

Ickenham Residents' Association

THE CONSTITUTION OF THE ICKENHAM RESIDENTS' ASSOCIATION

TITLE

1. The Association shall be called the Ickenham Residents' Association.

STATUS

2. The Association shall be non-political and non-sectarian.

AIM AND OBJECTIVES

3. **AIM.** The aim of the Association is to reflect its members' views regarding the desired character of Ickenham, to protect the civic rights and community privileges of its members and to initiate or take action as necessary and appropriate for the provision, protection, preservation and enhancement of local amenities.
4. **OBJECTIVES.** The Association's objectives are to:
 - a. Challenge any development within or adjacent to Ickenham that would adversely affect the desired character of the area.
 - b. Review the amenities available to members and formulate proposals for their protection, preservation and enhancement.
 - c. Appraise members of proposals and/or activities likely to affect adversely Ickenham, and the action being taken by the Association on their behalf.
 - d. Represent the interests of members at Inquiries including legal representation at the discretion of the Committee.
 - e. Make representations to the local authority and other bodies on matters of concern to its members as the Committee sees fit.
 - f. Seek to encourage an active community interest and spirit on all matters within the Association's stated aims.

MEMBERSHIP

5. **MEMBERSHIP.** Membership is open to residents of Ickenham and becomes effective upon payment of the annual subscription. At the discretion of the Committee, membership may be extended to any other persons with a valid interest or involvement in community affairs in Ickenham.
6. **LIFE MEMBERS.** The facility of Life Membership by a single higher payment has been discontinued. Existing Life Members shall receive full entitlements whilst still resident in Ickenham.
7. **HONORARY LIFE MEMBERSHIP.** At its discretion, the Committee may propose to an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM) the award to a member of Honorary Life Membership in recognition of meritorious service to the Association.

MANAGEMENT

8. **MANAGEMENT.** The management of the Association shall be vested in the Committee comprising the Officers and twelve general Committee members elected at the AGM.
9. **THE COMMITTEE.** The Committee shall have collective responsibility for the overall direction and supervision of the Association's affairs in accordance with the stated Aims and Objectives. The Committee:
 - a. Shall meet each calendar month, at which at least seven Committee members (of whom three shall be Officers) shall form a quorum.
 - b. Shall be empowered to authorise expenditure of the Association's funds for bona-fide operating expenses and for matters specifically related to the Association's Aim and Objectives.
 - c. May effect affiliation with and/or appoint representatives to other voluntary organisations with similar objectives to the Association.
 - d. May co-opt up to six additional Committee members.
 - e. May appoint sub-committees to deal with any matter and may co-opt any member to serve on any such sub-committee.
 - f. Shall serve until the end of the next AGM following their election and shall be eligible for re-election.
 - g. In the event of a casual vacancy occurring in any of the offices between one AGM and another, may appoint a member to fill the vacancy until the next AGM at which that post would normally fall for re-election.
10. **OFFICERS.** The Officers' posts shall be:
 - a. President.
 - b. Chairman.
 - c. Treasurer.
 - d. Secretary.
 - e. Membership Secretary.
 - f. Planning Officer.
 - g. Communications Officer.
11. **AREA STEWARDS.** Area Stewards shall be responsible for:
 - a. Representing the collective views of their area members to the Committee.
 - b. Liaising with their Road Stewards and exchanging information on matters of interest or concern appropriate to their area.

- c. Distributing the Association's literature, and assembling and accounting for subscriptions received from their respective Road Stewards.
- 12. **ROAD STEWARDS.** Road Stewards shall be appointed by Area Stewards. They provide an essential interface between members and the Committee and are responsible for:
 - a. Representing the views of their members to the Committee via the appropriate Area Steward.
 - b. Liaising with members and exchanging information on matters of interest or concern.
 - c. Maintaining a membership record, collecting annual subscriptions, issuing membership cards, and recruiting new members.
 - d. Distributing the Association's newsletter - "Ickenham Calling" and any other notices issued from time to time.

