

CONSTITUTION OF THE Highbury Community Association

1. Name

The name of the Association shall be the Highbury Community Association.

2. Aims

The aims of the Association shall be:

- To promote the interests of the community in and around Highbury;
- To seek to preserve and enhance the environment and the architectural heritage of the area;
- To represent the views of members to Islington Council and other corporate bodies whether public or private.

3. Membership

Membership shall be open to anyone who supports the aims of the Association. All members shall give their names and addresses to the Secretary. There shall be no charge to become a member during the year following the meeting, at which the constitution is adopted. The Association may pass a resolution at any AGM setting an annual subscription, on such terms as it sees fit. Failure to pay any subscription within one year of the due date shall be regarded as resignation from the Association. All members shall have an equal vote on how it is run.

4. Finance

The Association shall raise funds by donation, subscription or any other means. All money raised is to be used only to further the aims of the Association. The Treasurer shall maintain a bank account in the name of the Association. Cheque signatories shall be nominated by the committee. All cheques and instructions to the association's bankers shall require **two** of the agreed signatories. The Treasurer shall have the accounts checked annually by a representative of a Law Centre, or The Council for Voluntary Service or an independent auditor.

5. The Committee

A Committee shall be elected at every AGM, to carry out the business of the Association. Nominations from those wishing to serve shall be submitted in writing to the Secretary not less than **seven** days before the date of the AGM. All nominations shall be accompanied by the signatures of **three** members of the Association. The Committee shall be made up of a Secretary, Treasurer and between **four** and **eighteen** general members. If the total number of candidates does not exceed **twenty**, all shall become Committee members. If there are more than **twenty** candidates, the outgoing Committee shall conduct an election according to a method to be determined by the AGM. If **one or more** vacancies shall occur on the Committee, further members may be co-opted with the agreement of not less than **two thirds** of the existing Committee members. Any Committee member, who fails to attend **three** consecutive Committee meetings, without having given notice to the Secretary of inability to attend, shall be deemed to have resigned from the Committee. The Committee shall meet at least **quarterly**. Subject to space, attendance at Committee meetings shall be open to all members of the Association; but participation by those not on the Committee shall be at the discretion of the Chair of the meeting.

The Secretary shall be responsible for ensuring that:

- The minutes of all Committee meetings and General meetings are taken and that these minutes shall be made available on request to all members;
- A list of all members is maintained;
- Members are notified of Annual and General meetings.

The Treasurer shall be responsible for ensuring that a true record of all receipts and disbursements is maintained and all books and records are reconciled to the bank accounts held.

6. Annual General Meetings (AGM)

There shall be an Annual General Meeting held at least once every calendar year. At the AGM:

- The Treasurer shall present a statement of income and expenditure to the members;
- The members shall elect a new Committee;
- The members may propose and vote on changes to the Constitution.

The Secretary shall notify all members of the date of the AGM at least **fourteen** days before.

7. Other General Meetings

A General meeting open to all members will be held if requested by the Committee or **twenty** members who make their request to the Secretary in writing. The Secretary shall call the meeting within **twelve** days of the request.

8. Quorum

No AGM shall take place unless there are present **twenty five** members or at least **five per cent** of the membership if that is a lower figure. No Committee meeting shall take place unless at least **five** Committee members are present.

9. Changes to the Constitution

The Constitution can be changed at an AGM. Changes to the Constitution must be approved by **two thirds** of the members present at the meeting.

10. Dissolution

The association may be dissolved by a General meeting called for this purpose. A proposal to dissolve shall only take effect if agreed by **two thirds** of the members present at the meeting. Funds and possessions of the Association will be disbursed according to the wishes of the meeting. In the event that on **two** occasions there are insufficient people at a General meeting to constitute a quorum, then the Committee can meet and pass a motion to dissolve the Association.

11. Standing Orders for General Meetings

Any member may make a proposal. In order for it to be voted on by other members it must be seconded, or supported by someone else. Only members present at the meeting may vote. Before voting, any member may propose an amendment, which must also be seconded.

This Constitution was adopted as the Constitution of the Highbury Community Association at a public meeting duly convened at Aubert Court Community Centre on 4 August 1997 and amended by Resolution of the AGM in 1998 and further amended by Resolution of the AGM in 2002.

Signed Secretary to the meeting Date
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Signed Chair to the meeting Date
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