

KINGS LANGLEY & DISTRICT RESIDENTS ASSOCIATION

CONSTITUTION

- **Name** - KINGS LANGLEY & DISTRICT RESIDENTS ASSOCIATION

- **Aims**
 - To protect and advance the general interests and environment of the residents of Kings Langley and surrounding district.
 - To organise and promote united action for the above purpose.
 - To hold meetings for the discussion of matters affecting the interests and environment of the residents of Kings Langley and surrounding district.
 - To affiliate to or co-operate with any person or group having similar aims.
 - To establish and maintain funds by means of subscriptions, donations, contributions, events or otherwise.

The Association shall be non-sectarian and independent of any political party.

- **Membership**
 - Any resident of Kings Langley and surrounding district or any other person interested in the affairs of Kings Langley shall be eligible for membership of the Association.

- **Subscription and Donations**
 - The annual subscription shall be set by the Association's Annual General Meeting and be based on a single household.
 - All money raised by or on behalf of the Association is to be used only to further the aims of the Association.
 - Membership of the Association will lapse following a short period of grace at the end of the membership year.
 - The Association will accept donations from individuals, including one or more members of the same household, organisations and businesses. We will not, however, accept donations made by donors whose activities appear to be in direct conflict with the best interests of our members.

- **Association Committee**
 - The management of the business and the funds of the Association shall be the responsibility of the Committee which shall consist of the Chairperson, the Hon Secretary, and Hon Treasurer and not less than five and not more than twelve members

of the Association. They serve until after the presentation of reports at the next Annual General Meeting when they retire and are eligible to stand for re-election.

- With the exception of administrative decisions taken by the Chairperson, Secretary and Treasurer acting in their official capacities, decisions of the Association shall be taken by voting.

- **Powers and Duties of the Committee Members**

- Attend meetings regularly or send apologies if unable to attend.
- Appoint a vice chair and sub committees with powers deemed appropriate.
- The Committee shall be empowered to take all such action and incur such expenditure as it may consider necessary or desirable in the interests of the Association and with a view to the attainment of its aims.
- Prepare a report of its years' work for the AGM.
- The Committee may co-opt not more than five additional persons to serve during that year.
- An officer or committee member may be removed from office by a vote at a General Meeting.

- **Roles and Responsibilities**

7.1 **Chairperson** – Role - provide leadership, direction and focus. Association public representative.

Responsibilities - Plan, call and chair meetings; Ensure the committee works well together;

Ensure that the Association keeps to its aims, including co-ordinating its activities.

Prepare the committee's report for the AGM.

First contact with outside bodies and individuals.

To have the casting vote in the event of a tied vote.

7.2 **Secretary** – Role - Administration and Communication.

Responsibilities – Meetings – book dates and venues; Set Agenda with the Chairperson and

Committee members; Take minutes with date of next meeting, write up and circulate as soon as possible; present for approval and next meeting; Record attendance at meetings.

Custody of Records.

Recording those attending a meeting, AGM, EGM.

Carry out instructions of the committee.

Write letters on behalf of Association.

Members of the Association can assist the secretary.

7.3 Treasurer – Role – Keeping the accounts of any monies collected.

Responsibilities - Pay bills and keep accurate records of money received and spent.

With the Committee plan financial commitments for the year.

Ensure all expenditure is agreed at a minuted meeting.

Prepare a financial report for the committee at every meeting.

Prepare end of year financial account and to circulate accounts at least seven days before

the AGM

Arrange for the annual independent examination of financial accounts.

