

# **Constitution of PL24 Community Association (PL24CA)**

**Adopted on Monday 30<sup>th</sup> November 2020 at the AGM**

## **1. Name**

The name of the group will be PL24 Community Association (PL24CA)

## **2. Aims**

- a)** To promote community cohesion in the PL24 area by operating as an 'umbrella group', offering a forum for discussion and a focal point for the community through the PL24 Community Association Magazine, Website and Facebook group.
- b)** To foster inclusivity.
- c)** To contribute to efforts to help improve the quality of life of those living within the PL24 area.

In order to achieve the above, PL24CA will run events, workshops and other activities either independently or working in partnership with other community groups (Partner Groups), and to this end PL24CA will maintain a bank of volunteers who are willing to assist in its activities.

## **3. Powers**

In order to achieve its aims PL24CA may:

- a)** Raise money
- b)** Open bank accounts
- c)** Take out insurance
- d)** Organise events, workshops, and courses
- e)** Work with other groups and exchange information
- f)** Do anything that is lawful which helps it to fulfil its aims

## **4. Membership**

- a)** Membership of PL24CA is open to any person aged 18 or over living in the PL24 area or any other person who is interested in helping PL24CA to achieve its aims and willing to abide by its constitution, policies, and protocols.
- b)** Membership is available to anyone without regard to gender, race, nationality, disability, sexual preference or orientation, religion, or belief.
- c)** Every individual member has one vote at the Annual General Meeting (AGM).

## **5. PL24CA – Organisation and Meeting structure**

### **The Committee**

- a)** The Committee consists of the Officers, the PL24 Magazine Editor and not more than 10 other Committee Members.
- b)** The Officers of PL24CA are: the Chair, the Vice Chair, the Treasurer, and the Secretary.
- c)** The PL24 Magazine Editor is responsible for running PL24 Community Magazine and is a Committee Member.
- d)** All Committee Members are members of PL24CA and agree to abide by its constitution, policies, and protocols. The Committee is responsible for running the organisation in accordance with the aims and protocols as set out in this constitution and the associated policies.
- e)** The primary role of the Committee is that of a critical friend i.e. members ask questions and monitor PL24CA's activities, including its financial affairs.
- f)** At an individual level, Committee Members are actively encouraged to make suggestions and contribute to the running of PL24CA activities and events. The latter includes named Committee Members taking the lead on specific activities and events and managing those who volunteer for these.
- g)** Committee Members are expected to attend at least 3 Meetings a year – preferably committee meetings - one of which can be the AGM.
- h)** Officers and Committee Members will be elected at the AGM and will serve for a period of 3 years. After 3 years, Officers and Committee Members stand down from the Committee, but are eligible to stand again for election.
- i)** In the event that there is a vacancy for a Committee Member during the year, the remaining Committee Members can co-opt new Committee Members, provided the maximum number of Committee Members is not exceeded. Co-opted Committee Members have the same rights and responsibilities as those elected at the AGM.
- j)** In the event that there is a vacancy for an Officer post (Chair, Vice Chair, Secretary or Treasurer) during the year, the Committee can elect a new Officer to the post.
- k)** Each co-opted member shall hold office until such time as the election of Officers and Committee at the next AGM. The co-opted Committee Member or Members and/or Officers will then be eligible for election.
- l)** Any Officer or Committee Member may resign at any time, by means of a written notification to the Chair and/or Secretary.

## **Committee Meetings**

- a) The Committee will meet at least 4 times a year, normally in February, April, June, September.
- b) The Chair will chair all meetings of the Committee.
- c) The quorum for Committee meetings will 4 members with a minimum of 3 officers present.
- d) Voting at Committee meetings will be by a show of hands or in the case of meetings taking place on a remote video platform, each member will give their name, and assent by saying 'yes', indicate dissent by saying 'no' or will say 'abstain' or use any voting mechanism provided.
- e) Should a member who wishes to vote be unable to attend the meeting, be it in person or via a video platform, the member should contact the Chair at least 24 hours in advance, so that alternative voting arrangements can be made.
- f) If there is a tied vote, then the Chair will have a second vote.

