

**CONSTITUTION OF THE HAVENSTREET  
COMMUNITY ASSOCIATION**

**SUMMARY**

The following is a summary of all the clauses in the Havenstreet Community Association Constitution and the key information contained in those clauses. For more detailed information please refer to the full Constitution.

**1. NAME**

Havenstreet Community Association which is affiliated to Action with Communities in Rural England (ACRE) and to other organisations with similar interests.

**2. OBJECTS.**

The Association exists for the benefit of the residents of Havenstreet and aims to provide facilities for education, recreation and leisure. The Association maintains and manages the Community Centre to enable such activities to take place. The Association is managed by a Board of Trustees, also called The General Committee, which is made up of elected members.

**3. POWERS**

In order to achieve its objects the General Committee can raise funds, recruit volunteers, work with other organisations and community groups, and hold events, sales, meetings and classes. Other organisations can hire the Centre to provide classes and leisure activities for the local community. They have a number of powers to enable them to do this.

**4. MEMBERSHIP**

There are two types of membership, Individual Membership and Group Membership.

**Individual membership is open to:**

- Anyone aged eighteen or over living in the area who will be a Full Member
- Anyone aged under eighteen living in the area who will be a Junior Member
- Anyone who does not live in the area but gives support can be an Associate Member

**Group Membership is open to:**

- Representatives of local statutory and voluntary organisations working in the area,
- St Peters Church
- Groups that are formed within the Community Association.

Each of these organisations/groups can appoint a member to represent them at General Meetings of the Association.

**Termination of Membership**

Membership can be terminated if an individual either acts in contravention of the Association's interest or Constitution or fails to attend meetings on a regular basis without good reason.

**5. THE GENERAL COMMITTEE**

The policies, procedures and executive management of the affairs of the Association are managed by a General Committee which meets not less than three nor more than six times a year.

### **The General Committee comprises:**

- Full members, who are elected annually at the AGM to be elected from among and by themselves at the Annual General Meeting
- Group Representatives
- The Honorary Officers of the Association (Treasurer and Secretary)
- Two representatives appointed by the Building Trustees
- Co-opted members

The Committee should comprise of not less than nine and not more than 19 members who should retire annually, but can be appointed or co-opted again.

### **Conflicts of interest and conflicts of loyalty**

All General Committee member must: declare any conflicts of interest and conflicts of loyalty.

### **Meetings**

Decisions may be taken::

- at a meeting of the General Committee;
- at a remote meeting held electronically
- by a resolution in writing or in electronic form

### **Sub Committees**

The General Committee can appoint sub committees, sub-groups or teams. Each sub-committee, sub-group or team will normally consist of at least three General Committee members and up to a similar number of co-opted persons (except The Officers Sub-Group).

The Officers Sub-Group constitutes the Chair, Vice, Chair, Secretary, Treasurer and Building Manager

Any decisions made by the sub-committee, sub group or team are subject to the approval of the General Committee.

### **Annual Returns**

The General Committee must comply with its obligations under the Charities Act with respect to keeping of accounting records, the preparation and submission of an annual report and annual return to the Charity Commission.

## **6. OFFICERS**

Honorary Officers – (Secretary and Treasurer) are elected at the AGM. The General Committee elects its Chairman, Vice Chairman and Building Manager

The Association's Officers Sub-Group will regularly meet as a permanent sub- committee.

## **7. RULES OF PROCEDURE AT ALL MEETINGS.**

### **Voting:**

All questions arising at any meeting shall normally be decided by a simple majority of those present and entitled to vote thereat or who have registered their vote by electronic means

### **Quorum:**

One-third of the members will form a quorum at meetings of the General Committee and at all other Committees. Twenty members will form a quorum at the Annual General or Special General Meetings of the Association.

### **Minutes:**

Minutes will be kept by the Association, the General Committee and all other committees .

### **Procedure at General Committee Meetings.**

The Secretary will keep a full record of proceedings at every General Committee meeting of the Association.

No decision will be taken at a General Committee meeting unless a quorum of at least one third of members are present .

### **Participation in meetings by electronic means**

Meetings may be held electronically; they must comply with the rules for meetings and taking of minutes.

## **8. ANNUAL GENERAL MEETING**

The AGM should be held each year in October. Twenty members are required for this meeting to be quorate.

## **9. SPECIAL GENERAL MEETINGS**

Special General Meetings can be held at the discretion of the Chairman or the Secretary, or can be called by 15 members of the Association. A Special General Meeting is quorate if it is attended by at least 20 people.

## **10. TERMS AND CONDITIONS FOR THE USE OF THE COMMUNITY CENTRE.**

The General Committee has the power to adopt and issue terms and conditions for the use of the Community Centre

## **11. FINANCE**

All funds raised by, or on behalf of, the Association must be used to further the objects of the Association and for no other purpose.

The Honorary Treasure is responsible for keeping accounts and recording all income and expenditure. The Accounts should be examined once a year. The Financial Year ends on 31<sup>st</sup> July and the financial statements for the year are submitted to the AGM. The General Committee must comply with all financial obligations under the Charities Act.

## **12. TRUST PROPERTY**

The title of any real property which may be acquired by or for the purposes of the Association is vested in the Building Trustees.

## **13. ALTERATIONS TO THE CONSTITUTION.**

Any proposal to alter the Constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is first to be considered. An alteration will require the approval of both:

- (a) a simple majority of members of the General Committee present and voting at a General Committee meeting;
- (b) a two thirds majority of individual Association members and representatives of the Constituent Bodies and Sections of the Association present and voting at a Special General Meeting as at Cause 9.

## **14. DISSOLUTION.**

If the General Committee, by a simple majority, decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it will call a meeting of all members of the Association who have the power to vote, and the inhabitants of the area of benefit of the age of eighteen years and upwards..

If it is decided to dissolve the Association any assets remaining after meeting debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the area of benefit.