

# The Constitution of South Harford & Tuckswold Community Association

## **1. NAME:**

The name of the Association shall be South Harford & Tuckswold Community Association (SH&TCA)

## **2. AIMS:**

The aims of SH&TCA shall be to promote the benefit of the inhabitants of Norwich City Council's Lakenham Ward, which includes the areas/estates of Lakenham, Old Lakenham, Tuckswold and South Harford. To use Harford Community Centre to provide facilities in the interests of social welfare for education and training, recreation and leisure-time occupation with the aim of improving the conditions of life for the inhabitants of Lakenham Ward.

## **3. POWERS:**

SH&TCA will have the power to:

- a) Support and encourage the development of self-managing projects of SH&TCA.
- b) Work with other voluntary and statutory organisations.
- c) Promote and carry out or assist in promoting and carrying out research, surveys and investigations and publish the results thereof.
- d) Arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all form of recreational and other leisure-time activities.
- e) Collect and disseminate information on all matters relating to its aims, and to exchange such information with other bodies having similar aims, whether in the United Kingdom or elsewhere.
- f) Write, print or publish, in whatever form, such papers, books, periodicals, pamphlets or other documents, including films and record material, as shall further its aims and to issue or circulate the same whether for payment or otherwise.
- g) Purchase, take on lease or in exchange, hire or otherwise acquire any property and rights and privileges necessary for the promotion of the said purpose, and construct, maintain and alter any building or erections necessary for the work of SH&TCA.
- h) Make regulations for the proper supervision, control and management of any property which may be so acquired.
- i) Sell, let, mortgage, charge, dispose of or turn to account all or any of its property or assets subject to such consents as may be required by law.
- j) Accept gifts and borrow or raise money for the purposes of SH&TCA on such terms and on such security as shall be thought fit.
- k) Invest the money of SH&TCA not immediately required for its purposes in or upon such investment securities or property as may be thought fit, subject to such conditions required or imposed by law.
- l) Employ such people as are necessary for the proper pursuit of the aims and make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependents.
- m) Arrange insurance cover and to indemnify employees and voluntary workers from and against all such risks incurred in the performance of their duties as may be thought fit.
- n) Assist local charitable bodies or non-profit organisations financially or otherwise.
- o) Affiliate to the National Federation of Community Associations and/or to other organisations with similar charitable aims.
- p) Do all such other lawful things as shall further the charitable aims of SH&TCA.

## **4. MEMBERSHIP:**

Membership of SH&TCA is open to all residents of Norwich City Council's Lakenham ward, aged 18 or over. Membership is also open to all users of Harford Community Centre, and those who wish to be involved with the running of Harford Community Centre.

## **5. TERMINATION OF MEMBERSHIP**

The Committee shall have the right, for good and sufficient reason, to exclude from meetings an individual member.

## 6. GENERAL COMMITTEE

The policy and general management of the affairs of SH&TCA shall be conducted by a General Committee (hereinafter called the Committee). Voting members of the Committee will act as trustees of SH&TCA, on completion of trustee registration. No young people aged under 18 years are eligible to stand as trustees under Charity Commission guidelines. The Committee shall be elected at the AGM and shall consist of no more than ten and no less than three members of SH&TCA.

Three members of the Committee shall be elected by the meeting as Chair, Secretary and Treasurer. Statutory organisations and local government officers may attend the meeting in an advisory capacity and shall have no voting rights.

The Committee shall have the right to co-opt extra members should the need arise. Any person appointed to fill a vacancy shall hold office until the next Annual General Meeting of SH&TCA and shall be eligible for election at that meeting.

The proceedings of the Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.

## 7. ANNUAL GENERAL MEETING

Once in each year, usually in the month of November, the Committee shall convene an Annual General Meeting of SH&TCA. A public notice will be displayed outside the Centre for not less than 28 days before the AGM. Notice will also be given by email wherever possible.

The business of each AGM shall include:

- a) Presentation of the Annual Report of SH&TCA
- b) Receiving the independently examined Statement of Account
- c) Consideration of reports from user groups
- d) Electing the representatives to serve on the General Committee
- e) Electing the Honorary Officers: Chair, Secretary, Treasurer
- f) Appointing an independent examiner
- g) Considering, whenever necessary, proposals to amend this Constitution
- h) Any other business of which due notice has been received.

