



1 NAME OF ORGANISATION

The name of the Association shall be Elstree & Borehamwood Residents Association

2 AIMS & OBJECTIVES OF THE ASSOCIATION

The Association shall be non-political and non-sectarian. Our mission is to safeguard and promote the interests of residents in the area on all matters concerning housing, the environment of the area and the social & community life. In order to do this we are committed to representing the views of residents in our area of operation.

In pursuance of this object the Association shall encourage (amongst other things):

- Protect the amenities of Elstree & Borehamwood
- Prevent erosion of the local Green Belt
- Take action upon matters relating to the civic and social welfare.
- Improve communication between Hertsmere Borough Council and Elstree & Borehamwood Town Council and the members of the Association
- Provide regular information to all members of the Association and consult with them as appropriate
- Work to decrease unnecessary local government expenditure
- Stimulate the interest of residents and businesses in the welfare of Elstree & Borehamwood
- Provide a medium through which members may express their views on matters of local interest
- Work with existing local organisations within the area of Elstree & Borehamwood, including other residents associations.

3 MEMBERSHIPS

- i. Membership shall be open to all residents of Elstree & Borehamwood, regardless of race, gender, nationality, political party, religion or sexual orientation.
- ii. Must be over the age of 16.
- iii. Non-Corporate Membership fees will be an annual subscription of £ 6 per household of the same address and £2 per person for non-members.
- iv. Members whose subscriptions are 3 months in arrears shall be deemed to have resigned.

- v. A copy of the constitution will be given to all new members of the Association, on request, and an electronic copy will also be made available.

4 COMMITTEE

Appointment of Committee:

- i. The Committee shall be made up of Chairperson, Vice-Chairperson, Secretary, Treasurer , and up to 10 other General members at Present. All members will have voting rights. No committee member shall fill more than one position.
- ii. All Committee members shall be independents and no councillors ,governmental officials, individuals who work for the council and executive member's of a political party will not be allowed to stand. A committee member is allowed to stand for the local/county/borough council/MP, but must temporally step down once they start campaigning. If the individual/s win a seat/s in the elections a Special General Meeting must be called to fill their seat/s.
- iii. A committee shall be elected at the Annual General Meeting (AGM) of the group and shall serve for 12 months. Unless resignation or removal of committee members, then an Extraordinary General Meeting (EGM) and Public Meeting but be held within 14 days.
- iv. If vacancies occur among the officers between AGM's, the Committee shall have the power to fill those vacancies except where two or more vacancies occur at the same time in which case a Special General Meeting, specifically for that purpose, must be called.

Duty of the Committee:

- v. The committee shall make and carry out decisions in accordance with the objectives of the group.
- vi. The officers shall carry out the duties given to them by a general meeting of the Association.
- vii. Hertsmere Council & Hertfordshire County Council may send up to two representatives to the meetings of the Association and such representatives shall be entitled to take part in the proceedings but not to vote.
- viii. There must be at least four of the committee members present for quorum, for any decisions to be made at a committee meeting.
- ix. Committee members can be voted off if they have not attended three consecutive meetings without good reason and/or have not submitted their apologies.

- x. Committee members must declare any interest they may have in the topic under discussion and the committee will decide if they need to abstain their right to vote on this occasion.
 - xi. The Committee may, when necessary or when deemed to be of benefit to the Association, co-opt up to three people not living in the area, but whose skill and/or expertise would be advantageous to the Committee in carrying out its functions. These co-opted members can take part in discussions but will have no voting rights, cannot hold officer posts or represent the Association at meetings or events.
- Resignation:**
- xii. If a committee member resigns, a public meeting/EGM must be held within 14 days of the resignation.
 - xiii. Committee member will be removed from their position, should it be considered that the person is not fulfilling the position to benefit the objective of the Association or its members. Or issues surrounding offensive behaviour, including racist, ageism, sexist or inflammatory remarks, criminal behaviour, will not be permitted. Committee member will have the opportunity to appeal. Re-election of a committee member must be held within 14 days.
 - xiv. Any member who brings the group into disrepute or refuses to comply with the constitution shall be expelled on a majority vote of the full committee.

5. CONDUCT OF BUSINESS OR STANDING ORDERS

- i. Members may speak only through the Chair.
- ii. Decisions will be agreed by a simple majority, voted in through a show of hands
- iii. Meetings will end at the time agreed by the committee unless all those present agree to extend the meeting.
- iv. Any offensive behaviour, including racist, ageism, sexist or inflammatory remarks will not be permitted.
- v. Any member who brings the group into disrepute or refuses to comply with the constitution shall be expelled on a majority vote of the full committee.
- vi. Any such member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose.
- vii. The Secretary shall deal with all correspondence.
- viii. Agendas will be distributed to the membership at least four days before a meeting, where possible. Items for the agenda should be forwarded to the Secretary and Chair seven days before the meeting, where possible.

