

COLEY PARK COMMUNITY ASSOCIATION

Coley Park Community Centre
Wensley Road, Reading
RG1 6DR
Tel: (0734) 581983



CONSTITUTION OF THE COLEY PARK COMMUNITY ASSOCIATION

1. NAME

The name of the Association shall be The Coley Park Community Association (hereinafter called "The Association").

2. OBJECTS

The objects of the Association shall be:

- a) To promote the benefit of the inhabitants of Coley Park and the neighbourhood (hereinafter called "the area of benefit", as delineated on the attached map), without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for improving the conditions of life for the said inhabitants;
- b) To establish, or secure the establishment of, a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects;

The Association shall be non-party in politics and non-sectarian in religion.

3. POWERS

In furtherance of the said objects, but not otherwise, the Association shall have power to:

- a) bring together in conference representatives of voluntary organisations, Government departments, statutory Authorities and individuals;
- b) arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of international and other leisure time activities;
- c) collect and disseminate information on all matters relating to its objects, and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere;
- d) write, print or publish, in whatever form, such papers, books, periodicals, pamphlets or other documents, including films and recorded material, as shall further its objects, and to issue or circulate the same whether for payment or otherwise;
- e) purchase, take on lease or in exchange, hire or otherwise lawfully acquire such property or other rights and privileges as may be necessary for the promotion of its objects, and to construct, maintain or alter the same, SUBJECT TO the provisions of Clause 14 hereof;
- f) make regulations for the proper supervision, control and management of any property which may be so acquired;
- g) 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;
- h) raise funds and invite or receive donations and contributions, whether by subscription or otherwise, PROVIDED THAT the Association shall not undertake or in any way engage in any permanent trading activities in raising funds for its charitable objects;
- i) receive money on deposit or loan, in such manner as the Association

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may think fit, SUBJECT TO such consents or on such conditions as may be required by law;

- j) invest money not immediately required for its objects in or upon such investments, securities or property as the Association may think fit, SUBJECT NEVERTHELESS to such conditions (if any) as may for the time being be imposed by law;
- k) affiliate to the National Federation of Community Associations and to other organisations with similar charitable objects;
- l) do all such other lawful things as shall further the charitable objects of the Association.

4. MEMBERSHIP

- a) Membership shall be open irrespective of sex, sexual orientation, political opinion, nationality, religion or race to;
 - i) individuals aged eighteen years or over who live within the area of benefit. Individuals living within the Coley Park neighbourhood, as defined on the attached map, will be automatically afforded full membership status. Individuals living outside of Coley Park but within the area of benefit, as defined on the attached map, will have the option of becoming full voting members if they submit their application in writing to the Annual General Meeting;
 - ii) individuals aged eighteen years or over who live outside the area of benefit, who shall be known as Associate members, and who shall not have the right to vote at General Meetings of the Association;
 - iii) individuals aged under eighteen years whether living within or outside the area of benefit who may be admitted into Junior membership as, and when, and subject to such conditions as the Management Committee may decide. Junior members shall not have the right to vote at General meetings of the Association;
 - iv) associations and organisations, whether corporate or otherwise, and whether local, national or international, which are voluntary or non-profit distributing, and which wish to support or further the objects of the Association, which shall be known as Affiliated Groups. Such Groups will not have voting rights;
 - v) the Statutory Authorities in whose administrative area the area of benefit lies. Representatives of Statutory Authorities will not have voting rights.
- b) sections shall be such groups of individual members as may, with the permission of the Management Committee (hereinafter mentioned), be formed within the Association for the furtherance of common activities. The Management Committee shall determine the terms of reference and powers of each such section and may also determine the duration of its activities.
- c) Each section established in accordance with Clause 4(b) shall appoint one individual person to represent it and vote on its behalf at General meetings of the Association. In the event of such individual person resigning or otherwise leaving an organisation he or she shall forthwith cease to be a representative thereof. The organisation concerned shall have the right to appoint a new representative, informing the Secretary in writing.

