



# ASHBY ROAD ESTATES COMMUNITY ASSOCIATION

## CONSTITUTION

1. The name of the Association shall be the Ashby Road Estates Community Association. The Association may also use the the acronym, "ARECA'.

The area covered by the Association is all the dwellings lying within the boundaries as marked on the attached map. This area shall be known as the 'defined area'

### Aims

2. The aims of the Association are:
  - \* To represent the views of residents and to work towards ensuring that the best interests of residents are served.
  - \* To ensure that all residents are consulted and informed regularly on any changes which affect them.
  - \* To effectively manage and improve the facilities, services and activities at 'The Hut' thus maintaining its accessibility and viability as a focal point and meeting place in the community.
  - \* To encourage a sense of community
  - \* Promote social, welfare, recreational and training activities for the benefit of residents of the Ashby Road Estates.
  - \* Build a partnership and improve communications between Charnwood Borough Council (the Landlord), Charnwood Neighbourhood Housing and any other agencies that can help to improve the facilities, services and activities available at 'The Hut' and on the estate.

### Equal Opportunities

3. The Association will positively promote equal opportunities within 'The Hut' and within the community and work towards the elimination of discrimination against persons on the basis of race, gender, age, sexuality, disability, and religion.

### Membership

4. \* Membership is open to all residents of the defined area aged 16 years or over. Requests

for membership of the Association from anybody living outside the defined area must be approved/declined by the Committee.

- \* To become a Member the applicant must complete a 'Membership Form' and attend at least one meeting during each calendar year. The Secretary will keep a register of each member and their attendance. In the event that a member does not attend during the calendar year the Secretary will contact the member to see if they want to continue. Assistance at one of the functions organised by ARECA throughout the year can be considered by the Committee as showing their commitment to membership, or receipt after each meeting of the minutes by email.
- \* If the member moves from the defined area then membership ends.
- \* All members have an equal vote.
- \* Elected County Councillors/Councillors from Leicestershire County Council and Charnwood Borough Council are not eligible for membership.

### **Subscriptions**

At the Annual General Meeting, the Association will decide if a subscription will be payable. All payments will be recorded and a receipt given.

### **Roles and Responsibilities**

The business of the Association will be conducted by a Committee (also known as Officers of the Association). The members of the Committee will be elected at the Annual General Meeting. The Committee will consist of a Chair, Vice Chair, Secretary and Treasurer and up to two other members. All members of the Committee must be aged 18 years or over. As far as possible the composition of the committee should reflect the local population of the area. The committee has the power to make decisions on behalf of the Association providing that decision is unanimous.

The election of Committee Members will take place at the Annual General Meeting of the Association. The Committee may temporarily fill a Committee vacancy until the next Annual General Meeting, by a majority vote of members.

#### **The Chair**

The Chair shall guide the meetings of the Association and its Committee. If the Chair is absent, the Vice-Chair will chair the meeting. The Chair will:

- \* Ensure that all present at meetings can contribute without interruption or intimidation.
- \* Endeavour to lead and support the Association in achieving its aims.
- \* Formally represent the Association
- \* Ensure the Committee works as a team.

- Decide upon the method of voting for each meeting, which may be by show of hands or secret ballot.

### **The Vice-Chair**

In the absence of the Chair, the Vice-Chair will assume all the responsibilities of the Chair.

### **The Secretary**

The Secretary is responsible for arranging meetings and giving the relevant notice to members  
The Secretary will:

- \* Organise meetings and agendas (in conjunction with the Chair).
- \* Ensure that a proper record is kept of all meetings of the Association and the Committee in the form of minutes.
- \* Deal with all correspondence under the guidance of the Chair.

### **The Treasurer**

The Treasurer is to maintain a bank or building society account in the name of the Association. There will only be one account into which all monies are paid. All cheques issued must be signed by the Treasurer and at least one other nominated Committee member. No two signatories shall be from the same household or related by blood or marriage.

- \* The Treasurer will keep proper accounts of income and expenditure.
- \* Keep records of subscriptions (if in force).
- \* Report to the Committee, Funders and any other organisations that requests details.
- \* Supply Invoices/Receipts and details of bank transaction to the Auditors for preparation of the account for auditing.

### **Meetings**

Meetings will be held on the second Thursday of each month, except for January when no meeting is held. The dates for meetings will be displayed as widely as possible.

All residents may attend meetings providing they live with the defined area.

All meetings will be minuted and those minutes be made available to any resident living within the defined area.

Members must declare any relevant personal interest in a matter under discussion. The Chair shall have the right to determine whether that member should withdraw; or be allowed to speak but not vote, or be allowed to speak and vote.

### **Annual General Meeting (AGM)**

The March meeting will be the Annual General Meeting and at least 21 days notice of this meeting must be given to all residents in the defined area.

All members of the Association shall be eligible to vote at the AGM.

At this meeting:

- \* The Committee shall present their annual report.
- \* The Treasurer shall present the accounts of the Association for the past year. The audited accounts are to be presented at the earliest meeting following their completion.
- \* The Committee will stand down and a new Committee elected. Members of the current Committee are not excluded from re-standing.
- \* Members will agree on subscription, if any, for the next year.
- \* Those eligible will vote on amendments to the Constitution.

### **Special General Meeting (SGM)**

The Chair or Secretary shall call a Special General Meeting at the written request of a majority of members or at the request of the Chair. Not less than 21 days notice shall be given of the SGM to all members and to all those eligible for membership.

Decisions taken at these meetings are binding.

**Quorum** (The minimum number of members who must be present before a meeting may proceed).

The quorum for all meetings of the Association will be four (4) members.

### **Dissolution**

The Association may only be dissolved as a Special General Meeting called for that purpose and must be advertised at least 21 days before the meeting.

A proposal to dissolve the Association will take effect only if agreed by a majority of those eligible to vote.

In the event of the Association being dissolved, all donated funds or assets will be returned to the funder wherever possible. Any funds or assets remaining will be disposed of to other bona fide charitable or voluntary organisations according to the wishes of the majority of those eligible to vote at the Special General Meeting. Proposals for suitable beneficiaries will be heard from the floor. It is responsibility of the Committee members at the time of the SGM to dispose of funds and assets according to the wishes of the meeting.

If a quorum does not attend the Special General Meeting to dissolve the Association, the Association is dissolved. In this circumstance it is the responsibility of the Officers of the Association to ensure that all donated fund or assets are returned to the benefactor(s) wherever possible. Any funds and assets remaining will be disposed of to other bona fide charitable or voluntary causes at the discretion of the Officers of the Association without the need for consultation with former Members.

**This Constitution was adopted at the Annual General Meeting of the Ashby Road Estates Community Association that was held on Thursday 12th March 2009.**

### **Catchment area for ARECA**

Garendon Green	Old Ashby Road
Blackbrook Road	Hermitage Road
Gracedieu Road	Sharpley Road
Ashby Crescent	New Ashby Road
Scofield Road	

### **Amendment Table**

Amendment No	Date	Amendment Details
1	12 January 2010	Membership by email added. Amendments to be identified by   on right hand side of page. Area map removed and catchment area defined by streets Amendment table added.