## **The Working Group**

- a) The Working Group consists (at a minimum) of the Chair, Vice Chair and Secretary. Otherwise membership of the group is not fixed. In the event that the Treasurer does not attend the meeting, they will submit a summary of the finances for consideration.
- b) The Committee delegates decision making to those attending a Working Group meeting on day-to-day matters concerning the arrangements for specific events and activities and other necessary administrative tasks e.g. in relation to the Website and Facebook, maintaining relationships with Partner Groups. If a statement, poster or similar is going out to the community or Partner Groups in written format, at least 2 members from the Working Group should agree and review the wording.
- c) In the event that 2 or more members at a Working Group meeting think that a matter should go to the full Committee, this will happen automatically. The Working Group will ask the Committee to give its opinion and make a decision which could be by email if the matter is time-sensitive. Committee members may be asked to respond by a specific date if they wish their views to be taken into account.

## **Working Group Meetings**

- a) Working Group Meetings will be held at least 5 times a year, in between the Committee Meetings i.e. normally in January, March, May, July, and November.
- b) The primary purpose of Working Group Meetings is to organise the day-to-day running of PL24CA, to draft and review policies and discuss the detailed arrangements for specific events and activities including publicity arrangements.
- c) The quorum for decision making at Working Group Meetings will be 4 members with 2 officers present, but decisions can be referred on to the full Committee. In these circumstances, those members present at the specific Working Group meeting will ask the Committee to give its opinion and make a decision which could be by email if the matter is time-sensitive. Committee members may be asked to respond by a specific date if they wish their views to be taken into account.
- d) Voting at Working Group Meetings will be by a show of hands or in the case of meetings taking place on a remote video platform, each member will give their name,

and assent by saying 'yes', indicate dissent by saying 'no' or will say 'abstain' or use any voting mechanism provided.

- e) If there is a tied vote, then the Chair will have a second vote.
- f) **Sub-groups** may be set up as necessary for time-sensitive matters e.g. when specific events or activities need to be organised. One person from the individual sub-group should take notes and submit reports as appropriate to the Secretary. These notes will be circulated to Committee Members and included in the Minutes of Working Group Meetings and/or Committee Meetings as appropriate.
- g) If there is a decision to be made which is time-sensitive, the sub-group can ask the Committee to give its opinion and make a decision by email if necessary. Committee members may be asked to respond by a specific date if they wish their views to be taken into account.

## 6. Duties of the Officers

### a) The duties of the Chair are to:

- Chair meetings of PL24CA
- Represent PL24CA at functions/meetings as appropriate
- Act as spokesperson for PL24CA when necessary.
- Liaise and maintain contact with others in the community including Partner Groups, drawing on the assistance of other Officers and/or Committee Members as necessary.
- Work in partnership with the Vice Chair on organising events and activities, liaising with Committee Members and others as necessary e.g. volunteers.
- Agree with the Vice Chair on the sharing of other responsibilities as necessary for the administration of PL24CA.

### b) The duties of the Vice Chair are to:

- Chair meetings of PL24CA in the absence of the Chair.
- Work in partnership with the Chair on organising events and activities, liaising with Committee Members and others as necessary.
- To agree with the Chair on the sharing of other responsibilities as necessary for the administration of PL24CA.

### c) The duties of the Secretary are to:

- Prepare the agenda for all meetings (except those of subgroups) in consultation with the Chair and other Committee Members as appropriate.
- Take and keep minutes of meetings.
- Maintain the membership list.
- Maintain the volunteer list.
- Ensure that the Constitution and Policies are kept up-to-date and posted on the website as appropriate in liaison with the member/s responsible for this.
- Deal with correspondence.
- Collect and circulate any relevant information within PL24CA.

It is the responsibility of the Chair, Vice-Chair and/or Committee Member who is leading on a specific event or activity to communicate directly with volunteers for the event and to ensure that the GDPR is respected.

**d) The duties of the Treasurer are to:**

- Supervise the financial affairs of the Group.
- Keep proper accounts that show all monies collected and paid out by PL24CA.
- Liaise with the auditor, as necessary.

## **7. Finance**

- a) Any money obtained by PL24CA will be used only in accordance with the aims set out in this constitution and in line with the provisions of the Finance and other Policies.
- b) Any bank accounts opened for PL24CA will be in the name of PL24 Community Association. The Treasurer, the Chair and one other Committee Member are named signatories on the account/s. Any cheques issued will be signed by two of the signatories.
- c) A summary of the accounts will be reported at the AGM, Committee Meetings and Working Party Meetings. A full statement of the accounts will be provided on request to any committee member.
- d) The full statement of accounts will be audited every year by an auditor with relevant professional experience.

