

# **OAKINGTON AND WESTWICK**

## **COMMUNITY ASSOCIATION CONSTITUTION**

### **1 Name**

The name shall be Oakington and Westwick Community Association, referred to in this document as The Association.

### **2 Aims and Objectives**

The aims and objectives of The Association are:

To nurture community spirit and help the villages of Oakington and Westwick to be vibrant and welcoming; and to improve the life of people in our community, by:

- a) Enabling communication between all voluntary and community groups based in and serving Oakington and Westwick, and other relevant groups such as Local Authorities
- b) Providing and supporting activities that enhance community wellbeing.

### **3 Methods of Achieving Aims and Objectives**

- 3.1 To produce and disseminate information among The Association's members, including through regular meetings
- 3.2 To produce a regular Village Journal, distributed to every household in Oakington and Westwick
- 3.3 To organise community events, including an annual Village Day and Bonfire Night
- 3.4 To undertake training, as and when identified as a need
- 3.5 To raise awareness of The Association among external voluntary and statutory groups, so that new and existing initiatives can be identified, and to exchange information and advice with them
- 3.6 The Association shall have the power to raise funds by way of grants, donations, legacies and fundraising, by lawful means
- 3.7 All funds and property of The Association shall be used solely to promote its objectives as set out within this constitution.

## 4 Membership

4.1 Membership of the Association shall be of three kinds:

a) Automatic Membership

*The Parish Council* has a unique status and does not pay an annual subscription. The Parish Council shall nominate at least one representative to be a member of The Association.

*The Pavilion Management Committee* is umbrella groups that provide benefit to local groups and individuals and does not pay an annual subscription. The Pavilion Management Committee shall nominate at least one representative to be a member of The Association.

b) Group Members

All voluntary and community groups that operate in Oakington and Westwick are eligible to join The Association. Only not for profit organisations are eligible for membership. Each Group Member shall appoint one person to be its representative member of The Association. The Association's decision on eligibility is final.

c) Individual Members

All residents of Oakington and Westwick are eligible to join The Association as individual members. Individual members may play a full part in all discussions and activities but are not entitled to vote on Community Association decisions unless they are members of The Association committee or they chair a committee sub-group.

4.2 All members shall abide by The Association's Constitution.

## 5 The Committee

The Association shall have a Committee to generally manage its affairs, determined by a Terms of Reference. The Committee will have at least five members and meet at least three times a year. Committee members will normally be elected at the Annual General Meeting. All members of the Committee shall retire annually, normally at the AGM, but shall be eligible to be reappointed.

5.1 At its first meeting after the Annual General Meeting the Committee shall elect its own Chairperson, Vice-Chair, Treasurer and Secretary and such other Officers as it may from time to time determine

5.2 Decisions shall be reached by consensus, whenever possible. In the event of no consensus then the decision will be reached by a vote

5.3 The Committee shall make arrangements for Public Liability Insurance and any other insurance cover

5.4 The Committee shall have the power to form Sub-committees as it may decide, from time to time, and it may determine their powers and terms of reference, such

as the Village Day Sub-committee

- 5.5 The Committee may co-opt members, as necessary during the year
- 5.6 The Committee will communicate regularly with all Members. It will provide at least three written updates each year
- 5.7 The Committee shall propose a programme of main activities to a meeting of The Association for approval, at least once a year.

## **6 Meetings of The Association**

### **6.1 General Members Meetings**

The Committee shall arrange at least three General Members meetings through the year, and these meetings shall be open to all members. Agendas for these meetings shall be sent out at least a week in advance, and members shall be invited to put forward items for the Agenda.

### **6.2 Annual General Meeting (AGM)**

Once a year, the Committee shall invite all members to an Annual General Meeting (AGM). The AGM shall be open to all residents of Oakington and Westwick, and all groups operating in and for the benefit of residents of Oakington and Westwick. Voting rights will be restricted to group members of The Association. Agendas for these meetings and any proposed changes to the Constitution shall be sent out to the Members at least a week in advance.

At each AGM, the Committee shall present the Annual Report of The Association and the Annual Statement of Accounts. It may make recommendations to members and, whenever necessary, there shall be voting on proposals to amend this Constitution in accordance with paragraph 13.

### **6.3 Special General Meetings**

The Committee may at any time call a Special General Meeting to consider any matters of policy having given 21 days' notice of the meeting.

Members have the right to request a Special General Meeting. In this instance, at least ten members shall write to the Chairperson or other member of the Committee and explain why they want the meeting. The Chairperson or other member of the Committee shall call a Special General Meeting within 21 days of receiving the written request.

The Parish Council has power to call a Special General Meeting of The Association if the Parish Council agrees at a meeting that there is reasonable cause to doubt that The Association is being managed properly.

If a Special General Meeting is held and the Committee is absent, then those present shall elect a temporary Chair and Secretary for the meeting.

## **7 Procedural Rules for all Meetings**

### **7.1 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, including group members and any members representing two or more interests. In the case of an equality of votes the Chairperson shall have a second or casting vote.

Members with full voting rights must be over 18 years old.

### **7.2 Quorum**

Seven paid-up Group members shall form a quorum at meetings of The Association. Three members shall form a quorum at meetings of the Committee.

### **7.3 Record Keeping**

The Association shall keep appropriate Minutes of all its meetings, including the AGM, General Members Meetings, the Committee Meetings and all its Sub-committees.

## **8 Subscriptions**

All Group members of The Association shall pay an annual subscription that will be agreed at the AGM. Such funds shall be at the entire disposal of the Committee to further the aims and objectives of The Association.

## **9 Finance**

9.1 The Treasurer shall keep proper books of accounts of The Association, and which include detailed accounts of sub-committees, and report regularly to the Committee and the members.

9.2 The accounts shall be scrutinised by a suitable independent person at least once a year.

9.3 A scrutinised and counter-signed statement of accounts for the last financial year shall be submitted by the Committee to the AGM.

## **10 Association Property**

The Committee shall keep a List of Assets and provide an annual report to the AGM.

## **11 Termination of Membership**

The committee may end the membership of any member, or person representing a

group member, for any good reason, by a majority vote at a Committee meeting, as long as that person has the opportunity to make their case to the Committee before they make their decision.

## 12 Dissolution

If The Association decides at a meeting, by a simple majority, that on the grounds of expense or otherwise it is considered necessary or advisable that The Association be dissolved it shall call a public meeting of the inhabitants of Oakington and Westwick to determine the question.

Any uncommitted funds remaining at dissolution will be vested in the Parish Council for future community use.

## 13 Alteration to the Constitution

Any member's suggestion for any alteration of the Constitution must be delivered in writing to the Secretary of The Association not less than 21 days before the AGM, at which it is first to be considered.

Any alteration will require the approval of two-thirds majority of members of The Association present and voting at the AGM.

-End-

*This Constitution, as amended, was adopted as the Constitution of Oakington and Westwick Community Association at the AGM duly convened on*

Date: 26 January 2021

Signed: CHAIRPERSON.....

Ranko Pinter

SECRETARY.....

Irène Butlin