5. SUBSCRIPTIONS

All individual members and affiliated groups shall pay such subscriptions as the Management Committee may from time to time determine.

6. TERMINATION OF MEMBERSHIP

The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any person or group if in its opinion such person or group has been guilty of conduct prejudicial to the Association or its objects, provided that the person or individual representing the group shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

7. THE MANAGEMENT COMMITTEE

Subject as hereinafter mentioned the policy and general management of the affairs of the Association shall be directed by a Management Committee which shall meet not less than 10 times a year.

- a) The Management Committee shall consist of;
 - i) the Honorary Officers elected under Clause 8 hereof.
 - ii) At least 4 representatives appointed by the sections formed within the Association.
 - iii) 6 Representatives of individual members, or such larger number as shall be equal to the number of Management Committee members appointed in accordance with sub Clause a) ii) above. Representatives of individual members shall be elected from among and by themselves at the Annual General Meeting. If casual vacancies occur among the elected members of the Management Committee it shall have power to fill these from amongst the members of the Association. Any person appointed to fill a casual vacancy shall hold office until the next Annual General Meeting of the Association and shall be eligible for election at that meeting.
 - iv) In addition to the members so elected and those serving by virtue of Clauses 8 and 4 c) hereof the Management Committee may co-opt individually up to 3 further persons, whether members of the Association or not, who shall serve on, the Management Committee without power to vote until the conclusion of the next Annual General Meeting, provided that the number of co-opted members shall not exceed one quarter of the total number of members elected and appointed to the Management Committee in accordance with sub Clause a) i), ii) and iii) of this Clause.
- b) The proceedings of the Management Committee shall not be invalidated by any failure to elect or any defect in the election, appointment, co-option or qualification of any member.
- c) The Management Committee may appoint such special or standing committees as may be deemed necessary by the Management Committee and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the Management Committee as soon as possible.
- d) No person under the age of eighteen shall be a member of the Management Committee or of any special or standing committee of the Association, but such persons may be invited to attend such committees as non-voting observers.

8. HONORARY OFFICERS

- a) Only members of the Association shall be eligible to serve as Honorary Officers.
- b) At the Annual General Meeting hereinafter mentioned the Association shall elect a Chair, Vice-Chair, Treasurer and Secretary and such other Honorary Officers as the Association shall from time to time decide.
- c) The Chair, Vice-Chair, Secretary and Treasurer of the Association shall be ex-officio the Chair, Vice-Chair, Secretary and Treasurer respectively of the Management Committee. The Honorary Officers may be appointed members of such special or standing committees as are appointed in accordance with Clause 7c) hereof.
- d) If a vacancy occurs among the Honorary Officers, the Management Committee shall have the power to fill it from among its members. Any person appointed to fill such a casual vacancy shall hold office until conclusion of the next Annual General Meeting of the Association and shall be eligible for election at that meeting.

9. PAID OFFICERS

- a) The Management 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.
- b) A member of the Associations staff shall not be eligible to be a member of any Committee of the Association, but may be invited to attend such committee as a non-voting adviser.

10. GENERAL MEETINGS OF THE ASSOCIATION

- a) Annual General Meetings: Once in each year an Annual General Meeting of the Association shall be held at such time and place as the Management Committee shall determine, being not more than fifteen months after the holding of the preceding Annual General Meeting, or the adoption of this constitution. At least 21 days notice shall be given by the Secretary to members.
The business of each Annual General Meeting shall be:
 - i) to consider the Annual Report of the Management Committee on the work of the Association and its activities during the preceding year;
 - ii) to approve the audited accounts of the Association;
 - iii) to elect the Officers of the Association in accordance with Clause 8 hereof;
 - iv) to elect representatives of individual members to serve on the Management Committee, in accordance with Clause 7, a) iii) hereof;
 - v) to appoint an independent auditor or independent auditors for the coming year;
 - vi) to consider and vote on proposals to alter this constitution in accordance with Clause 16 hereof;
 - vii) to consider any other business of which due notice has been given.
- b) Special General Meetings: The Chair of the Management Committee may at any time at his/her discretion and the Secretary shall within 21 days of receiving a written request so to do signed by not less than 20 members, whether individual or representative, and giving reasons for the request, call a Special General Meeting of the Association to consider the business specified on the notice of meeting and for no other purpose.

