

# **The Bakers Mill Community Association Constitution**

**1. The name of the Association** is ‘The Bakers Mill Community Association.’

**2. Membership of the Association** is available to all residents who live at Bakers Mill Estate, also to landlords, occupiers of businesses in Bakers Mill, the River Stour Trust, and the occupiers of the Mill House, who are all located at Bakers Mill.

**3. The objects of the Association are:**

- (i) To ensure the maintenance of and bring about improvements in the Bakers Mill area.
- (ii) to maintain a liaison with the appropriate district council authorities, statutory bodies, local councillors, housing organisations, having an interest in Bakers Mill, and other local voluntary groups and to communicate the views of members to such bodies and to report back to members .
- (iii) To carry out all such activities as shall appear to members to be relevant to the before mentioned objects provided only that the Association shall not engage in any unlawful activity and shall not, as their primary object promote or advance the cause of any political party or religious body.

**4. The Committee of the Association** shall consist of 10 members. The Committee shall have powers to co-opt up to 2 additional members in any year who, should they wish to continue after the following Annual General Meeting, shall put themselves forward for election as Committee members. Each member shall hold office until retirement or removal by a resolution of an Annual General Meeting of the Association. Two Committee members shall retire from office at the end of the Annual General Meeting in every year. Those retiring shall be those longest in office since their last appointment or, if more than two were appointed on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot. A retiring Committee member shall be eligible for re-appointment.

**5. The Officers of the Association** shall be the Chair, the Vice Chair, the Secretary and the Treasurer who shall be elected each year by the Committee at its first meeting after the Annual General Meeting by ballot of the Committee members of those willing to stand for office.

**6. General Meeting.** The Association shall hold an Annual General Meeting every twelve months in addition to any other General Meetings in each year. Every member shall receive not less than 14 days’ notice of such a meeting. Other General Meetings may be convened by the Secretary upon the request of the Committee of any ten members upon a similar notice. Notices of all meetings of the Association shall state the time and place of the meeting and the business to be transacted and shall be in writing and sent to each member at their last known address.

**7. Voting.** At any General Meeting every member, including the Chair, shall have one vote provided they have paid their subscription. In any event of any equality of votes the Chair shall have a second and casting vote.

**8. The Committee shall meet** on at least four separate occasions in each year. Each member, including the Chair shall have one vote and in the case of an equality of votes the Chair shall have a second and casting vote.

**9. The Chair** of the Association shall be the Chair of meetings of the Committee and of the Association but if the Chair is not present at the time for which the meeting is convened the Vice Chair shall be the Chair of the meeting but if neither is present the members present shall appoint one of their members to be Chair of the Meeting.

**10 The Quorum** at a General Meeting of the Association shall be twenty members. If a quorum is not present half an hour after the time for which the meeting is convened that meeting shall be adjourned for one calendar month. Fourteen days' notice shall be given of such an adjourned meeting and the members present at such adjourned meeting shall constitute a quorum. The quorum for a meeting of the Committee shall be four.

**11. The Annual Subscription** of membership to the Association shall be set annually at the Annual General Meeting by ordinary resolution. Subscriptions are to be paid by all members in the membership categories as defined above who wish to join the Association, subject to one subscription per household for residents.

**12. All Subscriptions** and sums of money collected on behalf of the Association shall be handed to the Treasurer who shall pay into an account of the Association as soon as possible.

**13. The Treasurer** shall invest any monies not required for the immediate purpose of the Association in an interest bearing account with power from time to time to transpose such investments.

**14. Any property or investments** shall stand in the name of the Association or if necessary in the joint name of the Officers of the Association who for this purpose shall be constituted as Trustees for the Association.

**15. Any withdrawals** from the accounts held on behalf of the Association will require the signature of any two members of the Committee approved by the Chair and notified accordingly.

**16. These rules may be altered or added to** by a Resolution of the Annual General Meeting of the Association carried by a majority of at least two thirds of the members present at such a meeting, notice of which contained particulars of the proposed alteration or addition.

**17. The Association may be dissolved** by a Resolution of two thirds of the members of the Association carried at a Special Meeting, the notice of which contained a copy of the proposed Resolution. The dissolution shall take effect on the day when the Resolution is

passed and the Committee shall be responsible for the winding up of the Association. The Committee shall realise the assets of the Association, discharge its debts and other obligations and distribute the surplus (if any) equally among those who are members at the date of the dissolution.

**This version was approved at the AGM of 26.11.2013 and replaces that of 20.10.11 and 10.08.2010**