PATRON

- 13. **PATRON.** A post of Patron, without specific responsibilities, may be filled, on the recommendation of the Committee, by a distinguished long-serving Officer in recognition of his/her contribution to the Association's activities.

FORMAL MEETINGS

- 14. **ANNUAL GENERAL MEETING.** An AGM shall be held during April or May to:
 - a. Accept the minutes of the previous AGM, or EGM.
 - b. Accept the Committee's Annual Reports.
 - c. Accept the Treasurer's Financial Statement.
 - d. Elect Officers and General Committee members.
 - e. Elect an Auditor.
 - f. Consider items previously notified to the General Secretary.
 - g. Consider, upon conclusion of the formal business i.e. items a) to f) above, any other relevant business at the Chairman's discretion. Such matters raised, if not resolved, and if thought necessary, will be considered by the full Committee, at one of its regular meetings.
- 15. **TIMETABLE FOR AGM.**
 - a. Notification of the AGM will be given in the Association's newsletter "Ickenham Calling" not less than fifty six days prior to the AGM, requesting items for the Agenda that cannot be dealt with under AOB. Such items to be in writing, duly proposed and seconded.
 - b. Publication of the Agenda will be not less than twenty eight days before the AGM
- 16. **EXTRAORDINARY GENERAL MEETING.** An EGM may be arranged:
 - a. For a defined purpose at the instigation of the Committee.
 - b. On receipt by the General Secretary of an application in writing, signed by at least twenty five members, stating the reasons for the meeting. The date for the meeting shall be determined by the Committee within fourteen days of receipt of an application. The meeting shall be held, where practicable within a further period of twenty eight days.
- 17. **NOTICE OF MEETINGS.** Twenty eight days notice of an AGM or EGM shall be given by a notice to that effect.
- 18. **COMMITTEE NOMINATIONS.** Nominations for Committee members' posts shall be sent in writing to the General Secretary to arrive not later than fourteen days prior to an AGM or EGM.
- 19. **QUORUM.** Fifty members shall form a Quorum.
- 20. **VOTING.** Motions formally raised at an AGM or EGM shall be decided upon by a straight majority of members present, except those relating to the Constitution which will require a two thirds majority of those members present.

FINANCE

- 21. **SUBSCRIPTIONS.** The annual subscription shall be determined by the Committee and approved by the AGM. It is payable in advance on and from 1 June.
- 22. **CONTROL OF FUNDS.** The Association's finances shall be controlled and accounted for by the Treasurer under the overall direction of the Committee. Monies withdrawn, or transferred between the Association's bank accounts, shall be authorised by two of the four Officers nominated by the Committee. A financial statement shall be made available to the Committee at each monthly meeting.
- 23. **FINANCIAL AUDIT.** The Association's finances shall be subject to an annual audit by an elected auditor, who must not be a Committee member, at the end of the financial year on 28 February. The Treasurer shall present audited accounts for acceptance at the AGM.

WINDING UP / DISSOLUTION

- 24. The Association may be dissolved by a resolution passed by no less than three-quarters of members present, at either an AGM or EGM called for that purpose, and for which twenty eight days prior notice has been given in writing. Such a meeting, after the satisfaction of all debts and liabilities, shall not dispose of any surplus assets or property belonging to the Association by payment to, or distribution amongst its members, but shall determine that they be transferred to some other Association, Voluntary Organisation or Charity having similar Aims & Objectives as those above.

THE CONSTITUTION

- 25. **AMENDMENTS.** The Constitution may be amended only with the approval of an AGM or EGM. Notice of a proposed amendment shall be submitted to the General Secretary in writing not less than twenty eight days prior to the appropriate AGM or EGM. (See **Voting** above).
- 26. **DATE OF ADOPTION.** This amended constitution was adopted at the AGM held on 23rd April 2010.