- Although the treasurer keeps the accounts in order, the Association's finances are the responsibility of the whole committee.
- **Meetings of the Association**
 - **Annual General Meeting**
 - 8.1.1 To be held before the end of April each year on a day and at a place and time to be determined by the Committee.
 - 8.1.2 The Secretary to prepare the agenda of the AGM comprising:
 - The minutes of the last preceding AGM.
 - The presentation and adoption of the Annual Report of the Committee.
 - The presentation and adoption of the Treasurer's Statement of Accounts.
 - The election of Officers and Committee.
 - The appointment of an independent financial examiner.
 - The consideration of any motion or other matter of which notice in writing has been given to the Secretary at least seven days before the meeting. Any other business, at the discretion of the Chairperson of the meeting.
 - 8.1.3 All members should be notified of the AGM at least fourteen days in advance, together with the names of those already nominated and willing to stand, if elected, as Chairperson, Secretary and Treasurer and members of the Committee.
 - 8.1.4 Nomination for election for Chairperson, Secretary, Treasurer and Committee members must be in writing and signed by the proposer, seconder and the nominee not less than seven days before the AGM.

8.1.5 If only one person has been nominated for each of the offices of Chairperson, Secretary or Treasurer, or if not more than twelve persons have been nominated as other members of the Committee, such persons shall be declared duly elected.

8.1.6 Any motion shall be decided upon a simple majority of those present, except changes to the constitution which require a two-thirds majority. A resolution shall be decided on a show of ballot papers unless a ballot is demanded by a proposer and seconder.

8.1.7 All decisions made are to be carried out as determined by the meeting.

8.1.8 A quorum for such an AGM shall be ten members.

- **Committee Meetings**

8.2.1 The Committee shall meet as often as it may deem necessary.

8.2.2 Five members of the Committee shall form a quorum for the transaction of business.

- **Extraordinary General Meetings**

8.3.1 Convened by the Secretary -

- Whenever directed by the Chairperson or the Committee to do so Or
- On receipt of a written request to do so, signed by ten or more members of the Association. Except by direction of the Chairperson of the Committee in a case of urgency, not less than fourteen days' notice of an Extraordinary General Meeting shall be given. A quorum for such an EGM shall be ten members.
- The Secretary will circulate details of the meeting within three days of the meeting being called.
- Any motion shall be decided upon a simple majority of those present, except changes to the constitution which require a two-thirds majority. A resolution shall be decided on a show of hands unless a ballot is demanded by a proposer and seconder.
- All decisions made are to be carried out as determined by the meeting.

- **Finance**

- The Treasurer shall have custody of all funds of the Association, and all monies belonging to the Association shall, unless the Committee directs otherwise, be paid into

a bank account or accounts in the name of the Association. Cheques drawn on the account(s) shall signed by the Treasurer and by any one of other persons as authorised by the Committee.

- All duly incurred expenses will be refunded on provision of a valid receipt.
- The accounts of the Association shall be examined by one or more independent examiners appointed by the Association at the AGM. Such accounts, duly examined, shall be presented at the AGM following the end of the year of account.
- The Association's financial year ends on the 31 January each year.

- **Changes to the Constitution**

10.1 No alteration of the Constitution of the Association shall be made except by a resolution passed by a two-thirds majority of the members present at an AGM or EGM convened for the purpose. No motion proposing an alteration of the Constitution shall be considered unless fourteen days' notice has be given to all members of the Association.

10.2 The constitution must then be changed to reflect the amendment.

11 Communication to Members

11.1 The Association may contact a member by the members preferred means as recorded in the records of the Association. This will be by hard copy or electronically depending on individual members' preferences.

The notice may also be advertised on relevant social media sites.

12 Dissolution of the Association

12.1 The Association may only be dissolved at an Extraordinary General Meeting called for that purpose, giving members at least fourteen days' notice of the meeting.

12.2 A proposal to dissolve the Association shall take effect only if agreed by two thirds of the members present at the meeting.

12.3 Any assets (financial or otherwise) remaining, after the payment of all debts and liabilities, shall be given to a registered charitable organisation, according to the wishes of the membership of the Association. If there is more than one nominated charity the recipient with be decided by a simple vote.

This constitution was adopted at the AGM/General Meeting held in

..... on.....

SignedChairperson

SignedSecretary

SignedTreasurer