



Constitution

1 Name

The name of the organisation shall be Bush Hill Park Residents' Association (hereafter referred to as the Association).

2 Objectives

- (a) To safeguard and promote the interest of residents and businesses in Bush Hill Park.
- (b) To help improve living conditions, community facilities and services for residents and businesses in Bush Hill Park by collaborating with the Borough Council and other Bodies or Organisations over the execution of their duties and/or provision of services.
- (c) To promote an active interest in the affairs of the London Borough of Enfield.

The Association will uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of race, religion, disability, political belief, sex or sexual orientation. The Association will be non-party political.

3 Membership and voting rights

- (a) Membership shall be open to all residents, irrespective of tenure, as well as organisations connected with the area of Bush Hill Park.
- (b) There will be three categories of membership; Individual (or household), Business and non-political Affiliates.
- (c) All voting members must be at least 16 years of age.
- (d) A Household, Business or Affiliate member shall be entitled to a single vote.
- (e) Membership shall cease immediately upon a person leaving the area defined in paragraph 3(a).
- (f) Membership shall be subject to an annual subscription fee, payable on the 1st January each year.

- (g) The subscription rates for the membership categories will be Individual (or household) £5, Business £7 and Affiliated £15.

4 The Committee

- (a) A committee shall be elected at the Annual General Meeting of the Association and shall serve for 12 months.
- (b) The committee shall consist of at least three members, up to a maximum of twelve, who shall have the power to co-opt other members on to the committee during the course of the year. All committee members will have voting rights.
- (c) The committee shall elect from within their number one or more Officer positions as it sees fit. Officer positions will be a Chairperson, Vice-Chairperson, Secretary, Treasurer and Minute Secretary. Normally, no committee member shall fill more than one Officer position.
- (d) The committee and Officers shall make and carry out decisions in accordance with the objectives of the Association.
- (e) Meetings of the committee shall be open to any member of the Association who wishes to attend.
- (f) There must be at least three of the committee members present for any decisions to be made at a committee meeting.
- (g) Councillors may attend committee meetings as and when invited by the committee, Non-voting members may be co-opted onto the committee from council staff.
- (h) Voting members may be co-opted from the membership to fill casual vacancies throughout the year.
- (i) Committee members can be voted off if they have not attended three consecutive meetings without good reason and have not submitted their apologies. A committee member removed by this rule has the right to appeal in writing to the full committee within 28 days of the decision to remove. An appeal will be considered by the committee within 28 days of receiving the appeal. The committee's decision in the matter will be final.

- (j) Committee members must declare any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on this occasion.
- (k) Contact with the press or public bodies shall be by an Officer of the Association in consultation with at least one other member of the Committee.

5 President and Vice-Presidents

- (a) The Association may elect a President and up to two Vice-Presidents.
- (b) Nominations for such positions may be put forward by any member of the Association or by the Committee and shall be approved by the Annual General Meeting, or a Special General Meeting called for that purpose, when a majority of those present and voting will be required.
- (c) Any President or Vice-Presidents so appointed will be honorary and life-long.

6 Conduct of Business or Standing Orders

- (a) Members may speak only through the Chair.
- (b) Decisions will be agreed by a simple majority, voted on through a show of hands, or by secret ballot. In the event of a tied vote the Chairperson will have a casting vote.
- (c) Any offensive behaviour, including racist, ageism, sexist or inflammatory remarks will not be permitted.
- (d) Any member who brings the Association into disrepute or refuses to comply with the Constitution shall be expelled on a majority vote of the full committee.
- (e) Any such member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose.
- (f) The Secretary shall deal with all correspondence.
- (g) The Secretary or Chairperson will call for items from committee members for the agenda at least 7 days before each committee meeting.
- (h) Members who wish to have matters discussed by the committee should write to either the Chairperson or the Secretary stating the nature of the business.
- (i) Agendas will be distributed to the committee at least four days before a meeting, where possible.
- (j) Minutes will be distributed to the committee 7 days after a meeting, where possible.