## 8. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called at the discretion of half the Committee. 28 days' notice will be given.

## 9. RULES OF PROCEDURE

- a) **Voting:** all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No member shall exercise more than one vote. The Chair shall have a casting vote, but will not otherwise vote.
- b) **General Meetings:** All decisions taken at a General Meeting are effective from the date of that meeting. Decisions will be made by a simple majority. Votes to amend the constitution require two thirds of members attending to agree.
- c) **Quorum:** At least three of the members shall form a quorum at Committee meetings. Six members shall form a quorum at Annual or Special General Meetings of the Association.  
In the event that no quorum is present at an Annual General Meeting of SH&TCA, the meeting shall stand adjourned and be reconvened fourteen days later, and those members present at that meeting shall be deemed to form a quorum.
- d) **Minutes:** Minutes of meetings shall be kept by SH&TCA, and the Secretary shall enter a record of all proceedings and resolutions.

## 10. FINANCE

- a) No application for funding on behalf of SH&TCA shall be made without the consent of the Committee.
- b) All monies raised by or on behalf of SH&TCA shall be used to further the aims of SH&TCA. This shall not prevent the reasonable remuneration of a Committee member or employee for out-of-pocket expenses. Any personal spending will be agreed by the Committee in advance.
- c) The Book keeper shall keep proper account of the finances of SH&TCA, overseen by the Treasurer. If no Treasurer is in post, the accounts will be overseen by the Committee. A report will be presented at each meeting of the Committee.
- d) A bank account shall be held in the name of SH&TCA. All payments must be authorised by two authorised signatories.

- e) The accounts shall be independently examined at least once a year by an Independent Examiner appointed by members at the Annual General Meeting.
- f) A verified statement of accounts for the last financial year will be submitted to the Annual General Meeting.

#### **11. PAID EMPLOYEES**

The Committee may appoint and dismiss such staff as it may from time to time determine, and shall fix the amount of any remuneration to be paid and the terms and conditions of employment.

A member of SH&TCA's staff shall not be eligible to be a member of the Committee but may be invited to attend meetings as a non-voting adviser.

#### **12. INDEMNITY**

In the execution of the trusts, no member of the Committee shall be liable:

- a) For any loss to the property of SH&TCA by reason of any improper investment made in good faith (so long as they shall have sought professional advice before making such investment)
- b) For the negligence or fraud by any agent employed by them or any other member of the Committee in good faith (provided reasonable supervision shall have been exercised)
- c) For reason of any mistake or omission made in good faith by any member of the Committee, other than willful and individual fraud, wrongdoing or wrongful omission on the part of the member who is sought to be made liable.

#### **13. RULES FOR THE USE OF THE CENTRE**

The Committee shall have the power to adopt and issue rules for the use of Harford Community Centre. These shall not be inconsistent with the provisions of this constitution.

#### **14. DISSOLUTION**

If the Committee, by a simple majority, decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve SH&TCA, it shall call a meeting of all members of SH&TCA, providing not less than 21 days' notice. The terms of the resolution to be proposed shall be posted outside the Centre and given in writing to the Charity Commissioners for England and Wales and any national body to which SH&TCA is affiliated.

If such a resolution shall be confirmed by a simple majority of those present and voting at such meeting, the Committee shall have power to dispose of any assets held by or in the name of SH&TCA. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of Lakenham Ward as the Committee may decide and, if relevant, as may be approved by the Charity Commissioners for England and Wales.

#### **15. ALTERATIONS TO THE CONSTITUTION**

- a) Any proposal to alter this Constitution must be delivered in writing to the Secretary not less than 28 days before the date of the meeting at which it is first to be considered.
- b) An alteration will require the approval of a two-thirds majority of members of SH&TCA present and voting at a General Meeting. Notice of each such meeting must have been given in accordance with normal procedure, but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.
- c) No alteration shall be made which would have the effect of causing SH&TCA to cease to be a Charity at Law.
- d) No alteration to clause 3 (Powers), clause 14 (Dissolution) or this clause shall take effect until the approval in writing of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction shall have been obtained.

**This CONSTITUTION was adopted as the Constitution of the South Harford and Tuckswold Community Association at a Public Meeting held at Harford Community Centre on 30<sup>th</sup> November 2023.**

Lee Mills (Chair)  
Helen Land (Secretary)