11. RULES OF PROCEDURE AT ALL MEETINGS

a) Voting

Subject to the provisions of Clause 16, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that he or she may have been appointed to represent two or more interests, but in case of an equality of votes the Chair shall have a second or casting vote.

b) Quorum

- i) Committee Meetings: one third of the members shall form a quorum at meetings of the Management Committee and all other committees.
- ii) General Meetings: twenty five members or one third of the members, whichever is the less, shall form a quorum at General Meetings of the Association.

In the event that no quorum is present at an Annual General Meeting of the Association, 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.

c) Minutes

Minute books shall be kept by the Association, the Management Committee and all other committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

12. STANDING ORDERS AND RULES FOR THE USE OF THE CENTRE

The Management Committee shall have power to adopt and issue standing orders and/or Rules for the use of the Centre. Such Standing Orders and Rules shall come into operation immediately, provided always that they shall be subject to review by the Association in General Meeting and shall not be inconsistent with the provisions of this constitution.

13. FINANCE

- a) All money raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose, provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association or the repayment of reasonable out-of-pocket expenses.
- b) The Hon. Treasurer shall keep proper accounts of the finances of the Association.
- c) The Accounts shall be audited at least once a year by the auditor or auditors appointed at the Annual General Meeting.
- d) An audited statement of Accounts for the last financial year shall be submitted by the Management Committee to the Annual General Meeting as aforesaid.
- e) An account shall be opened in the name of the Association, with regard to Local Authority funding, with the Broad Street, Reading branch of the Lloyds Bank, and, for the Associations own monies, with the Reading branch of the Nationwide Building Society, or with such other financial institution as the Management Committee shall from time to time decide. The Management Committee shall authorise in writing the Treasurer, the Secretary of the Association and two members of the Management Committee to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the four authorised signatories.

14. TRUST PROPERTY

The Management Committee may appoint a custodian trustee, or a trust corporation or not less than three nor more than four named individuals (not being members of the Management Committee) to hold any real or personal property held by or in trust for the Association, or may, with the agreement of the Official Custodian for Charities, vest in him/her any property so held.

In the event of the resignation, death or disqualification of an individual trustee, the Management Committee shall be empowered to appoint a replacement.

15. DISSOLUTION

If the Management Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting not less than 21 days' notice (stating the terms of the resolution to be proposed thereat) shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commissioners for England and Wales and the Director of the National Federation of Community Organisations. If such decision shall be confirmed by a simple majority of those present and voting at such meeting held by or in the name of the Association, Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards such charitable purposes for the benefit of the inhabitants of the area of benefit as the Management Committee may decide and as may be approved by the Charity Commissioners for England and Wales, or other authority having charitable jurisdiction.

16. ALTERATIONS TO THE CONSTITUTION

Any proposal to alter this constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is first considered. An alteration will require the approval of both:

- a) a simple majority of members of the Management Committee present and voting at a General meeting;
- b) a two-thirds majority of individual members and representatives of the Affiliated groups and Sections of the Association present and voting at a General Meeting.