7 Finances

- (a) The Association may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the Association shall be applied to further its objectives.
- (b) All funds shall be kept in a bank account that shall be opened in the name of the Association.
- (c) The Secretary, Treasurer and the Chairperson shall be signatories on the account and all cheques shall require two of these signatures.
- (d) The Association will be permitted to make and receive payments using on-line banking. The Treasurer will be responsible for making on-line payments by consultation with the Chair or another Officer.
- (e) A Financial update from the Treasurer must be a standing Agenda item at each Committee Meeting.
- (f) All expenditure shall be agreed and controlled by the committee. Receipts should be acquired for all expenditure over one pound.
- (g) All payments over ten pounds shall be made by cheque or on-line bank transfer, not cash. Any exception to this rule shall be discussed and agreed by the committee.
- (h) No officer shall sign a blank cheque—all cheques to be filled in before signatures are added.
- (i) Once a year, the accounts will be audited and presented to the Annual General Meeting of the Association.
- (j) All correspondence of the Association including the bank statement, shall be addressed to the secretary.

8 Public Meetings

- (a) Public meetings of the members may be called to discuss matters of importance and to keep the members fully informed of the Association's activities.
- (b) Members shall be given 14 days' notice of a public meeting.
- (c) All votes shall be decided by a simple majority of the members present. This applies to all meetings of the Association.
- (d) Any member, having the written support of 20 other members, may request the committee to call a Special Public Meeting of the Association. The committee shall call the meeting within 21 days of this written request.

9 Annual General Meetings (AGMS)

- (a) An AGM shall be held every year to discuss the activities of the Association, to receive the audited accounts and to elect the committee.
- (b) The AGM shall be held at a suitable venue to accommodate as many members as possible.
- (c) The quorum shall be 20 members present.
- (d) At least 14 days' notice needs to be given to members of the AGM.

- (e) A proper notice of AGM will be deemed to have been served if at least 75% of members attending the meeting received the notice.
- (f) At the AGM the resignation of all committee members will be accepted and a new committee elected.

10 Changes to the Constitution

- (a) This constitution shall only be changed at a Special Public Meeting of the Association, or at the AGM.
- (b) For decisions to be taken there must be a quorum. Changes to the constitution must be agreed by two thirds of the members present and voting at that meeting.
- (c) All members shall be given 14 days' notice of the meeting and proposed changes.
- (d) Proposed changes must be submitted to the secretary in writing not less than 28 days before the AGM. The secretary must notify members of any proposed changes within 14 days of the meeting.

11 Use of Electronic Communications

- (a) By providing the Association with an e-mail address, members consent to the Association sending communications by e-mail. Such communications may include giving notice of Public, Special and/or Annual General Meetings.
- (b) The Association will be entitled to give notice of Committee meetings, call for agenda items and distribute agendas and minutes by e-mail.
- (c) The Association will be entitled to publish the agenda, any reports (including accounts) and minutes of the Annual General Meetings by electronic means. Members may request copies of these documents in hard-copy form.

- (d) The Association will publish an e-mail address to facilitate communication from the membership.

12 Dissolution of the Association

- (a) The Association may only be dissolved by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining on the committee being submitted to the Secretary.
- (b) All members shall be informed of such a meeting at least 21 days before the date of the meeting.
- (c) Dissolution of the Association shall only take effect if agreed by two thirds of the members present and voting at that meeting.
- (d) Any assets remaining after meeting liabilities must be handed to a legally registered charity in the London Borough of Enfield to be nominated by at least a two-thirds majority of those present and voting at the meeting at which the resolution for winding up is passed.
- (e) Any money received via funding bodies should be returned to the funders in relation to the funding criteria.
- (f) On dissolution, any documents belonging to the Association shall be disposed of in a manner agreed by that meeting.

End of Constitution

Document History

First version approved by AGM on 22nd September 2016.