

**CHELLASTON RESIDENTS' ASSOCIATION**  
**CONSTITUTION**

Supersedes issue dated 30<sup>th</sup> March 2009

(1) **NAME**

The name shall be the Chellaston Residents' Association.

(2) **OBJECT**

The object of the Association shall be:

To promote and protect the interests of the residents of Chellaston without distinction of sex, political or religious opinion. The Association will, at all times, remain non party-political.

(3) **AFFILIATION**

The Association may affiliate to (or be affiliated by) any non-party political organisation whose aims and objectives are commensurate with those of the Association and which can help the Association in achieving its aims and objectives.

(4) **MEMBERSHIP**

Membership shall be open to any resident of Chellaston aged sixteen (16) years and over. The area of benefit shall be at the discretion of the Management Committee.

(5) **TERMINATION OF MEMBERSHIP**

The Management Committee shall have the right for good and sufficient reasons to terminate the membership of an individual provided that the individual member shall have the right to be heard by the Management Committee before a decision is made.

(6) **SUBSCRIPTIONS.**

Membership of the Association will normally be free of charge. However, members shall, if required, pay such subscriptions as the Management Committee may from time to time decide to fund campaigns etc. This subscription shall require the approval of a General Meeting of the Association and shall not be changed without the agreement of a General Meeting.

(7) **THE MANAGEMENT COMMITTEE**

The policy and general management of the Association shall be directed by a Management Committee. (Hereinafter referred to as the Committee). This shall meet not less than six (6) times a year. The Committee shall consist of (a) Chairman (b) Secretary (c) Treasurer and a minimum of three (3) representative members of the Association. The Committee shall have the power to co-opt further members of the Association, provided that the number of co-opted members does not exceed three (3). All members of the Committee shall retire annually, but shall be eligible to be appointed or co opted again. The Committee may, when necessary or when deemed to be of benefit to the Association, co-opt up to an additional three (3) people not living in the Association catchment area, but whose skills and/or experience would be advantageous to the Committee in carrying out its functions.

(a) The Chairman shall chair all meetings of the Association. In the absence of the Chairman, another member present shall take the role of Chairman.

(b) Election or removal of Officers or Committee members can only be carried out by a

majority vote at a General Meeting or Special General Meeting called specifically for that purpose.

- (c) Any vacancies from the Committee occurring by resignation or otherwise may be filled by the Committee by co-opting members with full voting rights, until the next General Meeting.
- (d) In view of the potential conflict of interest, Derby City Council Elected Members (Councillors) are not eligible to be Committee Members of the Association, but are welcome to attend meetings, discuss topics etc, but they are not eligible to vote.
- (e) Copies of the Constitution are available free to all people in the Association area. The Secretary must send out copies of the constitution within seven (7) days of a person requesting it. The constitution will also be available on the Association's website.
- (f) The Committee shall, as far as possible, be representative of the community which it serves.
- (g) Any Committee Member who does not attend three (3) consecutive meetings without giving reasonable apologies shall be deemed to have resigned.

(8) ANNUAL GENERAL MEETING

Once in each year, in the month of March, the Committee shall convene an Annual General Meeting of the Association at which all members shall be entitled to attend for the purpose of receiving the Annual Report of the Committee and the Annual Audited Statement of accounts; of accepting the resignation of members of the Committee; of electing the Chairman, Secretary, Treasurer and representative members to serve on the Committee and of appointing an auditor. The AGM shall, if required, vote on amendments to the constitution and consider any resolution put forward by members.

The date and place of the AGM must be publicly announced via the Association's website ([www.chellaston.org.uk](http://www.chellaston.org.uk)) and at least one public place in Chellaston at least twenty one (21) days before the meeting is held.

(9) SPECIAL GENERAL MEETINGS

The Chairman of the Committee and the Secretary at anytime at their discretion, or within twenty one (21) days of the Secretary receiving a written request for a meeting signed by not less than ten (10) members who shall give their reasons, a Special General Meeting of the Association shall be called.

(10) RULES OF PROCEDURE AT ALL MEETINGS

(a) Voting All matters, except changes to the constitution, to be resolved at any meeting shall be decided by a simple majority of those present and entitled to vote. All members sixteen (16) or over shall be entitled to vote.

In the case of an equality of votes the Chairman shall have a second or casting vote. Conflict of interest must be declared. Members with a conflict of interest should then withdraw from discussion and voting on the issue in question.

(b) Quorum One third of members of the Committee shall form a quorum at meetings of the Committee. Twelve (12) members shall form a quorum at General Meetings of the Association.

(c) Minutes Minute books shall be kept by the Association, and the Secretary shall enter therein a record of all proceedings and resolutions. These minutes shall be signed by the Chairman as a true and accurate record of proceedings.

(11) FINANCE

( a ) All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose. The Association may raise funds either by donation, grant application or other means.

(b) Account(s) must be opened in the name of the Association. Cheques, transfers and other banking instruments or instructions shall be signed by at least 2 signatories who must be members of the Committee.

(c) Signatories must not be related or be members of the same household.

(d) The Honorary Treasurer shall keep proper accounts of the finances of the Association.

(e) The accounts shall be audited at least once a year by a suitable auditor or auditors who shall be appointed at the Annual General Meeting.

(f) An audited statement of accounts for the last financial year shall be submitted by the Treasurer on behalf of the Committee to the Annual General Meeting

(12) DISSOLUTION

If the Committee, by a simple majority, decides at any time that on the grounds of expense or otherwise it is necessary to dissolve the Association, it shall call a General Meeting. If the Committee's decision is confirmed by the General Meeting the Committee shall have the power to dispose of the assets held by or in the name of the Association after the satisfaction of any proper debts and liabilities.

(13) CHANGES TO CONSTITUTION

Any proposals to alter this Constitution must be delivered in writing to the Secretary of the Association not less than twenty-one (21) days before the Meeting at which it is first to be considered. An alteration will require the approval of a two thirds majority of members of the Association present and voting at a General Meeting. Notice of such meeting must be given in accordance with normal procedure but not less than fourteen (14) days prior to the meeting in question and giving the wording of the proposed alteration.

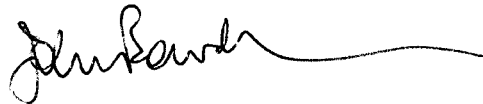
(14) REPRESENTATION ON OTHER COMMITTEES

Representation of the Association on other committees / bodies would normally be by the Chairman. However, a representative from within the Committee can be elected by a majority vote.

This Constitution was adopted as the Constitution of the Chellaston Residents Association at a Public Meeting duly convened at Chellaston Academy on Thursday 24<sup>th</sup> March 2011

Signed

CHAIRMAN



SECRETARY

