

Constitution

The Cheswick Green Residents Association

1. NAME

The name of the Association shall be the Cheswick Green Residents Association ("The Association").

2. OBJECTS

The objects of the Association shall be as follows:-

- a) To promote the benefits of the residents of the electoral area covered by the Polling Station at Cheswick Green without distinction of race, religion, sex or political or other affiliation, by involving Local Authorities, Voluntary organisations and residents in a common effort to advance facilities in education, social welfare, recreation and leisure activities. The association shall have power to affiliate the National Federation of Community Associations and to similar organisations with similar objects.
- b) Through its Committee (as hereinafter described and defined to manage on behalf of Hockley Heath Parish Council, Cheswick Green Village Hall ("The Village Hall") in conformity with Village Hall Trusts, namely as a Village Hall for the use the inhabitants of the area covered by the Electoral Register for the polling Station at Cheswick Green (hereinafter called "The Area of Benefit") without distinction of political religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
This object subject to the consent of the Committee of Management as constituted at the _____ day of _____ 1979 and of the Charity Commissioners or the Secretary of State for Education and Science.

3. MEMBERSHIP

Membership shall be open to all residents aged 18 or over living in Cheswick Green as defined above. A family may enrol on payment of one subscription. Each member will have the right to vote. A Limited Company may enjoy membership through it accredited representative.

4. TERMINATION OF MEMBERSHIP

The Committee (as hereinafter defined) shall have the right where good and sufficient reason exists to terminate the membership of a member provided that the member shall have right to be heard by the Committee before the decision is made.

5. SUBSCRIPTIONS

All members shall pay Subscriptions as the Committee may from time to time determine.

6. THE COMMITTEE

- i) The affairs of the Association shall (except as provided Clause 15 hereof) be administered in conformity with the objects of the Association by a Committee which shall consist of 10 elected members excluding officers.
- ii) The elected members (other than those appointed under sub-Clause vi of this clause to fill casual vacancies) shall be elected at the Annual General Meeting to be held as herein provided, to serve for two years.
- iii) Co-opted members shall be appointed at a duly constituted meeting of the Committee.
- iv) Subject as hereinafter provided a period of office of members shall commence.
 - a) In the case of elected members at the end of the Annual General Meeting at which they were elected.
 - b) In the case of co-opted members on the date of their co-option.
- v) Half the members of the Committee shall retire from office at the end of each Annual General Meeting but they may be re-elected.
- vi) Upon the occurrence of a casual vacancy, the Committee shall cause a note thereof to be entered into their minute book at their next meeting and in the case if a vacancy in the office of elected member it may be filled by the Committee and the period of office of elected member appointed to fill a casual vacancy shall commence at the end of the meeting of the Committee at which he was so appointed, and finish at the next Annual General Meeting when he may however stand for election.

7. PROCEEDINGS

Proceedings of the Committee shall not be invalidated by any failure to appoint or any defect in the appointment election or qualification of any member.

8. DECLARATION

No Person shall be entitled to act as a member of the Committee, whether on a first or any subsequent entry into office, until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the Trusts hereof.

9. SELF-INTERESTS

Except in special circumstances with the approval in writing the Charity Commissioners or the Secretary of State, no member of the Committee shall take or hold any interest in any property belonging to the Association otherwise than as Trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Association.

10. BANKRUPTCY

Any Committee member who is adjudged bankrupt or makes a composition or arrangement with his creditors, or who is incapacitated from acting, or who communicates in writing to the Committee a wish to resign, shall thereupon cease to be member. Any member who fails to attend at least half of the meetings in any period of six months may be called upon to resign.

11. MEETINGS OF THE COMMITTEE

The Committee shall hold at least four ordinary meetings each year. A special meeting may be summoned at any time by the Chairman or any two members of the Committee upon seven days notice being given to all the other members of the matters to be discussed. The Committee shall keep accurate minutes all meetings.

12. CHAIRMAN AND OFFICERS.

A Chairman, Vice-Chairman, Treasurer and Secretary (all of which positions shall be Honorary) shall be elected at the Annual General Meeting and upon giving notice of the Annual General Meeting the members of the Association shall be invited to submit their nominations for such positions. At any General meeting where a new Chairman is elected he shall take the chair immediately upon election.

If the Chairman is absent from any meeting, the Vice-Chairman shall preside; otherwise the members present shall, before any other business is transacted, choose one of their number to preside at that meeting.

13. VOTING IN COMMITTEE

Every matter shall (except as otherwise provided in these rules) be determined by the majority of the members of the Committee present and voting on the question. In the case of equality of votes, the Chairman of the meeting shall have second or casting vote.

