



# Crossens Community Association

*Crossens Community Park, Rufford Road, Southport, PR9 8HT*

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## Constitution

### 1. NAME

The name of the organisation shall be Crossens Community Association, hereinafter called the “Association”.

### 2. OBJECTIVES

*The purposes of the Association shall be:*

*To provide facilities for recreation and social activities or other leisure time occupation for people in Crossens of all ages who have need of such facilities by reason of their youth, age, infirmity or disablement, are experiencing loneliness and at risk of social isolation, in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.*

### 3. POWERS

*1. The Trustees must manage the business of the Charity and they have the following powers in order to further the Objects (but not for any other purpose):*

- a) To work in partnership with statutory agencies and other community or charitable groups.*
- b) To raise funds. In doing so, the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;*
- c) To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;*
- d) To sell, lease or otherwise dispose of all or any part of the property belonging to the Charity. In exercising this power, the Trustees must comply as appropriate with sections 36 and 37 of the Charities Act 1993;*
- e) To borrow money and to change the whole or any part of the property belonging to the charity as security for repayment of the money borrowed. The Trustees must comply as appropriate with sections 38 and 39 of the charities Act 1993 if they intend to mortgage land.*

### 4. EQUAL OPPORTUNITIES

The Association, in all conduct of its affairs prohibits discrimination or harassment on the ground of race, sexuality, age, disability, social status, medical status, political persuasion or religion.

### 5. AREA OF BENEFIT

The area of benefit is Crossens and surrounding area in Southport.

## **6. COMMITTEE**

6.i) The committee shall comprise of not less than five people, but no more than thirteen people over the age of 18 years.

6.ii) Members can put forward nominations for election to the committee at the Annual General Meeting.

6.iii) At each Annual General Meeting the committee shall stand down and may be nominated for re-election.

## **7. OFFICERS OF THE COMMITTEE**

7.i) The officers shall comprise of:

Chairperson  
Deputy Chairperson (if available)  
Treasurer  
Secretary  
Fund Raising co-ordinator

7.ii) The committee will elect the above officers from among themselves.

7.iii) Vacancies which occur may be filled by a decision of the committee until the next AGM.

## **8. MEETINGS**

### **a) Annual General Meetings**

i) The Association shall hold an Annual General Meeting once in each calendar year and not more than 15 months shall pass between the date of one Annual General Meeting and the next.

ii) All members shall be given a minimum of 21 days notice of the AGM.

*iv) Written nominations for election to the committee must be proposed and seconded and be in the hands of the Secretary not less than seven days before the AGM*

iii) The Annual General Meeting shall:

- Receive an annual report from the committee
- Present independently examined or audited accounts to members
- Elect officers of the Association
- Elect committee members
- Discuss and vote upon proposed amendments to the constitution.

iv) In the event of there being more nominations received than there are places available on the committee election will be by ballot.

v) Proposed changes to the constitution must be received in writing by the Secretary at least 7 days before the date of the AGM

### **b) Extraordinary Meetings**

1.) *The Association may call an extraordinary general meeting to discuss and vote upon proposed changes to the constitution.*

2.) *At least ten days notice of a special general meeting called to discuss and vote upon a motion to change the constitution must be given to all members.*

## **9. MINUTES**

Minutes will be taken at each meeting and the minutes formally agreed by the next meeting and signed by the Chair.

## **10. VOTING**

10.i) At a committee or general meeting, each member eligible to vote shall have one vote only except in the case of an equal vote, in which case the Chairperson will have an additional or casting vote.

10.ii) All voting and abstentions must be counted and recorded in the minutes.

## **11. FINANCE**

11.i) The Treasurer shall open a bank or building society account in the name of the Association and keep records of the organisation's income and expenditure.

11.ii) The Treasurer shall report the balance in the account to the committee at each meeting.

11.iii) The committee shall appoint three authorised signatories who are not related nor from the same household, for any cheques and cheques shall be signed by at least two signatories.

11.iv) The Treasurer is authorised to pay from petty cash travel and other expenses to representatives of the Association undertaking the organisation's work provided that each payment is supported by a receipt, ticket or voucher. Each payment of petty cash will be signed by the recipient.

11.v) The Treasurer is required to notify one of the Committee members if s/he is unable to attend a meeting. The Treasurer's report shall be passed to that committee member, who will act on the Treasurer's behalf at that meeting.

## **12. DISSOLUTION**

At least twenty-one days notice of a special general meeting called to discuss a motion to dissolve the Association must be given to all members. The motion to dissolve must be passed by not less than three quarters of those present and entitled to vote.

Any assets remaining upon such dissolution, after satisfying any debts and liabilities of the Association shall be transferred to another organisation whose objectives are similar to its own.