



Mistley

Neighbourhood Alliance

Constitution

CONSTITUTION

1. Name

The Association is known as Mistley Neighbourhood Alliance

The area covered by the Association is: Great Mistley, Mistley Path, Mistley Side, Osbourne Road, Puck Lane, Roxborough Gardens, 1 -85 Church Road, Charterhouse, 207-241 Clayhill Road, Hill Court

2. Aims

The aims of the Association are to:

- Represent the interest of members.
- Ensure that all members are consulted regularly and that all residents eligible for membership are encouraged to join in.
- Promote community, social, educational and other such activities that is valuable to the residents of the estate/area.
- Improve the facilities of the estate/area.
- Help build a good relationship between residents and Basildon Borough Council.
- Encourage a sense of community by encouraging mutual respect and tolerance and promoting a multi-racial society and opposing racism, sexism and other forms of discrimination and harassment.

3. Members

Membership is open to all people living in the area covered by the Residents' Association who accept the aims of the Association, irrespective of nationality, race, religious or political belief, ethnic or national origin, sex, colour or age.

Membership is open to all people living in the area covered by the Residents' Association, irrespective of whether they are tenants, leaseholders or owner occupiers. Business owners operating in the area are also eligible to be members.

The Association's Committee may suspend the membership of any member whose conduct damages the reputation of the Association. This can be done at special meetings.

4. Subscriptions

Subscriptions will be set at the Annual General Meeting.

5. Conduct of business

The business of the Association will be conducted by the Committee.

The Committee will be elected at the first full meeting of the Association and at each Annual General Meeting. Candidates must be proposed and seconded by members of the Association and may be elected on a simple majority of members present at the meeting.

The Committee will be made up of the following members:

- Chair
- Vice Chair
- Secretary
- Treasurer
- And at least two other members

The election, or removal, of officers or committee members, may only be carried out by an Annual General Meeting or Special Meeting of the Association. Committee members may be suspended where their conduct damages the reputation of the Association, this will be on a simple majority vote from members present.

The committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next Annual General Meeting of members, at which time an election shall take place by way of simple majority.

No committee meeting shall take place without a quorum. A quorum is four members of the committee, including at least one member from the office of Chair, Vice Chair, Secretary or Treasurer.

The Committee shall arrange a minimum of four open meetings per year for the members of the Association, to discuss issues affecting the Residents' Association. Meetings will be held quarterly.

These meetings will be called by the Association, which will ensure that the meeting is advertised in the area covered by the Association, residents will also be notified of the meeting via social media and word of mouth.

6. Annual General Meeting

The Committee shall call an Annual General Meeting of the Association so that members can hear the Committee's report on the year's activities, listen to the Treasurer's report on how their money was used and elect a new Committee. Notice of the meeting will be advertised via social media, word of mouth and general advertisement in the local area.

7. Special meetings

Special meetings to discuss emergency matters directly affecting the Association or its interests must be arranged at the request of at least three committee members or by a written request signed by at least a quarter of the membership of the Association.

All members shall be provided with at least 14 days' notice of the date, time, venue and agenda of the meeting. The meetings are open to all members of the Association.

8. Sub committees

The Committee may appoint sub committees to carry out the activities of the Association. Any sub-committee formed to look at a particular project or problem will keep accounts of their spending and a record of their meetings.

9. Duties of officers

The officers will organise the work of the Residents Association. The Chair shall conduct the meetings of the Association. The Vice Chair shall carry out the duties of the Chair, in his/her absence.

The Treasurer will open a bank account in the Association's name. Cheques should be signed by the Treasurer and at least one other committee member. The Treasurer will keep a proper account of the money being received and spent by the Association and at least once a year will give the accounts to an auditor to be checked.

The Secretary will let members know about meetings, keep minutes of the Association's meetings and maintain a list of the Association's members. Minutes shall be made available to any member, on request.

10. Finance

All money granted to, or raised by, the Association shall be used for the benefit of the Association's members only in line with the aims and objectives set out in the Constitution.

All expenditure must receive prior agreement from the Committee. Expenditure, other than petty cash, should be formally approved by the Committee. A vote must be taken and the result minuted.

11. Alterations to the Constitution

Any changes to the Constitution must be discussed at an open meeting. Members will be given at least 14 days' notice of the date, time, venue and content of the meeting. Any change must be approved by at least two thirds of the members present and voting at the meeting.

The Committee, or if a Committee no longer exists, a majority of remaining members of the Association, can propose that the Association should be dissolved. They must give at least 14 days' notice to all those eligible for membership of the Association of the date, time and venue of the meeting and the fact that this matter will be discussed. For the sole purpose of dissolution, a quorum need not apply; the Association may be dissolved by a two-thirds majority of those present.

Once the Association has satisfied its liabilities, assets remaining in the Association's funds shall be used for purposes of benefit to the community, as the meeting shall decide.

<u>Position</u>	<u>Print name and address</u>	<u>Signed</u>
CHAIR		
SECRETARY		
VICE CHAIR		
TREASURER		
COMMITTEE MEMBER		
COMMITTEE MEMBER		