- ix. Minutes will be distributed to the membership 7 days after a meeting, where possible.
- x. **A Code of Conduct will be issued to all members electronically or by paper on request.**

6 FINANCE

- i. The Chairperson, Vice-Chairperson, Secretary and the Treasurer shall be Trustees of the Association's assets. Of these, any two shall be empowered to sign instructions for the spending of the Association's funds.
- ii. All funds shall be kept at the Metro Bank Borehamwood, in the form of a business account that shall be opened in the name of the Elstree & Borehamwood Residents Association.
- iii. The Treasurer shall keep separate records of all financial transactions undertaken by the Association, and report thereon to the Committee.
- iv. An Accountant shall prepare each end of year statement of Accounts made up to December 31st .
- v. The Treasurer shall agree the arrangements for the security of the Association's assets including any bank facilities.
- vi. The group may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the group shall be applied to further its objectives.
- vii. No officer shall sign a blank cheque – all cheques to be filled in before signatures are added
- viii. Any monies spent by a committee member to promote the Association will be fully refunded on showing of a receipt. If no receipt is produced an adequate sum will be given on approval by the committee e.g. using their own paper and ink to produce leaflets.

7 PUBLIC MEETINGS

- i. Public meetings of the members shall be regularly held to discuss matters of importance and to keep the members fully informed of the group's activities.
- ii. Members shall be given 14 days notice of a public meeting.
- iii. All votes shall be decided by a simple majority of the members present. This applies to all meetings of the group.

- iv. Any member, having the written support of 10 other members, may request the committee to call a Special Public Meeting of the group. The committee shall call the meeting within 21 days of this written request.
- v. In event of tie the Chair will have the casting vote

8 ANNUAL GENERAL MEETING

- i. Within four months after the end of the accounting year, the Committee shall convene an Annual General Meeting (no later than 15 months) at which the Committee shall make a report of its activities and present a Statement of Accounts.
- ii. The secretary shall advertise locally details of the AGM not less than fourteen days before the meeting to every household and members should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the officers and committee at the meeting.
 - The minutes of the previous AGM will be presented and approved.
 - The existing committee will present a report of the association's activities.
 - The existing treasurer will present accounts for the year.
 - Any amendments to the constitution will be voted on.
 - The existing committee will stand down, but can be re-elected
 - The officers and committee for the next year will be elected. Nominations for officers and committee will be accepted only if the person nominated is present at the Annual General Meeting or has put in writing that they want to stand.
 - If there is nobody willing to stand, the committee will decide whether to start procedures to close the association down. Alternatively the committee can continue in office to try and redevelop the association for up to six months. It is the responsibility of the committee to recruit a new committee or formally dissolve the association within that period.

9 OTHER GENERAL MEETINGS

- i. A special general meeting open to all residents of the area will be held if five or more residents submit in writing, a request for such a meeting to the Secretary, who shall arrange for such a meeting to take place within 14 days.
- ii. In all cases the Secretary will give at least seven days notice of all meetings of the Committee.

10 QUORUM

Four of the Committee Members shall form a quorum at meetings of the Association.

11 CHANGES TO CONSTITUTION

- i. The Constitution may only be altered at the Annual General Meeting or at a Special General Meeting.

- ii. All proposed changes to the Constitution must be submitted in writing to the Secretary at least 14 days before the general meeting. Not less than 28 days before the Annual General Meeting. The secretary must notify members of any proposed changes within 21 days of the meeting
- iii. Any changes to the Constitution must be agreed by a majority of two thirds of the members present at the meeting. With minimum of 4 attendees present.

12 DISSOLUTION OF THE ASSOCIATION

- i. The Association may only be dissolved by a Special General Meeting called for that purpose.
- ii. Such a meeting must be advertised at least 21 days before the date of the meeting.
- iii. A proposal to dissolve the Association shall only take effect if agreed by two thirds of the members present at the meeting.
- iv. All funds and documents relating to the Association shall be disposed of in accordance with the wishes of the meeting. Any assets remaining after meeting liabilities must be distributed among local charities or other community group with similar aims of the group nominated by that meeting.
- v. Any money received via funding bodies should be returned to the funders in relation to the funding criteria

13 DATA PROTECTION

- i. The Association takes data protection very seriously and all data held is compliant with the Data Protection Act 1998.
- ii. Members can ask to have their details amended at any time or removed if they wish to resign their membership .
- iii. Only the names of members will be held on a public members list available to view upon request.
- iv. Data on members will only be used for official Association business and will be administrated by the Membership Secretary and the Chair only. This data will not be shared, sold or used for any purpose other than for administration of the Association.