

THE ASSOCIATION OF RESIDENTS OF CANFORD HEATH
CONSTITUTION

1. Name

The name of the Organisation shall be the Association of Residents of Canford Heath (hereinafter called ARCH)

2. Aims

The aims of the Organisation are to:

- a) Improve the quality of life and well-being of residents of Canford Heath by creating a sense of community and allowing for opportunities to improve their well-being.
- b) To work towards helping improve the quality of the local environment of Canford Heath.
- c) Give the residents of Canford Heath a voice, encouraging residents to act on issues which affect them and their community.
- d) Encourage partnership working and communication between community groups, stakeholders and residents throughout Canford Heath.

3. Membership

- a) For the purposes of ARCH, membership means any resident, 18 and over, who supports the aims of the organisation and lives within the Canford Heath Ward (as exists in 2024)
- b) Every member shall have one vote.
- c) Members must actively seek to represent the various needs of the area and must not discriminate on the grounds of their race, colour, ethnic or national origin or because of their gender, disability or health, sensory or speech impairment, age, sexual orientation, religion, philosophical belief, political party or marital status.

4. Finance

All financial business must be carried out diligently.

- a) All money raised by or on behalf of the Organisation is to be used only to further the aims of the Organisation.
- b) The Treasurer shall open a bank account in the name of the Organisation.
- c) Cheque and account signatories will be nominated by the Committee (one to be the Treasurer).
- d) All cheques and instructions to the Organisation bankers shall require two of the agreed signatures.
- e) The Treasurer shall have the accounts checked yearly or at the end of an agreed accounting period, by an appropriate person independent of the Committee.
- f) The Organisation will not lend money to members.
- g) The Organisation will not operate an overdraft.
- h) The Committee will agree a financial policy including payment of expenses.

5. The Committee

The committee will manage the day-to-day affairs of ARCH and is elected by the members of the Organisation. It is responsible to the membership.

- a) The Committee shall be elected annually, or within 15 months of the previous AGM, to carry out the business of the Organisation.

- b) The Committee shall be made up of a Secretary, Chair, Treasurer and up to six committee members.
- c) The Committee shall be elected at the Annual General Meeting
- d) Committee members shall perform their duties to the best of their ability.
- e) The Committee shall aim to meet 6 times a year and hold additional meetings when deemed necessary.
- f) The Secretary shall keep minutes of the meetings of the Committee which shall be circulated to all Committee members within two weeks of the meeting. Minutes of committee meetings shall be made available upon request.
- g) The committee may introduce or appoint new committee members as and when required and appoint subcommittees where appropriate.
- h) The committee will conduct its affairs with due respect to matters of confidentiality at all times.
- i) Committee members may be removed by majority vote of the committee if they contravene the objectives of ARCH, or any terms within this constitution. The member concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

6. Annual General Meeting

- a) There shall be an Annual General Meeting held within 15 months of the previous AGM at which the Committee reports on its work and presents a statement of accounts.
- b) Members attending the AGM shall elect a new Committee to take up office at the end of the meeting.
- c) Members attending the AGM shall vote on recommendations and any amendments to the constitution.
- d) The Secretary will notify all members of the date of the meeting not less than fourteen days before the AGM on the ARCH website, public notice boards and in local media.

7. Other General Meetings

- a) A special or extraordinary general meeting open to all members will be held if 30 or more members submit, in writing, a request for such a meeting to ARCH. The Secretary shall arrange for the meeting to take place within fourteen days.
- b) The Committee may call a General Meeting at any time.
- c) The Secretary will publicise all general meetings at least 14 days in advance.

8. Quorum

This means the number of members required for the meeting to go ahead and make decisions.

- a) A quorum for General Meetings shall consist of 12 members and include a minimum of four of the committee members of the Association.
- b) If a quorum is not present within 30 minutes of the starting time specified in the notice of the General Meeting, the Chair must adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the Chair or be notified to Members at least seven days clear before the date on which it will resume. If a quorum is not present within 30 minutes of the start time of the adjourned meeting, the Member or Members present at the meeting constitute a quorum.
- c) No committee meeting shall take place if less than four committee members of the elected committee are present.

9. Changes to the Constitution

- a) The constitution can only be altered at an Annual General Meeting
- b) Changes to the constitution must be agreed by a two thirds majority of the members present at the meeting.

10. Dissolution

The organisation may only be dissolved at an Extraordinary General Meeting (EGM) called for that purpose and must be advertised fourteen days before the meeting.

- a) A proposal to dissolve the organisation shall only be accepted if accepted by two thirds of those present at the EGM.
- b) Funds and possessions will be disposed of by a gift for charitable purposes in the area or to a charity having similar objectives to the organisation and in each case as agreed by a simple majority of the members present in person at the meeting.
- c) No members of the organisation shall receive any benefit either in cash or in kind from any disposal of the organisation's assets.


11. Rules


Members shall, at all times, conduct themselves in a reasonable manner at meetings or in the premises used by the organisation, and be excluded if they contravene the objectives of the organisation. This will be done by a majority of those present and voting at any committee or general meeting.


- b) Only members present at the meeting may vote.
- c) Before voting, any member may propose an amendment which must also be seconded.
- d) The chair shall have the casting vote when there is equal voting at a Committee or Annual General Meeting.

This constitution was adopted on.....

and amended at a General Meeting held 16th March 2024

Signed  Date 16-3-2024

Signed  Date 16.3.2024

Signed  Date 16/3/2024