**The Egglescliffe Area Residents**

**Association Constitution**

1. **Name**
   1. The name of the association shall be the Egglescliffe Area Residents Association (hereafter referred to as the ‘group’).
2. **Objectives**
   1. The objectives of the group are to safeguard and promote the interests of residents in the Egglescliffe area on matters concerning housing development and the environment. The group will also identify other issues that could have an impact, either positive or negative, with a view to developing a SMART action plan to address these.

1. **Aims**
   1. The aims of the group are:

* to actively encourage the residents of the Egglescliffe area to support all activities organised and promoted by the group;
* to identify and address issues of local concern by working with Members and Officers of Stockton Council, the Police, the Health Authority and any other agencies or organisations, statutory or otherwise;
* to endeavour to ensure that the Egglescliffe area is a safe and secure place for residents to live and for their friends and family to visit; and
* to raise funds to support the aims and objectives of EARA.

1. **Membership**
   1. Membership of the group shall be open to all residents of Egglescliffe and the local area.
   2. Membership to the group is automatic irrespective of nationality, race, ethnicity, sex, colour, disability, sexual orientation or religious beliefs.
   3. All voting members must be at least 16 years of age.
   4. The Management Committee reserves the right to co-opt members to serve on the committee who have an interest in the Egglescliffe area or can provide support and guidance to them on matters that affect, or are likely to affect, local residents.
2. **The Management Committee**
   1. The group will be managed by a Management Committee who shall have been elected at the Annual General Meeting (AGM) of the group and shall serve for a period of 12 months.
   2. The Management Committee shall consist of at least four residents who shall have the power to co-opt other members on the committee during the course of the year. The committee members shall consist of the following:

* Chairperson
* Vice-Chair
* Secretary
* Treasurer
  1. No committee member shall fill more than one position.
  2. The Management Committee shall make and carry out decisions in accordance with the objectives of the group.
  3. Meetings of the Management Committee shall be open to any member of the group who wishes to attend.
  4. There must be at least three of the Management Committee present for any decisions to be made at a Management Committee meeting.
  5. Local councillors may attend committee meetings and other councillors will be permitted to attend as and when invited by the Management Committee.
  6. In any 12-month period there will be a minimum of four Management Committee meetings.
  7. Committee can be voted off the Management Committee if they have not attended three consecutive meetings without good reason and have not submitted their apologies.
  8. Committee members must declare any interests they may have in the topic under discussion and the Management Committee will decide if that member(s) needs to forfeit their right to vote on this occasion.

1. **Conduct of Business**
   1. Members may only speak through the Chair.
   2. Decision will be agreed by a simple majority, voted in through a show of hands.
   3. Meetings will end at the time agreed by the Management Committee unless all those present agree to extend the meeting.
   4. Any offensive behaviour, including racist, ageism, sexist or inflammatory remarks will not be permitted.
   5. Any resident or other attendee, who brings the group into disrepute, or refuses to comply with the constitution, will be expelled on a majority vote of the Management Committee.
   6. Any such member who has been expelled shall 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.
   7. The Secretary shall deal with all correspondence.
   8. Agendas will be distributed to the membership at least four days before a meeting takes place, where possible. Items for the agenda should be forwarded to the Secretary and Chair seven days before the meeting takes place.
   9. Minutes will be distributed to the membership at the earliest opportunity after the conclusion of the meeting.
2. **Finances**
   1. 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.
   2. All funds shall be kept in a bank account that shall be opened in the name of the group. As well as having the ability to write cheques, the EARA bank account will have the facility of online banking, to enable the authorised persons to conduct online payments for products and services
   3. The Treasurer, Secretary and the Chairperson shall be signatories for any cheques drawn on the account, which will require two signatures.
   4. The Treasurer, and a second authorised person, approved by the EARA management committee, shall be permitted to conduct online transactions on behalf of the Association.
   5. Accounts shall be kept by the Treasurer and brought to Management Committee meetings when required, where they will be made available for inspection. Failure to bring the books to a meeting on three consecutive occasions will mean the Treasurer will be asked to resign.
   6. All expenditure shall be agreed and controlled by the Management Committee. Receipts should be acquired for all expenditure.
   7. All payments over ten pounds shall be made by cheque, not cash. Any exception to this rule shall be discussed and agreed by the Management Committee.
   8. No officer shall sign a blank cheque – all cheques are to be filled in before signatures are added.
   9. Once a year the accounts will be audited and presented to the AGM of the group.
   10. All correspondence, including the bank statements, shall be addressed to the Secretary.
3. **Residents Meetings**
   1. Residents meetings shall be held as, and when necessary, to discuss matters of importance and to keep members fully informed of the ongoing activities.
   2. Where possible, residents will be given 14 days’ notice of a residents meeting.
   3. All votes shall be decided by a simple majority of the resident’s present.
4. **Annual General Meeting (AGM)**
   1. An AGM shall be held not earlier than eleven months or not later than fifteen months from the previous AGM. At the new AGM the Management Committee shall stand down and a new Management Committee formed. This new Management Committee may include any or all previous committee members.
   2. The AGM shall be held at a suitable venue to accommodate as many members as possible.
   3. The audited accounts will be presented at the AGM.
   4. The quorum shall be 51% of resident’s present, with a minimum of 5 attendees.
   5. At least 14 days’ notice will be given to residents about the AGM tanking place.
5. **Changes to the Constitution**
   1. This constitution shall only be changed at a Special Public Meeting of the group, at the AGM or, in the absence of both the aforementioned meetings being able to take place, by a simple majority of the members present at a committee meeting.
   2. For decisions to be taken there must be a quorum of at least 51% of EARA committee members present. The voting shall be by a simple majority of those present.
   3. All members shall be given 14 days’ notice of the meeting and the proposed changes.
   4. Proposed changes must be submitted to the secretary in writing not less than 28 days before the AGM.
6. **Dissolution of the group**
   1. The group may only be dissolved by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining on the Management Committee being submitted to the Secretary.
   2. All members shall be informed of the above meeting at least 21 days before the date of the meeting.
   3. Dissolution of the group shall only take effect if agreed by two thirds of the members present and voting at the meeting.
   4. Any assets remaining after meeting liabilities must be distributed among local charities or other community groups with similar aims and objectives of this group.
   5. Any money received via funding bodies should be returned to the funders in relation to the relevant funding criteria.
   6. On dissolution, any documents belonging to the group shall be disposed of in a manner agreed by the meeting.

**This constitution was adopted at a Management Committee meeting of the**

**Egglescliffe Area Residents Association held on Monday 11th January 2021.**

***Signed Print name***

Chairperson.................................. ............................................

Secretary...................................... ............................................

Treasurer..................................... ............................................