



## **Ham & Petersham Association Constitution**

*The Ham and Petersham Association was founded in 1933. This Constitution replaces the original with subsequent amendments made in 1980, 1991 and 2007.*

### **1. Objects**

- 1.1 To represent and promote for the benefit of all residents of Ham and Petersham their interest in the maintenance of the environment and public amenities taking into account the special semi-rural heritage value of the area.
- 1.2 To organise and facilitate, where necessary, volunteer activities and meetings of special concern to its Members that will foster the community spirit, help maintain the quality of the environment, and further the objectives of the Association.
- 1.3 To fund raise for the benefit of Members and the activities of the Association, where appropriate.
- 1.4 To promote high standards of planning development and architecture and to secure the preservation, protection and enhancement of features of beauty or historic or public interest and amenity value in the area for the public benefit.
- 1.5 To pay close attention to any proposals or actions of the London Borough of Richmond-upon-Thames Council, the Greater London Authority and any other statutory or non-statutory authority or body which in any way concern the well being of the area and to ensure that the views of the Committee and the Membership are conveyed to the appropriate bodies or persons.

### **2. Rules**

- 2.1 Any Resident of Ham and Petersham shall be eligible to become a Member of the Association.
- 2.2 Membership of the Association will be subject to a completion of the membership application form and the payment of an annual or special subscription as determined by the Association Committee.
- 2.3 Every Member shall have one vote, which may be used by the Member in person at Annual General Meetings or Extraordinary General Meetings of the Association.
- 2.4 Any Member whose subscription is 12 months in arrears shall cease to have the right to vote until the arrears and current subscription is paid.
- 2.5 The Association Committee may by unanimous vote and for good reason terminate the membership of any individual: provided that the individual concerned shall have the right to be heard by the Association Committee, accompanied by a friend, before the final decision is made.
- 2.6 The Association shall be non-political and non-sectarian.

### **3. Association Committee**

- 3.1 The business and affairs of the Association shall be managed by a Committee consisting of not more than 15 persons elected by Association Members at Annual General Meetings. The Committee shall comprise Ordinary Members, and Ordinary Members who have subsequently been elected or re-elected as Officers of the Association (Chairman, Secretary, and Treasurer) by the Committee at a Special Meeting of the Committee called for that purpose.
- 3.2 All Members of the Committee including those elected by it as Officers shall remain in office for a period of three years from the date of their election or re-election as Ordinary Members.
- 3.3 Association Members wishing to serve on the Committee to fill vacancies, which may occur from time to time, should write to the Secretary expressing their area of interest and experience.
- 3.4 Having confirmed their willingness to stand, the names of candidates for election or re-election as Ordinary Members of the Committee shall be communicated to Association Members with the Notice and Agenda of the Annual General Meeting, together with the name of any co-opted Committee Member for confirmation of full Committee Membership.
- 3.5 A Committee Member (or Officer) shall cease to hold Office if he or she notifies the Committee of the wish to resign (but such resignation may only come into effect if at least three Committee Members will remain in Office following his or her resignation) or may be removed from Office by Association Members at the Annual General Meeting on a two thirds majority vote.
- 3.6 The Committee shall have the power to elect an Honorary President as it may think appropriate.

#### **4. Annual General Meetings**

4.1 There shall be an Annual General Meeting of the Association which shall be held in April each year or as soon as practicable thereafter, at which the Chairman and the Committee shall report on their work, and present an audited statement of accounts.

4.2 Nominations for election to the Committee can be made in writing to the Secretary of the Association with a minimum of 14 days' notice before the Annual General Meeting.

4.3 A minimum of 21 days' notice of the Annual General Meeting shall be given to all the Members of the Association.

#### **5. Extraordinary General Meeting**

5.1 The Committee may call an Extraordinary General Meeting of the Association at any time.

5.2 If at least ten Members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting.

5.3 The Secretary shall arrange for the meeting to take place with a minimum of 14 days' notice, and notes of the business to be discussed will be distributed.

#### **6. Committee Personal Interest**

No Members of the Association Committee shall receive remuneration apart from valid out of pocket expenses, which shall be agreed with the Treasurer and/or Chairman. However if a Member of the Committee has a trade or skill that could be used to benefit the Association, they may be asked to submit estimates for specific work. When this work is discussed, they shall retire from the discussion and not take part in the decision making process on this matter.

#### **7. Meetings and Proceedings of the Committee**

7.1 The Committee shall hold at least four ordinary meetings each year. A special meeting of the Committee may be called at any time by the Chairman or by any two Members of the Committee, not less than 10 days' notice being given to the other Members of the Committee of the matters to be discussed together with notification of time and date.

7.2 There shall be a quorum when at least five Members of the Committee are present at the meeting.

7.3 The Chairman shall chair meetings of the Committee. If the Chairman is absent from any meeting, the Members of the Committee present shall choose one of their number to be Chairman of the meeting.

7.4 Where necessary matters shall be determined by a majority of votes of the Members present and voting on the question, but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

7.5 Minutes shall be taken at all the meetings of the Committee, and they shall be made available to all Members of the Committee.

7.6 The Committee may have up to two additional co-opted Members. Co-opted Members will not have a vote neither will they form part of the quorum for the meeting.

7.7 The Committee may from time to time make and alter rules for the conduct of their business. No rule may be made which is inconsistent with this Constitution.

#### **8. Accounts**

8.1 Proper records of income and expenditure shall be kept and accounts shall be prepared annually and examined by an independent auditor.

8.2 The funds of the Association, including all donations, contributions, bequests, loans and grants shall be paid into a bank account in the name of the Association.

8.3 Cheques and authorisation for expenditure shall be signed by the Secretary, Chairman and the Treasurer or any two of them.

#### **9. Alteration to the Constitution**

The Constitution may only be altered at an Annual General Meeting and by a resolution passed by not less than two thirds of the Members present.

#### **10. Dissolution**

If the Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all Members of the Association, with a minimum of 14 days' notice and a proposal in writing shall be given. If the proposal to dissolve is confirmed by a two-thirds majority of those present and voting the Committee shall have the power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be disposed of to a similar voluntary or charitable cause.