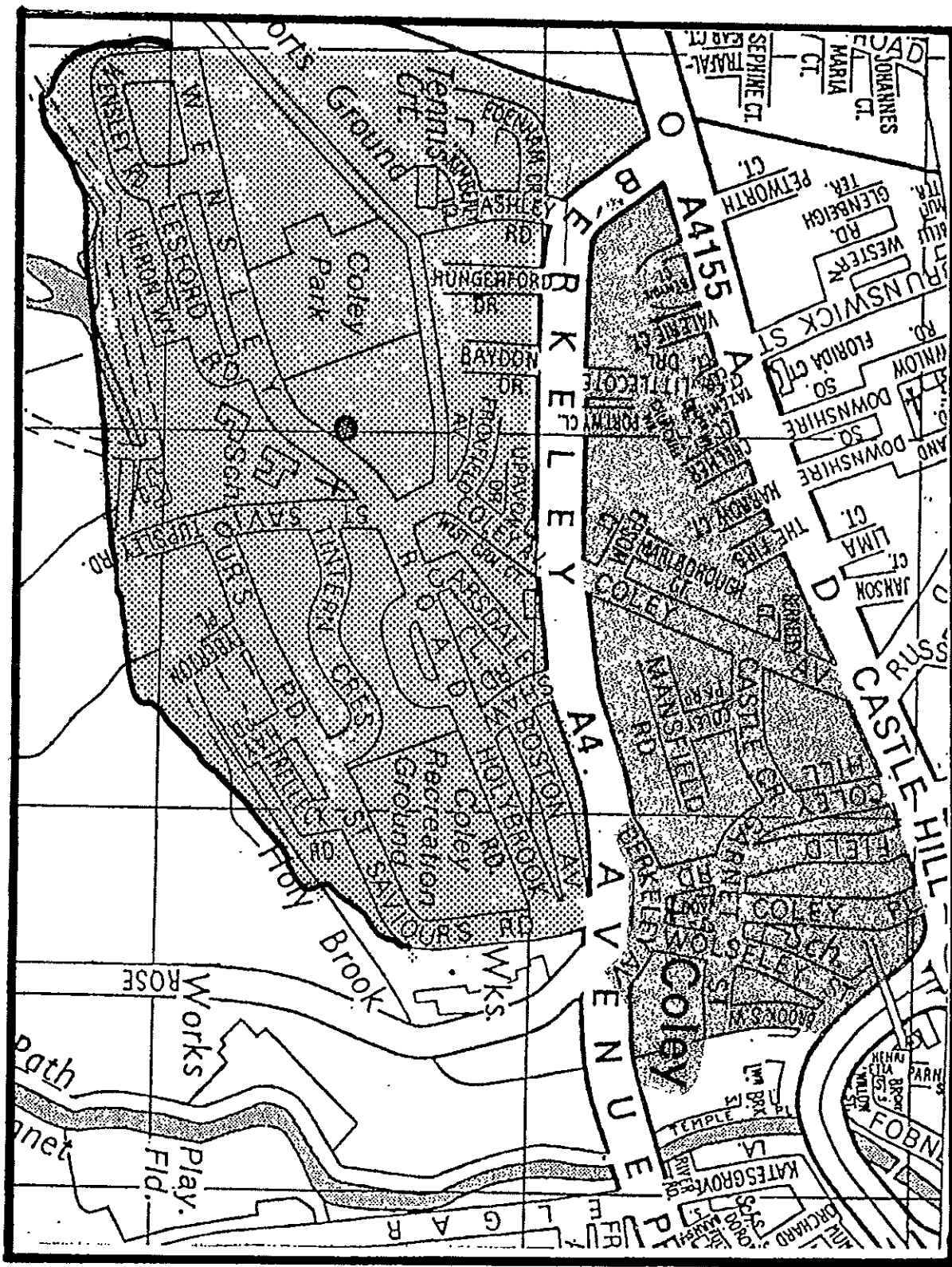
Notice of each such meeting must have been given in accordance with normal procedure but not less than 14 clear days prior to the meeting in question and giving the wording of the proposed alteration.

No alteration to Clause 2 (Objects), Clause 15 (Dissolution), or to this Clause shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained, and no alteration shall be made to this Constitution which would cause the Association to cease to be a charity at law.

This Constitution was adopted as the Constitution of the Coley Park Community Association at a Public Meeting duly convened at Coley Park Community Centre on Wednesday 28 June 1989.

SIGNEDChairSecretary

Existing Area of Benefit (Coley Park)



New Area of Benefit