## **8. Annual General Meeting**

- a) PL24CA holds an Annual General Meeting (AGM) in the month of October.
- b) All members will be given at least twenty-eight days' notice of the AGM and will be entitled to attend and vote.
- c) Motions for discussion at the AGM will be invited at the time of the notification of the meeting date.
- d) Motions submitted, either by the Committee or the membership, must be proposed and supported by at least 4 other members of PL24CA and be submitted at least twenty-one days in advance of the AGM.
- e) The Secretary will send members notification of all motions submitted at least 14 days in advance of the AGM.
- f) Should a member who wishes to vote be unable to attend the meeting, be it in person or via a video platform, the member should contact the Chair at least seven days in advance, so that alternative voting arrangements can be made.
- g) The business of the AGM will include:
  - Receiving a report from the Chair on the PL24CA's activities over the year.
  - Receiving a report from the Treasurer on the finances of PL24CA.
  - Electing new Committee Members and Officers, as necessary.
  - Considering any other matter as may be decided.
- h) The quorum for the AGM will be 6 members.

- i) Voting at the AGM will be by a show of hands or in the case of meetings taking place on a remote virtual platform, each member will give their name, and assent by saying 'yes', indicate dissent by saying 'no' or will say 'abstain' or use any voting mechanism provided.
- j) If there is a tied vote, then the Chair will have a second vote.

## **9. Extraordinary Meeting**

- a) An Extraordinary Meeting may be called by the Committee or by any 6 members of the Association to discuss an urgent matter. Any motion/s submitted, either by the Committee or the membership, must be proposed and supported by at least 4 other members of PL24CA.
- b) The Secretary will give all members twenty-eight days' notice of any Extraordinary Meeting together with notice of the business and/or motion/s to be discussed.
- c) All members will be entitled to attend and vote.
- d) The quorum for Extraordinary Meetings will be 6 members.
- e) Should a member who wishes to vote be unable to attend the meeting, be it in person or via a video platform, the member should contact the Chair at least seven days in advance, so that alternative voting arrangements can be made.
- f) Voting at Extraordinary Meetings will be by a show of hands or in the case of meetings taking place on a remote virtual platform, each member will give their name, and assent by saying 'yes', indicate dissent by saying 'no' or will say 'abstain' or use any voting mechanism provided.
- g) If there is a tied vote, then the Chair will have a second vote.

## **10. Meetings open to members: Committee, AGM and Extraordinary**

Covid-19 or similar situations might mean that members cannot attend meetings in person. Sometimes, it may be possible to access the meeting via a remote video platform, but it is not always practicable to run a large meeting in this way. In these circumstances, members will be offered alternative ways of contributing their views and asking questions. Where appropriate, members will also be able to vote on motions by email, for example, in advance of the meeting; and details on how to do this will be included with notices of the meeting when/as appropriate.

## **11. Alterations to the Constitution**

- a) Any changes to this Constitution must be agreed by at least two-thirds of those members voting at any AGM or Extraordinary Meeting, provided at least 6 members are attending the meetings (or have arranged to vote as per b) below.
- b) Should a member who wishes to vote be unable to attend the meeting, be it in person or via a video platform, the member should contact the Chair at least seven days in advance, so that alternative voting arrangements can be made.
- c) Voting at the AGM or Extraordinary Meeting will be by a show of hands or in the case of meetings taking place on a remote virtual platform, each member will give their

name, and assent by saying 'yes', indicate dissent by saying 'no' or will say 'abstain' or use any voting mechanism provided.

- d) If there is a tied vote, then the Chair will have a second vote.
- e) An updated draft Constitution may be agreed during the year by Committee Members where necessary and then ratified at the following AGM.

## **12. Dissolution**

- a) PL24CA may be wound up at any time if agreed by two-thirds of those members voting at an AGM or Extraordinary Meeting, provided at least 6 members are attending the meeting (or have arranged to vote as per b) below.
- b) Should a member who wishes to vote be unable to attend the meeting, be it in person or via a video platform, the member should contact the Chair at least seven days in advance, so that alternative voting arrangements can be made.
- c) Voting at the Meeting will be by a show of hands or in the case of meetings taking place on a remote virtual platform, each member will give their name, and assent by saying 'yes', indicate dissent by saying 'no' or will say 'abstain' or use any voting mechanism provided.
- d) If there is a tied vote, then the Chair will have a second vote.
- e) In the event of the dissolution of PL24CA, the Committee shall pay all outstanding liabilities and debts whilst paying due regard to the Finance Policy.
- f) The Committee will agree on how best to distribute any remaining assets for charitable purposes to community groups located in PL24 which hold similar aims to PL24CA.

**This constitution was adopted at the AGM of PL24CA on 30.11.20.**

Signed by:

Chairperson



Secretary

