

CONSTITUTION
NORTHAW AND CUFFLEY RESIDENTS ASSOCIATION www.ncragb.uk

The name of the association shall be the Northaw and Cuffley Residents Association hereafter referred to as the Association.

AIM

The Association aims to support residents to maintain and enhance the quality of our shared environment.

1. OBJECTIVES

The objectives of the Association shall be to:

- a) monitor the actions of our local Councils and to make them aware of residents' views;
- b) support residents who have concerns about planning, highway maintenance, parking, policing, transport and any other similar issues affecting life in the two villages;
- c) collaborate with those who are concerned about encroachment into the surrounding Green Belt; and
- d) foster community spirit and encourage civic pride in the two villages.

2. MANAGEMENT

- a) The management of the Association shall be undertaken by a Committee consisting of a minimum of eight and a maximum of 12 members, including its officers, namely Chairperson, Vice-Chairperson, Treasurer, Secretary and Membership Secretary.
- b) Officers and Committee members will be elected for one year at the Annual General Meeting, but may be re-elected at the next such meeting.
- c) Any other member wishing to offer themselves for election to the Committee at the AGM should notify the Secretary in writing at least 21 days prior to the AGM. The member should provide details of relevant interests they can bring to the Committee and be proposed and seconded by other members.
- d) If there are more applicants, including existing members of the Committee seeking re-election, than the number of seats available there shall be a vote as in 5.1e below. Those securing the highest number of votes shall be elected or re-elected until the maximum of 12 members is filled.
- e) The Committee shall have power to fill any vacancy as required by co-option. Any member can be proposed to join the Committee by a Committee member. The proposer should be seconded by a Committee member. The Committee should consider the proposed applicant at the next Committee Meeting.
- f) The day-to-day management of the Association shall be conducted by the officers of the Committee. Any action taken on this basis shall be reported to the next meeting of the Committee.
- g) Officers and Committee members will abide by any administrative procedures which have been adopted by the Committee, as minuted at Committee meetings.

3. POWERS

In furtherance of the objectives the Committee may exercise the power to:

- a) promote enhancement of the local environment;
- b) work together as residents irrespective of age, disability, gender re-assignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation;
- c) raise funds where appropriate to finance the work of the Association and hold bank accounts to manage such funds;
- d) publicise and promote the work of the Association and organise meetings, events or seminars;

- e) work with groups of similar nature and exchange information, advice and knowledge with them, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations;
- f) recruit volunteers as necessary to conduct activities to achieve the objectives; and
- g) take any form of lawful action which is necessary to achieve the objectives.

4. MEMBERSHIP

- a) All persons over 18 years of age and who are residents in the parish of Northaw and Cuffley shall be eligible for membership.
- b) Where it is considered that membership would be detrimental to the objectives and activities of the Association the Committee shall have power to refuse, terminate or suspend the membership of any person by resolution at a Committee meeting.
- c) Members shall have the right to appeal via an independent adjudicator acceptable to both parties.
- d) Any member may resign their membership by providing written notice to the Membership Secretary.
- e) The Association Data Protection Policy will ensure that the privacy of all Members' personal details is maintained.

5. MEETINGS

5.1 Annual General Meeting (AGM)

- a) The AGM shall be held in the first half of the year at an agreed date.
- b) Any member wishing to have items included on the Agenda should notify the Secretary in writing at least 21 days prior to the AGM.
- c) A minimum of 14 days' notice of the AGM, with the Agenda, shall be given on the Association's web site, and in the Parish Council office.
- d) The quorum shall be 20 members.
- e) All members shall be entitled to vote at the AGM. Voting shall be made by a show of hands. In the event of a tied vote the Chairperson or an appointed deputy shall have a casting vote.

5.2 Extraordinary General Meeting (EGM)

- a) An EGM can be requested by either the Committee or members. If required by members a written requisition, signed by not less than 20 members, clearly stating the only business that may be discussed, must be given to the Committee.
- b) A minimum of 14 days' notice of the EGM, with the Agenda, shall be given as in 5.1c above.
- c) The quorum shall be 20 members.
- d) Voting shall be as in 5.1e above.

5.3 Committee Meetings

- a) The Committee shall hold public meetings at various times during the year, on agreed dates. These meetings will be publicised on the Association's web site.
- b) Any conflicts of interest shall be declared at the start of all meetings.
- c) The quorum shall be five Committee members including at least one officer.
- d) Voting by Committee members shall be made by a show of hands. In the event of a tied vote the Chairperson or an appointed deputy shall have a casting vote.

6. MINUTES

Minutes of all meetings shall be available to residents on the Association's web site and in the Parish Council office.

7. SUBSCRIPTIONS

The annual subscription per household shall be as agreed by the AGM.

8. FINANCE

a) Any money acquired by the Association shall be paid into bank accounts operated by the Committee in the name of the Association. All funds must be applied to the objects of the Association.

b) The Committee will agree an income and expenditure budget for each year. The Treasurer and other signatories may make payments only for items which are in the annual budget. Any additional expenditure requires approval by the Committee.

c) On the evidence of a receipt or invoice, any cheques or other paying documents shall be signed by any two authorised Committee Members, who may be the Chairperson, Vice Chairperson, Treasurer or Secretary.

d) Recording income and expenditure shall be the responsibility of the Treasurer. However, it is the responsibility of the whole Committee that the Association maintains adequate reserves to cover predicted future expenditure.

e) Accounts shall be prepared by the Treasurer and shall be examined annually by an independent person who is neither a member, nor a relative of any member, of the Committee.

f) An annual financial report shall be presented at the AGM.

g) The Association's accounting year shall run from 1st January to 31st December.

9. ALTERATION OF THE CONSTITUTION

This Constitution shall not be altered except by agreement of a majority of members voting at an AGM or EGM.

10. DISSOLUTION

The Association may be dissolved if deemed necessary by the members in a majority vote at an EGM. Any assets or remaining funds after debts have been paid shall be transferred to local charities or similar local groups at the discretion of the Committee.

This version agreed at AGM 26.4.19