

CONSTITUTION OF BRANCEPETH COMMUNITY ASSOCIATION

1. NAME.

The name of the Association shall be the Brancepeth Community Association (hereinafter called "the Association")

2. OBJECTIVES.

The objects of the Association shall be:-

(a) to promote the benefit of the inhabitants of Brancepeth and the neighbourhood (hereinafter called the "area of benefit".) without distinction of sex, or race, or of political, religious or other opinions, by associating the local authorities, voluntary organisations and the inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

(b) to establish or to secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

(c) the Association shall be non-party in politics and non-sectarian in religion. The Association shall have power to affiliate to the National Federation of Community Associations, the Durham County Federation of Community Associations, and to other organisations of similar charitable objects.

3. MEMBERSHIP.

(a) Individual Membership.

All persons over the age of 18 years residing in the area of benefit shall be eligible for Individual Membership on payment of a minimum annual subscription to be determined from time to time by the Management Committee.

(b) Junior Membership.

Junior Membership shall be open to young people under the age of 18 years residing in the area of benefit on payment of a minimum annual subscription. The subscription to be determined from time to time by the Management Committee.

(d) Family Membership.

Family Membership shall be available to parents and guardians and their children under the age of 18 years, provided their household resides in the area of benefit, on payment of a minimum annual subscription to be determined from time to time by the Management Committee.

(e) Concessions.

Concessionary membership applies to those who have an entitlement to a state retirement pension on payment of a minimum annual subscription to be determined from time to time by the Management Committee.

(f) Associate Membership.

Associate Membership shall be open at the discretion of the Management Committee on a case by case basis, to non-residents in the area of benefit. Such members do not have voting rights.

4. TERMINATION OF MEMBERSHIP.

The Management Committee shall have the right, on a simple majority of that committee, to terminate the membership of a member or of an Affiliated body or Section provided that the member, or representative is given the right to be heard before the decision is ratified.

5. AFFILIATED ORGANISATIONS.

Voluntary Organisations which operate in the area of benefit and satisfy the Management Committee that they are independent organisations or branches of independent National or other organisations may apply to the Management Committee for admission as affiliated organisations. Such organisations shall pay an affiliation fee as shall be determined from time to time by the Management Committee. Members of affiliated organisations may attend general meetings of the Association but only one representative will be entitled to vote.

6. SECTIONS.

- (a) Sections shall be such groups as may, with the permission of the Management Committee, be formed within the Association among members for the furtherance of a common activity.
- (b) Each Section shall give such reports on its activities and finances as may be required by the Management Committee.
- (c) Any Section so formed shall elect its own Chairman, Secretary and Treasurer and shall determine its own Section membership and subscription.

- (d) As they are a subsidiary part of the Association, Sections must not adopt aims and objectives which contradict the spirit of this Constitution.
- (e) On the dissolution of such Section any funds or assets remaining after settlement of necessary debts, shall belong to the Association.

7 MEETINGS OF THE ASSOCIATION.

- (a) Annual General Meeting. An Annual General Meeting shall be convened by the Management Committee and held during the month of March to:-
 - (i) Elect the Officers (ie Chairman, Vice-Chairman, Secretary, Treasurer, and Social Secretary).
 - (ii) Nominations for these duly proposed, seconded and accepted positions will be taken up to the start of the meeting, and any required voting will be by secret ballot.
 - (iii) Appoint two independent examiners.
 - (iv) Consider the Annual Report and Financial Statement of the Association.
 - (v) Consider any other business which has been submitted in writing at least fourteen days before the meeting and printed on the agenda.
 - (vi) Vote on proposals to amend the constitution in accordance with clause 16 hereof.
- (b) Other Meetings.
Special General Meetings shall be called either at the direction of the Management Committee or at the behest of not less than eight members of the Association.
- (c) Conduct of Meetings. Every general meeting shall be convened by public announcement in the area, not less than 21 days before the Annual General Meeting and not less than 7 days before a Special General Meeting.
- (d) Quorum. A quorum shall be eight members entitled to vote being individual Members or Family members of the age of 18 years or over or representatives of Affiliated organisations.

8. THE MANAGEMENT COMMITTEE.

- (a) The Policy and Business affairs of the Association shall be administered by a Management Committee consisting of the following.
 - (i) The Chairman, Vice-Chairman, Hon. Secretary, Hon. Treasurer, and Social Secretary - elected at the Annual General Meeting.
 - (ii) One representative of each recognised Section (User Group) of the Association nominated by the Section.
 - (iii) One representative of each of the affiliated organizations.
 - (iv) One representative of the Local Education Authority in accordance with the County Regulations, that is, if £1000 or more is given in grant aid in any year
 - (v) Co-opted members not exceeding one third of the total members

in (ii) above.

