

Constitution 2020

1. Name.

The name of the organisation is North Camp Matters Community Association or "NCMCA" and shall not change.

2. Geographical Area

The area relevant to the association will be South Farnborough

3. Administration

Subject to the matters set out below, the association will be administered and managed in accordance with this constitution by members of the committee constituted by clauses 8, 9 and 10 of this constitution.

Wherever this constitution requires notice to be given in writing, notice by email shall be acceptable providing the member has provided a valid email address or postal address.

4. The aims of the association are;

To create and foster a spirit of goodwill, friendship and unity in the North Camp Village area including all traders and residents.

To hold social events, to benefit both local charities and the community.

To hold regular meetings, to inform and encourage discussions for both residents and traders alike.

To keep all members, informed about all relevant matters concerning the area via all forms of modern communication.

To support all official local charitable institutions, groups or organisations deemed suitable and worthy by the committee members.

5. Powers of the association

The group shall have the following powers to;

Affiliate to any local or national group, association or organisation that the committee decides is appropriate and disaffiliate from any group, association or organisation that in the view of the committee is against the interest and aims of the association.

Raise funds and apply for, invite, obtain, collect and receive contributions, grants, subscriptions and fees.

Purchase or rent property and equipment deemed necessary to achieve the aims of the association.

NCMCA is a non-political association with no ties to any particular political group, therefore no member shall make political comments or take political actions of any kind in the name of or under the heading or guidance of NCMCA.

6. Membership

Membership of the association is open, upon application, to all individual persons, companies, firms and organisations that are actively engaged and whom have an interest within the geographical area.

Confirmation of membership shall be sent in writing and/or email within fourteen days of acceptance.

Termination of membership will be at the sole discretion of the management committee if any member brings the association into disrepute.

7. Subscriptions

To be a member of the NCMCA, a subscription fee must be paid in full by the 5th April of each year.

The cost of the fee will be agreed and set by the committee each year and is currently £10 per person and £50 per company / organisation.

8. Executive Committee Officers

At the annual general meeting, the members attending the meeting, shall elect the following Officers.

The Chairman, the Vice Chairman, the Secretary, the Treasurer.

Only fully paid members of the association can put themselves forward to become an Executive committee officer.

All Officers shall redeem the position after a 2-year period which is at the start of the prevailing annual general meeting. Any existing councillors or councillor's candidate will not be permitted to become an Executive committee member.

9. Committee Members

At the annual general meeting, the members attending the meeting, shall elect up to 15 Committee Members. Only fully paid members of the association can put themselves forward to become a Committee member. All committee members shall redeem the position after a 1 year period which is at the start of the prevailing annual general meeting. Any existing councillors or councillor's candidate will not be permitted to become a committee member.

10. Honorary Officers

At the annual general meeting, the members attending the meeting, shall elect the **Honorary** Officers. Only fully paid members of the association, whom have served the association for 6 years or more and have been an officer at least once previously, can be put forward to become an honorary officer. An Honorary Officer is a member who can attend all meetings held by the association and will hold the position for Life.

11. Sub-Committees

The management committee shall appoint sub- committees as it deems required to carry out specific duties. The management committee shall set terms of reference for each sub-committee. One member of the sub-committee will report to the management committee each year and at the annual general meeting. The management committee has overall authority over any sub-committees and may disband them at any given time.

12. Special Interest Groups

The management committee shall appoint Special Interest Groups (SIG) as it deems required to carry out specific themed duties. Any fully paid member of NCMCA with an interest in the theme may be a member of the SIG. One member of the Special Interest Group will report to the management committee each year and at the annual general meeting. The Management Committee has overall authority over any SIG and may disband them at any given time.

13. Duties of the Executive Committee Officers, Committee Members, Honorary Officers.

Overall Duties of the Management Committee

Emergency committee meetings may be called by the Officers or Honorary officers by given no less than 3 working days' notice to all committee members including notice of the business to be discussed.
To discuss, debate and action the work program for the year.
To raise funds for the association.
To purchase or rent any equipment or materials necessary for the achievement of the objectives.
To sell or dispose of all or any part of assets owned by the association.
To provide indemnity insurance cover for the elected members of which all cost to be taken from the association bank account.

