

This is the CONSTITUTION of the
COLNBROOK COMMUNITY ASSOCIATION

1.0. LEGAL STATUS

1.1. The Colnbrook Community Association (CCA) will be an unregistered charity for the time being. The position will be reviewed regularly in order to ensure compliance with Charity Commission regulations.

2.0. THE PURPOSE, AIMS & OBJECTIVES OF THE ASSOCIATION

2.1. To represent all the residents and businesses of Colnbrook, Poyle, Brands Hill and Westfield (herein after referred to as "the Ward");

2.2. To become an independent voice for and listen to the needs of residents and businesses of the Ward;

2.3. To compliment and work with existing statutory and non-statutory groups, together with their partners and other representative groups within the ward.

2.4 To raise funds, receive grants and accept donations for the benefit of all sections of the ward, and to cover the running costs of the Association;

2.5 To apply the funds of the Association to carry out it's objectives set out above;

3.0. THE ACTIVITIES BY WHICH THE ASSOCIATION WILL CARRY OUT ITS PURPOSES AIMS AND OBJECTIVES

3.1. To develop appropriate means of communication either alone or in partnership with other groups within the Ward;

3.2. To assist in the planning of services within the Ward;

3.3. To monitor the quality of any services provided to the Ward;

3.4. To assist with key challenges facing the Ward;

3.5. To support community initiatives within the Ward;

3.6. To do anything that is lawful and necessary to achieve the objectives as set out in section 2 above.

4.0. VOLUNTEERS (MEMBERS)

4.1. The Association shall have a membership of Volunteers. These may be individuals or businesses, and the terms "Volunteers" and "Members" shall apply equally to both.

4.2. Persons aged 18 or over who are resident within the Ward can become a Volunteers. Younger members of the community can also become Volunteers if they are part of/or registered with an existing Group, such as the Scouts or the schools, within the Ward.

4.3. Employees of businesses operating within the Ward are eligible to become Volunteers irrespective of where they live.

4.4. Once accepted by the trustees, membership lasts indefinitely but may be terminated at any time by written request to the Secretary. The trustees will keep an up-to-date list of Volunteers.

4.5. One committee member or trustee of any other acceptable representative group in the ward will be eligible to become a Trustee of this Association.

4.6. Other committee members or trustees of such other representative groups may become Volunteers in their capacity as residents of the ward.

4.7. The trustees may remove a person's membership if they believe it is in the best interests of the Association. The member has the right to be heard by the trustees before the decision is finalised and can be accompanied by a fellow volunteer/member.

4.8. The list of currently acceptable groups for the purpose of 4.5 and 4.6 above will be made available once a verification process has been completed. A new list will be drawn up annually.

5.0. THE TRUSTEES

5.1. The Association shall be managed by a Committee of Trustees.

5.2. Ideally but not necessarily there will be 2 members from each area of Colnbrook Village, Poyle, Brands Hill and Westfield, represented on the committee;

5.3.0 Anyone who:

5.3.1. Has been convicted of an offence involving deception or dishonesty;

5.3.2 Is an un discharged bankrupt;

5.3.3 Has previously been removed from trustee ship of a charity by a court or by the Charity Commission is prohibited from standing for election as a trustee of the Colnbrook Community Association.

5.4. During the year, the trustees may co-opt additional trustees. Any such co-opted trustees will stand down at the next AGM but will be eligible for re-election.

6.0 TRUSTEE MEETINGS

6.1 Trustees must hold at least 4 meetings each year. At least 3 trustees must be present at any such meeting to be able to make decisions. Minutes shall be kept for every meeting.

6.2 If any Trustee is not present (without prior notification) for three (3) consecutive meetings they shall be automatically removed from the membership of the CCA Committee.

6.3 The Trustees must keep accounts which may be seen by any Volunteer upon request, and must be presented at the Annual General Meeting. (See section 7 below)

6.4 If any trustee/s have a conflict of interest at any time they must declare it and leave any meeting while this matter is being discussed or decided.

7.0 VOLUNTEER MEETINGS

7.1. Volunteer meetings will be held up to nine times per year, and will be held in various venues within the ward in order to reach out to the widest possible audience.

7.2. Dates of meetings will be emailed to Volunteers at least 14 days in advance, mailed or hand delivered to those who do not have access to the internet and be posted on the CCA web page at www.colnbrook.info, and on the

village calendar on the same site; or any succession site.

7.3. Minutes of these meetings will be posted onto the CCA web page as soon as possible following the meeting.

8.0. ANNUAL GENERAL MEETING - (AGM)

8.1. An AGM will be held every year, with 14 days notice given to all Volunteers by posting a notice on the www.colnbrook.info website under the CCA section, and/or by email and/or by telephone or post, setting out the agenda. .

8.2. Minutes must be kept of the AGM.

8.3. The quorum for an AGM shall be the members present, a minimum of three (3), plus those not present but having completed a form of proxy issued by the Trustees.

8.4 Each residential member shall have one vote Non resident business members and non resident employees will not be allowed to vote. This is in order to preserve residents superiority on all decisions. However at the time of any vote a note will be made of the business members voting preference in order to assist in policy making matters.

8.5. The Trustees shall present the annual report and accounts at each AGM.

8.6. Any Volunteer may stand for election as a trustee. (Subject to section 4 above)

8.7. Members shall elect between 3 and 15 trustees to serve for the next three (3) years. They will retire at the next AGM but may stand for re-election.

9.0. EXTRAORDINARY GENERAL MEETINGS - EGM

9.1. The Trustees must call an EGM if they receive a written request from a simple majority of members.

9.2. All Volunteers must be given 14 days notice (as set out at 7.2. above) and told the reason for an EGM.

9.3. The quorum for an EGM shall be the members present, a minimum of three (3), plus those not present but having completed a form of proxy issued by the Trustees.

9.4. Trustees may also call an Extraordinary Meeting to consult the membership.

9.5 An EGM will be called to consider any proposal to wind up the charity. (see 11 below)

9.6 An EGM will be called to consider any changes to this Constitution unless the changes have been dealt with at an AGM. (See 11 below)

10.0. MONEY AND PROPERTY

10.1. Money and property must only be used for the purposes of the Colnbrook Community Association as stated at 2.0 above. See item 12.2 below.

10.2. Trustees must keep accounts. The most recent annual accounts can be viewed by any Volunteer on reasonable request.

10.3. Trustees cannot receive any money or property from the charity or benefit from the work of the organisation other than to refund reasonable and proper expenses.

10.4. Money must be held in the charity's bank account. All cheques must be signed by two trustees.

11.0 CHANGES TO THE CONSTITUTION

11.1. The trustees may make reasonable additional rules from time to time to assist in the running of the charity. Any such changes during a year will require approval at the next AGM.

11.2. These rules must not conflict with this constitution or the law of the land.

11.3. No change can be made that would make the organisation no longer a charity.

12.0. WINDING UP THE ASSOCIATION

12.1. If the Trustees consider it necessary to wind up the association, they must call an EGM in order that the membership can vote on the proposal.

2.2. Upon the winding up of the Association any money or property remaining after payment of debts must be given to a charity with similar purposes to this one supporting the Ward (see 2.1. above)

THIS revised Constitution was approved at the Annual General Meeting held on 4th August 2011.

Signed Print name and address