(vi) Co-option. A co-opted member shall be a Trustee and have the same responsibilities and rights as any other Trustee. There are only two circumstances allowing for co-option. a) resignation of an elected officer or, b) a recognised skill shortage within the existing committee.

(b) The Management Committee shall meet at least quarterly. No fewer than five members included in (i), (ii), (iii) (iv) & (v) above shall form a quorum.

(c) The Chairman, Vice-Chairman, Hon. Secretary Hon. Treasurer, Assistant Treasurer and Social Secretary shall be ex-officio members of all committees and sub- committees.

(d) The Chairman shall have power to call a special meeting of the Management Committee.

(e) Not less than seven days notice in writing shall be given of all meetings of the Management Committee.

(f) Rules for the Management and use of the Centre shall be drawn up by the Management Committee and shall take effect when approved by a General Meeting of the Association. Any such rules may not be altered or amended without the approval of the association

9. SOCIAL SUB COMMITTEE.

There will be a Social Sub Committee chaired by the Social Secretary responsible for all aspects of Social Events, who will report to the Management Committee of the Association.

10. HIRE CHARGES.

All affiliated organisations, Sections of the Association and other users of the Centre facilities shall pay such hire charges for the use of such facilities as may be determined from time to time by the Management Committee.

11. STANDING ORDERS AND RULES FOR THE USE OF THE CENTRE.

The Management Committee shall have power to adopt and issue Standing Orders and or rules for the use of Centre. Such standing Orders and Rules shall come into operation immediately, provided always that they be subject to review by the Management Committee and shall not be inconsistent with the provisions of this Constitution.

12. FINANCE

- (a) The Association's financial year shall end on the 31st December
- (b) The Hon. Treasurer shall keep proper accounts of the finances of the Association.
- (c) The Accounts of the Association shall be audited annually by duly elected Independent Examiners as appointed at the Annual General Meeting of the Association.
- (d) All monies raised by or on behalf of the Association and by all Committees thereof shall be paid into a central fund administered by the Management Committee.
- (e) An independently examined statement of accounts for the last financial year shall be submitted by the Management Committee to the Annual general Meeting and shall indicate the income and expenditure of each aspect of the Association.
- (f) All monies shall be paid into the Association's sole bank accounts as directed by the Management Committee and cheques shall be signed by any two of three committee members who are authorised signatories. Sections are to submit a copy of their financial accounts to the Treasurer.

13. RULES OF PROCEDURE AT ALL MEETINGS.

Voting – Subject to the provisions of Clause 16. all questions arising at any quorate management meeting shall be decided by a simple majority of those present and voting thereat, unless contradicting a previously minuted management decision, in which case a two thirds majority is required. No member shall exercise more than one vote, notwithstanding that they may have been appointed to represent two or more interests. In case of equality of votes the Chairman shall have a second or casting vote.

Minutes – Minutes shall be kept by the Association, it's Management Committee, Social Committee and all Sub-Committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

14. TRUSTEES.

The Management Committee are automatically "Managing Trustees" under the Charities Act 1997 (S97). The title of all and any real property which may be acquired by or for the purposes of the Association shall be vested in Custodian Trustees who shall be appointed by the Management Committee and who shall enter into a Deed of Trust setting forth the purposes and conditions under which they hold the said property in trust for the Association. These Custodian Trustees are Brancepeth Parish Council.

15. DISSOLUTION.

If the Management Committee by a simple majority decide at any time that on grounds of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote. Not less than 21 days' notice (stating the terms of the resolution to the proposed threat) shall be posted in conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commission, the Secretary of the National Federation of the Community Associations and the Secretary of the Durham County Federation of Community Organisations, or their successors. If such decisions shall be confirmed by a simple majority of those present and voting at such meeting the Management Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards such charitable purposes for the benefit of the inhabitants of the area of benefit as the Management Committee may decide and as may be approved by the Charity Commission.

16. 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 two thirds majority of members of the Management Committee present and voting at a management committee meeting.
- (b) A majority of individual members and representatives of the affiliated organisations of the Association present and eligible to vote at a General Meeting

Notice of each such meeting must have been given in accordance with normal procedures but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration. No alteration to Clause 2 shall be made without the consent of the Charity Commission.

This constitution was adopted as the Constitution of BRANCEPETH COMMUNITY ASSOCIATION at the public meeting duly convened at Brancepeth Village Hall on 26 September 1974. This constitution was Amended at an Extra-Ordinary meeting of

Brancepeth Community Association on 16 June 2003, and at the 2011 AGM on 25 March and amended again 6 March 2014 and amended to this version on 26 March 2015.

Signed.....Chairman

Signed.....Secretary