

KINGS LANGLEY & DISTRICT RESIDENTS ASSOCIATION

CONSTITUTION

1. **Name** - KINGS LANGLEY & DISTRICT RESIDENTS ASSOCIATION

2. **Aims** - The Association shall be non-sectarian and independent of any political party.

2.1 To protect and advance the general interests and environment of the residents of Kings Langley and surrounding district.

2.2 To organise and promote united action for the above purpose.

2.3 To hold meetings for the discussion of matters affecting the interests and environment of the residents of Kings Langley and surrounding district.

2.4 To affiliate to or co-operate with any person or group having similar aims.

2.5 To establish and maintain funds by means of subscriptions, donations, contributions, events or otherwise.

3 Membership

3.1 Any resident of Kings Langley and surrounding district or any other person interested in the affairs of Kings Langley is considered to be a member of the Association and shall be eligible to become a subscriber, as defined in Section 4.

4 Subscription and Donations

4.1 There shall be no annual membership or subscription fee. As well as receiving donations, the Association will maintain a fund-raising program to generate additional income, as required.

4.2 All money raised by or on behalf of the Association is to be used only to further the aims of the Association.

4.3 The Association will accept donations from individuals, including one or more subscribers of the same household, organisations and businesses. We will not, however, accept donations made by donors whose activities appear to be in direct conflict with the best interests of our subscribers.

4.4 Individual members and organisations who, have either indicated that they wish to be in e-mail contact, or have made a financial donation to the Association, shall be accorded 'Subscriber' status. They shall be eligible to receive communications from the Association in addition to those which are distributed throughout the Kings Langley area.

5 Association Committee

5.1 The management of the business and the funds of the Association shall be the responsibility of the Committee which shall consist of the Chairperson, the Hon Secretary, and Hon Treasurer and not less than five and not more than twelve subscribers to the Association. They serve until after the presentation of reports at the next Annual General Meeting when they retire and are eligible to stand for re-election.

5.2 With the exception of administrative decisions taken by the Chairperson, Secretary and Treasurer acting in their official capacities, decisions of the Association shall be made by vote.

6 Powers and Duties of the Committee Members

6.1 Attend meetings regularly or send apologies if unable to attend.

- 6.2 Appoint a vice chair and sub committees with appropriate powers.
- 6.3 The Committee shall be empowered to take all such action and incur such expenditure as it may consider necessary or desirable in the interests of the Association and with a view to the attainment of its aims.
- 6.4 Prepare a report of its years' work for the AGM.
- 6.5 The Committee may co-opt not more than five additional persons to serve during that year.
- 6.6 An officer or committee member may be removed from office by a vote at a General Meeting.

7 Roles and Responsibilities

7.1 Chairperson – Role - provide leadership, direction and focus. Association public representative.

Responsibilities - Plan, call and chair meetings; Ensure the committee works well together;
Ensure that the Association keeps to its aims, including co-ordinating its activities.
Prepare the committee's report for the AGM.
First contact with outside bodies and individuals.
To have the casting vote in the event of a tied vote.

7.2 Secretary – Role - Administration and Communication.

Responsibilities – Meetings – book dates and venues; Set Agenda with the Chairperson and Committee members; Take minutes with date of next meeting, write up and circulate as soon as possible; present for approval and next meeting; Record attendance at meetings.
Custody of Records.
Recording those attending a meeting, AGM, EGM.
Carry out instructions of the committee.
Write letters on behalf of Association.

Members of the Association can assist the secretary.

7.3 Treasurer – Role – Keeping the accounts of all monies received and spent.

Responsibilities - Pay bills and keep accurate records of money received and spent.
With the Committee plan financial commitments for the year.
Ensure all expenditure is agreed at a minuted meeting.
Prepare a financial report for the committee at every meeting.
Prepare end of year financial account and to circulate accounts at least seven days before the AGM
Arrange for the independent examination of financial accounts.

7.4 Although the treasurer keeps the accounts in order, the Association's finances are the responsibility of the whole committee.

8 Meetings of the Association

8.1 Annual General Meeting

- 8.1.1 To be held before the end of April each year on a day and at a place and time to be determined by the Committee.
- 8.1.2 The Secretary to prepare the agenda of the AGM comprising:
 - a) The minutes of the last preceding AGM.
 - b) The presentation and adoption of the Annual Report of the Committee.
 - c) The presentation and adoption of the Treasurer's Statement of Accounts.

Association. Cheques drawn on the account(s) shall signed by the Treasurer and by any one of other persons as authorised by the Committee.

9.2 All duly incurred expenses will be refunded on provision of a valid receipt.

9.3 The accounts of the Association shall be examined by one or more independent examiners appointed by the Association at the AGM. Such accounts, duly examined, shall be presented at the AGM following the end of the year of account.

9.4 The Association's financial year ends on the 31 January each year.

10 Changes to the Constitution

10.1 No alteration of the Constitution of the Association shall be made except by a resolution passed by a two-thirds majority of the subscribers present at an AGM or EGM convened for the purpose. No motion proposing an alteration of the Constitution shall be considered unless fourteen days' notice has be given to all members of the Association.

10.2 The constitution must then be changed to reflect the amendment.

11 Communication to Subscribers

11.1 The Association may contact a subscribers by their preferred means as recorded in the records of the Association. This will be by hard copy or electronically depending on individual members' preferences.

Such communication may also be advertised on relevant social media sites and on public notice boards.

12 Dissolution of the Association

12.1 The Association may only be dissolved at an Extraordinary General Meeting called for that purpose, giving members at least fourteen days' notice of the meeting.

12.2 A proposal to dissolve the Association shall take effect only if agreed by two thirds of the members present at the meeting.

12.3 Any assets (financial or otherwise) remaining, after the payment of all debts and liabilities, shall be given to a registered charitable organisation, according to the wishes of the Association subscribers . If there is more than one nominated charity the recipient with be decided by a simple vote.

This constitution was adopted at the AGM/General Meeting held in

..... on.....

SignedChairperson

SignedSecretary

SignedTreasurer