The Southcote Community Association (SCA)

The Constitution

**1. NAME**

1.1 The name of the organisation will be the Southcote Community Association

**2. AREA OF BENEFIT**

2.1 The area of benefit is the whole of the Southcote Ward and also includes all of Underwood Road, all of Vine Crescent, Ferndale Avenue, Holmdale Avenue and Greencroft Gardens (see attached map – Appendix I).

**3. AIMS**

3.1 The Community Association’s main object is to act as an umbrella group for all member groups in the Southcote area giving support in social, recreation and education activities without distinction of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

3.2 To hold events throughout the year in a safe and caring environment to benefit all ages in the Southcote community.

3.3 To produce a regular community newsletter for residents in the area of benefit specified in 2.1.

**4. MEMBERSHIP**

4.1 Membership is open to everyone who lives within the area of benefit regardless of their gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

4.2 Paid resident membership is available to individuals and families on a voluntary basis who have paid their annual subscription. 4.3 The cost of annual resident membership will be ? for individuals and will be collected annually

4.4 Membership will beoffered to people who live outside the area of benefit if they attend activities provided by the association..

4.5 The cost of annual group membership will be £? for affiliated groups

4.6 The committee can co-opt additional members who are not members of affiliated groups or living in the area of benefit to assist the organisation in meeting its aims. These members will not have voting rights.

4.7 The Community Association shall have the power to withdraw membership (by two-thirds majority vote of the General meeting) from any member whose conduct brings disrepute to the detriment of the organisation or breaches clause 3.1.

**5. OFFICERS AND COMMITTEE**

5.1 The business of the group will be carried out by a committee elected at the Annual General Meeting.

5.2 The Committee will consist of a representative of each member group plus an additional 5 committee members from inside the area of benefit. Representatives from member groups do not need to live in the Southcote area of benefit.

5.3 Local Councillors representing Southcote Ward will be co-opted members of the Committee. The Committee may also co-opt Reading Borough Council officers as it deems appropriate. Co-opted members will not have voting rights and will not form part of the quorum.

5.4 A number of members of the committee will also take on officer roles. The officer’s roles are as follows: Chair, Vice Chair, Minutes Secretary, Treasurer and Membership Secretary.

5.5 Officers will be elected annually at the AGM.

5.6 Vacancies arising during the year can be filled by any member through majority vote at the next General Committee Meeting.

5.7 Any members of the committee who miss 3 consecutive committee meetings without apology will be deemed to have resigned.

**6. ANNUAL GENERAL MEETINGS**

6.1 An Annual General Meeting (AGM) will be held within 12 months of the previous AGM.

6.2 All members will be notified in writing at least 21 days before the date of the meeting, giving the venue date and time.

6.3 Nominations for the officer positions must be made to the Secretary one week before the meeting.

6.4 The quorum for the AGM will be half of the member associations plus 10 members from the wider community.

**7 SPECIAL GENERAL MEETINGS**

7.2 A special general meeting can be called at the request of a majority of the general committee for the purpose of altering this constitution or for considering any matter which needs the urgent attention of all members.

7.3 The meeting will take place within twenty one days of the request and will be publicised in writing by the Secretary.

7.4 The quorum for the SGM will be half of the member associations plus 10 members from the wider community.

**8 THE COMMUNITY ASSOCIATION COMMITTEE MEETINGS**

8.1 Committee Meetings will be open to all members and invited guests. Any person wishing to attend a General Committee Meeting may do so at the discretion of the committee, but will not have voting rights.

8.2 The quorum of any committee meeting will be 5 committee members, 2 or which must be officers.

8.3 All proceedings will be minuted and a true copy signed by the Chair and made available at the, community centre, library and Christian Community Action Shop and to all members by request.

**9 FINANCES**

9.2 An account will be maintained on behalf of the Association at a bank agreed by the committee.

9.3 4 Cheque signatories will be nominated by the committee (one of them to be the Treasurer). Any two of these must sign any cheque. The signatories must not be related nor members of the same household. The cheque book will be held by the Treasurer. The use of the debit card must be agreed by 3 signatories for each transaction. The agreement will be made via email and copies of the emails will be printed.

9.4 Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

9.5 All money raised on behalf of the Association is only to be used to further the aims of the Association as specified in 3.

9.6 A statement of the accounts will be carried out prior to the AGM and will be carried out by an independent person who is not a member. The treasurer will also present a signed statement of accounts at the AGM.

9.7 Anyone wishing to see the accounts prior to the AGM must give 7 days notice to the treasurer.

**10 DISSOLUTION**

10.2 If a meeting of the Southcote Community Association, by simple majority, decides that it is necessary to close down the Association it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Association.

10.3 If it is agreed to dissolve the Association all the remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation chosen will be agreed at the meeting which agrees the dissolution.Adopted by the SCA on:

Date:

Signed: (Chair)

Signed: (Minutes Secretary)

Signed: (Treasurer)

Signed: (Membership Secretary)

Signed: (Vice chair)