called by the Committee within 21 days of receiving a written request from any member stating the reasons for calling such a meeting. The notice of SGMs must state the business to be transacted at the meeting and only the business specified will be transacted.

## 9. Procedures at Meetings

### a) *Notice of motions*

Any motion which members wish to be discussed at the Annual General Meeting must be received by the Secretary 21 days before the date of the meeting for inclusion in the agenda for that meeting.

### b) *Nominations*

Nominations in writing for the Officers and Committee must be received by the Secretary 7 days before the Annual General Meeting. Each nomination must be proposed and seconded (with the nominee's consent) by members of the Association. If nominations for any Officer, or sufficient nominations for committee have not been received by the closing date, verbal nomination may be received at the meeting. If nominations received exceed the number to be elected, an election will take place.

### c) *Voting*

At all general meetings and committee meetings each member present will have 1 vote and shall be by simple majority except for the changes of the Constitution. In the event of equality the Chairman may have a second or casting vote. Voting shall be by show of hands or by ballot as the Chairman shall direct. The Chairman's decision as to the results of the voting shall be final.

### d) *Quorums*

The business of the General Committee shall not proceed unless at least 4 members including at least

two officers are present. The business of the General and Special meetings shall not proceed unless at least two officers and four members are present.

e) ***Constitution***

Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.

f) ***Chairman***

The Chairman shall preside at all meetings of the Association. In his/her absence a nominated deputy from within the Committee will assume duties. .

g) ***The Secretary***

The Secretary shall record the proceedings and decisions of all General meetings and committee meetings and keep digital and paper copies of same, this will include a financial statement from the Treasurer and any reports of sub-committees given to the general committee. All Minutes must be approved by the committee and signed by the Chairman. The Secretary shall also deal with correspondence as required by the committee.

**10. Finance**

- a) The Treasurer will keep proper accounts of the finances of the Association, take charge of and record all monies received from all activities of the Association, and arrange to pay all accounts authorised by the Committee. All outgoing payments from bank accounts must be signed/authorised (in the case of online banking) by the Treasurer plus one other member of the committee.
- b) The Treasurer shall produce an annual set of accounts which, after audit by a competent auditor elected at the previous AGM, will be presented to the AGM for discussion and adoption.
- c) The Treasurer shall at each general committee give a statement of the financial position of the Association.
- d) All monies raised by or on behalf of the Association shall be used to further the aims of the Association and for no other purposes, as agreed by the Committee.

**11. Amendments To Constitution**

- a) The Committee may from time to time recommend to a General meeting alterations to the Constitution.
- b) A member may propose an amendment to the Constitution which will be considered by the Committee and, if approved, presented to the next general meeting.
- c) All amendments giving the exact wording must be circulated to members with the notice of the General meeting.
- d) An amendment will require the following approval:

- A simple majority of the general committee
- A two-thirds majority of individual members present and voting at a general meeting.

## 12. Dissolution

If the general committee by a simple majority decides at any time to dissolve the Association, it shall call a meeting of all members of the Association who have the power to vote with not less than 14 days notice stating the terms of the resolution to be proposed. If such a decision be confirmed by a simple majority of those present and voting at such a meeting the general committee will have the power to dispose of any assets held at the time by or in the name of the Association, any monies left after the settlement of all proper outstanding debts and liabilities shall be applied towards charitable purposes for the benefit of the community as may be decided by the general committee. The Minutes recording these final actions of the Association, including the dissolution of the committee shall be signed by all the members of the then general committee.

This Constitution supersedes and annuls all previous versions of the Constitution.

This Constitution was adopted at a general meeting of the Group on 15 November 2016 to take effect from 1 January 2017

Signed

Chairman:



Deborah Field

Secretary:



Linda Felton