

THE FIRST SCHEDULE before referred to

CONSTITUTION

of the

GERRARDS CROSS COMMUNITY ASSOCIATION

Revised 15th June 2011

NAME

The name of the Association shall be the **Gerrards Cross Community Association.**

DEFINITIONS

The Council specified by the Deed of Trust, who are responsible for the management and control of the Association, shall be the Executive Committee.

The Community Council provides a forum for policy discussion and for the interchange of information and opinions.

The Trustees are those people named in the Deed of Trust as Trustees.

AIMS AND OBJECTS

The aims and objects of the Association shall be:

- (a) To promote the wellbeing of the Community resident in the Parish of Gerrards Cross of the County of Buckinghamshire and its immediate neighbourhood by associating the Local Authorities Voluntary Youth and Adult Organisations and Residents in a common effort to further health to advance education to provide a meeting place and facilities for physical and mental training and recreation and social moral spiritual and intellectual development and to foster a community spirit for the achievement of these and other such purposes as may by law be deemed to be charitable.
- (b) To establish maintain and manage a community centre that shall be a War Memorial for activities promoted by the Association and its constituent members in furtherance of the above objects or any of them, the centre to be called the Gerrards Cross Memorial Centre.

MEMBERSHIP

Membership shall be open to all persons aged over 16 irrespective of political party, nationality, religious opinion, race or colour the Association reserving the right to exclude any individual attempting to defeat the objects of the Association.

Membership shall be conditional on payment of the appropriate annual subscription determined by the Rules of the Association. Only paid-up members of the Association may attend and vote at meetings of the Association.

AFFILIATES AND CENTRE SECTIONS

A club or organisation may apply to become an Affiliate of the Association. An Affiliate whose members over the age of 16 are all members of the Association may apply to be designated a Centre Section.

Affiliates and Centre Sections may be given preferential treatment when making use of the Centre facilities as decided by the Executive Committee from time to time.

OFFICERS

The Honorary Officers shall consist of President, Vice-President and Treasurer or as may be decided from time to time by the Executive Committee; all to be elected at the Annual General Meeting (AGM).

EXECUTIVE COMMITTEE

The Executive Committee shall meet regularly to carry out the general management and control of the Association's premises and funds.

The Executive Committee shall appoint a Secretary and a Manager of the Association.

The Executive Committee shall consist of the Officers, Members elected at the AGM, Trustees and Past Presidents:-

- There shall be a minimum of six and a maximum of eight Members elected at the AGM. Such members shall retire annually at the AGM. Retiring members shall be eligible for re-election provided they have less than ten consecutive years service on the Committee. Any service that predates the adoption of this constitution shall be ignored in this regard. When members elected at the AGM cease to be members of the Executive Committee they shall not be eligible for re-election nor to be co-opted for a period of two years.
- The Trustees attend meetings of the Executive Committee in a non-voting capacity.
- The Past Presidents may nominate one or two from amongst their number who have held that office within the previous ten years to be members of the Executive Committee.

The Executive Committee shall have the power to co-opt new members. Such new members shall retire at the next AGM and may offer themselves for election.

The Executive Committee shall have the power to appoint and disband Sub-committees and shall determine their terms of reference and procedure.

A member of the Executive Committee shall cease to hold office if he or she:-

- is disqualified from holding office by virtue of section 72 of the Charities Act 1993 (or any statutory modification or re-enactment of that provision), or
- becomes incapable by reason of mental disorder, illness or injury of managing his or her own affairs, or
- is absent without the permission of the Executive Committee from all its meetings for a

period of twelve months and the Executive Committee resolves that he/she shall cease to hold office, or

- Notifies the Executive Committee in writing of his/her resignation (provided that at least five members of the Executive Committee shall remain in service when the notice of resignation is to take effect).

MEETINGS

General meetings

An Annual General Meeting (AGM) shall be held each year for the purpose of receiving the Annual Report and Annual Audited Accounts for the immediate preceding financial year, to appoint the Honorary Officers, to appoint the Auditor or Independent Examiner for the ensuing year and to elect members of the Executive Committee.

Special General Meetings of the Association may be called at any time by the Secretary of the Association or at the written request of twenty members giving their reasons.

Twenty-one days notice shall be given of all General Meetings and shall be sent to each member of the Association and displayed on the Centre notice board in the entrance hall of the Memorial Centre.

The quorum for General Meetings shall be twenty members entitled to vote. In the event of a quorum not being present within fifteen minutes after the time for which the meeting was called the meeting shall be adjourned and be reconvened fourteen days later when those members present with the power to vote shall be deemed to form a quorum.

Executive Committee

The Executive Committee shall meet not less than eight times a year. At the first meeting following the AGM and held within one month of the AGM they shall elect a chairman and a vice-chairman from amongst themselves.

Additional meetings (either ordinary or special) of the Executive Committee shall be held at the discretion of its chairman or at the request of not less than one-third of its members.

Fourteen days notice shall be given of Ordinary meetings.

If possible, not less than seven days notice shall be given of Special meetings.

The quorum for Executive Committee meetings shall be five members entitled to vote.

The Community Council

Community Council meetings shall be held at least twice a year or more often as may be decided by the Executive Committee to which all members of the Association and up to two representatives of organisations that use the Centre regularly shall be invited. These meetings may be used by the Executive Committee to report on policies and procedures concerning the Centre, reports from organisations and as a sounding board for future policy. Attendees may raise and discuss issues concerning the Association and the Centre. They

may request that any matters arising from these discussions be referred to the next Executive Committee meeting.

Twenty-one days notice shall be given of Community Council meetings and shall be displayed on the Centre notice board in the entrance hall of the Memorial Centre.

Those present shall be deemed to form a Quorum.

MINUTES

Minutes shall be kept of all proceedings and resolutions of General Meetings, Executive Committee, Sub-committee and Community Council meetings by the Secretary or deputy.

The Association shall have a freedom of information policy. All minutes shall be made available to any member on request, as shall copies of the Deed of Trust, Constitution, Rules and the Annual Report & Accounts.

ACCOUNTS

The Annual Accounts of the Association shall be examined or audited and reported upon by a competent person/s as may be lawful to the members at the Annual General Meeting.

BORROWING POWERS

The Trustees may, with the sanction of the Executive Committee, borrow and raise money in such manner and in such amount as the Executive Committee shall determine and may secure the repayment of any money borrowed by mortgage, charge or loan upon the whole or any part of the Association's property or assets.

RULES

The Executive Committee shall decide Rules for the Management and Use of the Centre.

In the event that there is a difference of interpretation between the Rules and the Constitution then the provisions of the Constitution shall prevail.

ALTERATIONS TO THE CONSTITUTION

Any alteration of this Constitution shall require approval by a two-thirds majority of those present and voting at a Special General Meeting of the Association.

Any proposal for an alteration must be delivered in writing to the Secretary of the Association and not less than twenty-one days notice of the Meeting, giving particulars of the proposals, shall be given in writing to each member of the Association and be displayed on the Centre notice board in the entrance hall of the Memorial Centre.