14. QUORUM

Six members of the Committee including Officers shall constitute a quorum for the purpose of voting.

15. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting of the Association which shall be held in the month of April in each year or soon as practicable thereafter. Fourteen clear days public-notice shall be given of the Annual General Meeting. All residents of the area of benefit as defined may attend the Annual General Meeting but only members of the Association may vote. The Committee shall present to each Annual General Meeting a report and audited Accounts of the Association for the preceding year.

Items of business not submitted by the Committee must be given to the Secretary in writing at least seven days before the meeting. They must be signed by the submitting member and supported by at least five other members of the Association. Fifteen members of the Association in addition to six members of the combined Committee and Officers shall constitute a quorum for the Annual General Meeting.

16. SPECIAL GENERAL MEETING

- A special General Meeting shall be called
- a) at the direction of the Committee
 - b) upon the request in writing signed by at least ten member the Association stating the object thereof.
 - c) such a meeting shall be held not less than fourteen days, not more than thirty days from the date of receipt by the Secretary of such a request.
 - d) the rules of the Special Meeting shall be the same as those of an Annual General Meeting.

17. REPAIRS AND INSURANCE

The Committee shall cause all buildings and other property its charge at all times to be kept in repair and sufficiently, insured against Fire, Theft, Public Liability and other insurable risks.

18. SEPARATION OF ACCOUNTS

The Committee shall keep two separate sets of Accounts. One shall be in respect of the Management of the Village Hall the other shall be in respect of The Association's other purpose. All income and expenditure in respect of the Village Hall shall therefore be separately identifiable from the income and expenditure of The Association generally. Similarly, any additional donations or endowments in respect of the Village Hall shall be retained for the purposes of the Village Hall any surplus of cash attributable to the Village Hall and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commissioners or the Secretary of State) be invested. All proper Statements of Account in relation to the management of the Village Hall shall in each year be prepared as prescribed by Section 32 of the Charities Act 1960; a copy thereof shall be sent to the Parish Council of Hockley Heath.

19. BORROWING POWERS

The Committee may with the consent of the Parish Council and Charity Commissioners from time to time by mortgage or otherwise obtain such advances on the Village Hall as may be required for maintaining extending or improving the same or part thereof or erecting any building thereon or for the work carried on therein and may continue or may repay in whole or in part and from time to time any existing mortgage or charge on the said property.

20. DISPOSAL OF TRUST PROPERTY

If the Committee decide at any time that on the grounds of expense or otherwise it is necessary or advisable to discontinue the use of the Village Hall in whole or in part for the purposes stated in the object hereof it shall call a meeting of The Association of which meeting not less than fourteen days notice (stating the terms of the resolution will be proposed thereat) shall be posted in a conspicuous place or places at or near the Village Hall and advertised in a newspaper circulating in the Area of Benefit and if such decisions shall be confirmed by three-quarters of such meeting present and voting. The Committee may with the consent of Parish Council and The Charity Commissioners or the Secretary of State let or sell the said property or any part thereof. All monies arising from such letting or sale (after satisfaction of any liabilities properly payable thereout) shall with such consent as aforesaid be applied either in the purchase of property approved by the Committee and to be held upon the Trusts for the purposes and subject to the provisions hereinbefore set forth (including this power) or as near thereto as circumstances shall permit or towards such other charitable purposes or objects for the benefit of the inhabitants of the Area of Benefit as may be approved by the Charity Commissioners or the Secretary of State and meanwhile such money shall be invested and income arising therefrom either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income thereof in manner and as an addition to and to be applied as the capital of such investments or shall be used in furthering the objects of the Association insofar as they relate to the management the Village Hall.

21. RULES

Within the limits prescribed by these rules, the Committee may from time to time make and alter rules for the management of the Association and of the Village Hall and in particular with reference to:-

- a) the terms and conditions upon which the Village Hall may be used by persons or bodies other than the Committee for the purposes specified herein and the sum (if any) to be paid for such use.
- b) The deposit of money at a proper bank and the safe custody of documents.
- c) The appointment of an Auditor.
- d) The engagement and dismissal of such officers, servants and agents as the Committee may consider necessary and the payment of such persons (not being members of the Committee).
- e) The summoning and conduct of the meetings including the number of members who shall form a quorum thereat.

These rules may be changed at a General Meeting of The Association provided that a proposal of such alterations has been given with the notice convening the meeting (such notice to be not less than fourteen days).