

NEVILLES CROSS COMMUNITY ASSOCIATION CONSTITUTION

1. NAME

The charity's name is the Nevilles Cross Community Association [NXCA].

2. THE PURPOSES OF THE CHARITY

2.1 Purposes

- To promote the conservation and improvement of the physical and natural environment of Nevilles Cross and the neighbourhood in Durham City (reflecting the Nevilles Cross Ward and hereinafter called the 'area of benefit').
- To coordinate with other groups in the area and communicate with residents to promote the mutual benefit of the area
- To promote the establishment, continuation, and improvement of a range of local amenities within the area of benefit.
- To act collectively on issues, such as planning developments, which have impact on the area with particular reference to the work and activities of other voluntary associations and organisations in the same area of benefit).
- To encourage the participation of the inhabitants of the area of benefit in community activities in order to build, run and maintain a strong, safe, healthy, and balanced community.

2.2 Status

The charity shall be non-party in politics and non-sectarian in religion.

3. TRUSTEES

3.1 Number of Trustees

- (1) The charity shall be managed by a committee of between 3 and 11 Trustees who are elected at the Annual General Meeting (AGM) of the charity for a period of 12 months from the date of the AGM. Trustees must be members of the NXCA.
- (2) Trustees must put themselves forward at the next AGM for re-election.

3.2 Role of Trustees

In order to carry out the charitable purposes, the Trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the charity
- (3) co-operate with, support and enter activities of mutual benefit with other residents' groups and charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

3.3 Trustee Meetings

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 Trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If Trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) Trustees at a meeting may agree to co-opt additional trustees, whether or not they are members of the NXCA, up to 3 in number to further support the purposes of the charity, on the proviso that such co-option is reported to and approved by the next OM or AGM and will be for a period of up to 12 months only from the time of approval or to the next 12 AGM, whichever is the sooner. Co-opted trustees who are also members of the NXCA may also stand for election at the next AGM.
- (5) The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law. These should be notified to members as soon as possible after a meeting of Trustees.
- (6) Meetings of Trustees are normally open to members.

3.4 Trustees and Accounts

At least 3 of the Trustees will act as joint signatories on the NXCA account

4. MONEY AND PROPERTY

4.1 Use

Money and property must only be used for the charity's purposes.

4.2 Role of Trustees

- (1) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (2) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- (3) Money must be held in the charity's bank account.
- (4) The Trustees will designate three of their number with the right to sign cheques. This can be changed at any time during the year at a formal meeting of the NXCA (OM, AGM or SGM).

5. MEMBERSHIP

5.1 Membership Criteria

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply to the Trustees to become a member. Once approved by the Trustees, membership lasts for 3 years and may be renewed. The Trustees will keep an up-to-date membership list.

5.2 Removal of Membership

The Trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the Trustees before the decision is made and can be accompanied by a friend or a nominated member of the NXCA if they so wish.

6. ORDINARY MEETINGS [OM]

6.1 Ordinary Meetings Requirements

- (1) Trustees shall call at least 3 OMs per year to consult the members about any matter set out in clause 2 (purposes of the charity).
- (2) Decisions at OMs shall be by simple majority and each member present shall have one vote.
- (3) The quorum for an OM is 8 members, including Trustees.
- (4) Members may approve any co-opted Trustee.

7. ANNUAL GENERAL MEETING [AGM]

7.1 AGM Formal Requirements

- (1) The AGM must be held every year, with 14 days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 8 members, including Trustees, present at the AGM.
- (3) Every member has one vote.
- (4) The Trustees shall present the annual report and accounts.
- (5) Members may consider changes to the constitution.
- (6) Any member may stand for election as a Trustee.
- (7) Members shall elect between 3 and 11 Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.
- (8) Members may approve any co-opted Trustee.

8. SPECIAL GENERAL MEETINGS [SGM]

8.1 Grounds for a SGM

- (1) If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a SGM so that the membership can make the decision.
- (2) Trustees must also call a SGM if they receive a written request from one third of the members. All members must be given 14 days' notice and told the reason for the meeting. There must be at least **eight** members present at the SGM. All decisions require a two thirds majority. Minutes must be kept.

8.2 Formal Consequences from a SGM

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with purposes similar to 2.1 above.
- (2) **Changes to the Constitution** - can be made at AGMs or SGM. No change can be made that would make the organisation no longer a charity.