

REVISED CONSTITUTION to present to the 2026 AGM

NORTHAW AND CUFFLEY RESIDENTS ASSOCIATION www.ncragb.uk

The name of the Association is the Northaw and Cuffley Residents Association - referred to below as the Association.

AIM The Association aims to support residents to maintain and enhance the quality of life in Northaw Cuffley Parish

1. OBJECTIVES The objectives of the Association are to:

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

2. MANAGEMENT

- a) The management of the Association will be undertaken by a Committee consisting of a minimum of eight and a maximum of 12 members, including its Officers, namely the Chair, Vice Chair, Treasurer, Secretary and Membership Secretary. The Chair may delegate Officers or Committee members to act on his/her behalf.
- b) Officers and Committee members will be elected for one year at the Annual General Meeting, and may be re-elected at the following AGM.
- c) Any other member wishing to offer themselves for election to the Committee at the AGM should notify the Secretary prior to the AGM. To be proposed and seconded by other members the applicant member should express interests relevant to the Association
- d) If there are more applicants, including existing members of the Committee seeking re-election, than the number of seats available there will be a vote as in 5.1d below. Those securing the highest number of votes will be elected or re-elected until the maximum of 12 members is filled.
- e) The Committee has the power to fill any vacancy 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.
- f) The day-to-day management of the Association is conducted by the Officers of the Committee. Any action taken on this basis will 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 - this includes maintaining password security for all accounts.

3. POWERS - in advancing the objectives the Committee will

- a) publicise and promote the work of the Association
- b) organise meetings and events
- c) raise funds to finance the work of the Association and hold bank accounts to manage such funds

- d) recruit volunteers as necessary to conduct activities to achieve the objectives
- e) promote enhancement of the local environment;
- f) work with groups of similar nature to exchange information, advice and knowledge, including co-operation with other voluntary bodies, charities, statutory and non-statutory organisations
- g) take any form of lawful action which is necessary to achieve the objectives
- h) collaborate with residents irrespective of their age, disability, gender re-assignment, marriage, civil partnership, pregnancy & maternity, race, religion or belief, or sex or sexual orientation

4. MEMBERSHIP

- a) Anyone over 18 years of age and resident in the Parish of Northaw and Cuffley is eligible for membership.
- b) Where it is considered that membership would be detrimental to the objectives and activities of the Association the Committee can refuse, terminate or suspend the membership of any person by a majority vote at a Committee meeting. Members have the right to appeal via an independent adjudicator acceptable to both parties.
- c) Any member may resign their membership by providing written notice to the Membership Secretary.
- d) 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 will be held annually in the first half of each year at an agreed date.
- b) Any member wishing to have items included on the Agenda should notify the Secretary in writing at least 7 days prior to the AGM.
- c) A minimum of 14 days' notice of the AGM, with the Agenda, will be given on the Association's web site. (Free access to the internet is available in Cuffley Community Library). The quorum is 20 members.
- d) All members are entitled to vote at the AGM. Voting will be made by a show of hands. In the event of a tied vote the Chair or an appointed deputy has 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 request, signed by not less than 20 members, clearly stating the business to be discussed, must be given to the Committee.
- b) A minimum of 14 days' notice of the EGM, with the Agenda, will be given as in 5.1c above.
- c) The quorum is 20 members.
- d) Voting as in 5.1d above.

5.3 COMMITTEE MEETINGS

- a) The Committee will 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 are to be declared at the start of meetings and during meetings where the need arises.
- c) The quorum is four Committee members including at least one Officer.
- d) Voting by Committee members is made by a show of hands. In the event of a tied vote the Chair or an appointed deputy has a casting vote.

6. MINUTES

Minutes of meetings are available to residents on the Association's web site

7. SUBSCRIPTIONS

The annual subscription per household will be as agreed at the AGM.

8. FINANCE

- a) Any money acquired by the Association will be paid into bank accounts operated by the Committee in the name of the Association. All funds must be used for objectives of the Association. The Treasurer and other signatories may only make payments which are approved by the Committee.
- b) On the evidence of a receipt or invoice payment will be made by two (non-related) Committee Members who have been authorised by the Committee
- c) Recording income and expenditure is 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.
- d) Accounts will be prepared by the Treasurer and will be examined annually by an independent person who is neither a member, nor a relative of any member, of the Committee.
- e) An annual financial report will be presented at the AGM. The Association's accounting year runs from 1st January to 31st December.

9. ALTERATION OF THE CONSTITUTION

The Constitution will 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 will be transferred to local charities or similar local groups at the discretion of the Committee after consultation with members.