(Indemnity insurance will not cover any elected members arising from an act of reckless disregard, breach of duty, Fraud or trust).

Officers; The Chairman.

To be a signatory on the association bank account.
To run the association including all meetings.
To promote the association at every given moment.
The Chairman has the casting vote on decisions made by the committee members.
To attend all committee meetings and the annual general meeting.

Officers; Vice Chairman

To run the association in the absence of the Chairman at all meetings.
To promote the association at every given moment.
To attend all committee meetings and the annual general meeting

Officers; The Secretary

To be a signatory on the association bank account.
To take minutes and maintain a typed record of all proceedings taken place at the committee meetings which will be distributed to the elected members by the next committee meeting.

To distribute a copy of the minutes to any fully paid member upon written request within 14 working days.
To keep an upto date record of all member's details and payments, working alongside the treasurer and member secretary to make sure payments have been made.
To attend all committee meetings and the annual general meeting.

Officers; The Treasurer

To be a signatory on the association bank account.
To organise payment for all invoices, bills or accounts generated by the association.
To maintain accurate records of all monies incoming & outgoing.
To create accurate accounts in line with any laws of England.
If called upon by the elected members at any committee meeting, provide up to date accounts and be prepared to be scrutinised.
To report and provide enough copies of the accounts at the annual general meeting, for all of the elected members and anticipated number of members expected at the meeting and be prepared to be scrutinised.
To have access to the association bank accounts at all times to deposit and withdraw monies needed for the running of the association.
To deposit any funds received by the association into the bank within a 5 working day period and to store any funds securely until deposited.
The banking institution used by the association will be decided by the elected committee members.
To attend all committee meetings and the annual general meeting.

The Committee.

The committee shall hold at least Quarterly meetings each year to discuss and agree the work program.
A quorum shall require 4 of the committee members and 1 Executive committee member to be present.
Any committee member, who fails to attend meetings for a period of three months or 3 consecutive committee meetings without just cause, shall be deemed to have resigned from the committee.

Committee Members;

To discuss, debate and agree the work program.
To carry out the work program.
To attend all committee meetings and the annual general meeting.
To assist in all additional tasks, given by the Officers.

14. Annual General Meetings

There must be an annual general meeting of the association, of which all fully paid members of NCMCA may attend and register a Vote to be held in February of each and every year.
At Least 14 working days' notice must be given to all members.
A Quorum of at least 10 persons must be present.

The agenda of each Annual General Meeting shall be;

To welcome everybody for attending.
To announce that the membership secretary will receive all updated information for members after the meeting.
To receive an annual report of the work program from the previous year from the Chairman.
To receive the fully completed accounts from the Treasurer, and to scrutinise them.
To receive an annual report from all Sub-Committees
To receive an Annual report from all SIG's.
All committee members (Executive committee biannually) to stand down from their posts.
To elect Honorary officers, Executive committee officers and committee members to the committee for the following year.
A member can apply or be nominated for the positions available on the committee but must be proposed and seconded by an existing committee member.
To receive a proposal for the work program from the elected Chairman.
Awards or Contribution to the community awards –
At the end of each annual general meeting, If Members have been proposed for an award, then they are to be voted upon by the members.

15. Public Meetings

The committee will endeavour to;
Hold at least two open meetings per year, open to both members and non-members.

In each case written notice has to be given within 14 working days.
Hold at least two closed meetings for Business Members.

16. Alterations to the Constitution

This constitution may be altered at any time, but only by the Vote of the complete committee. Honorary officers allowed to stand in for absent committee members.

17. Indemnity

The association will indemnify itself from any member, committee member, officer, honorary officer, sub-committee member or special Interest group member that is found to have actioned fraud, improper investment or carrying out complete negligence on behalf of the association.

18. Disclosure

All elected members must disclose in writing, an interest in any potential investments being made by the association and must remove themselves from the meeting.
NCMCA is not for Personal Profit.

19. Dissolution.

In the unlikely event that it becomes necessary or desirable to dissolve the association, a special general meeting will be called, of which not less than 14 working days' notice shall be given to all members.

The final decision will be voted upon and will be approved by 1 x Executive committee member and 4 x committee members.

Any funds held by the association will be donated to a suitable or similar organisation



To accept this Constitution please Sign, Print and Date Below;

Signature

Print

Date