

# **NANSLEDAN COMMUNITY ASSOCIATION CONSTITUTION**

## **CONSTITUTION**

The name of the Association shall be **Nansledan Community Association** Hereafter known in this document as the **NCA**.

## **AIM**

Our aim is to promote and uphold the interest of the Nansledan Residents and Community. In furtherance of this aim, the NCA will;

- a. Represent the needs of Nansledan residents and community in matters affecting local amenities and the local environment.
- b. Consult NCA members regularly and keep them informed of current issues.
- c. Meet with Duchy representative, Estate Management representatives and local government officials, to ensure the continued achievement of high standard of upkeep, maintenance and services around the development.
- d. Develop more extended relationships with other groups and individuals who have an interest in the wellbeing and success of our community.
- e. Ensure that all open meetings and NCA activities are accessible and welcoming to all members and that they have a fair and equal opportunity to contribute to the consultation and decision-making process.
- f. Organise a variety of events and activities that draws the community together and helps foster community spirit and wellbeing.
- g. The Association will take positive action to reach those people that are under-represented at meetings and events and will ensure that all members have the opportunity to be involved in the Association and its events
- h. Encourage the setup of a local Neighbourhood Watch scheme to ensure we have minimal risk of crime and disorder in the area.
- i. Protect the natural charm, beauty and diverse nature of the area we live in.
- j. The NCA shall be non-political.
- k. The NCA shall take out Public Liability and Personal Accident insurance to cover its meetings, activities, officers and Committee.

## **MEMBERSHIP**

Membership of the NCA shall be open to all residents and business's on the Duchy of Cornwall development in Newquay, Cornwall, known as Nansledan.

There are two membership options. Either annually or a onetime lifetime membership fee.

Only households having paid the membership fee for the preceding calendar year or have paid the lifetime membership fee shall be entitled to vote at Annual General

Meetings, Extraordinary General Meetings or General Meetings. Payment of the annual membership fee for the current year shall entitle one vote per household at meetings of members. The committee may expel any member who shall after 14 days' notice, remains in default of paying any subscription fee. Membership fees can be found on the Nansledan Community Website.

## **EQUAL OPPORTUNITIES**

The NCA shall not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **NCA MANAGEMENT COMMITTEE**

The affairs of the NCA shall be managed by a Committee elected at the Annual General Meeting and consisting of the following roles;

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Website designer and administrator
- Any other identified role as agreed by the committee e.g. (Events and Social Secretary), These other positions shall consist of not less than two and not more than five other members

The business of the Association shall be carried out by the Committee in accordance with resolutions agreed by members at the AGM or General meetings.

The Committee may appoint sub-committees as it deems necessary, and shall prescribe their tasks. At least one member of the sub-committee must be a full committee member. The rest of the sub-committee can be co-opted volunteers assisting with the given task of that sub-committee. All acts and proceedings carried out by the subcommittee shall report back to the main Committee as soon as possible and shall not spend funds of the Association, otherwise than in accordance with a budget agreed by the Committee.

Committee members should not be members of the same household.

The Chair and committee members shall be elected at the AGM for a term of three years. At the AGM following the end of the three-year term they shall retire from office and the vacancies filled by election or re-election.

A committee member ending an initial three-year term in office may stand for re-election for a second term, of three years. A committee member having served for a second term, shall not stand for re-election until a further Three years have elapsed following their retirement from that term.

A Committee member may stand down from their position before the end of their term if they so wish having given a minimum of one months' notice of their intention to stand down. On occasions the committee shall be empowered to fill vacancies

arising from these or any other reason, and co-opt members to the Committee, pending the following AGM where the position will be filled formally following a formal election process.

Committee members standing for election for political parties should inform the Committee at the earliest opportunity. Should they be elected they should stand down immediately from the Committee.

A quorum for a committee meeting shall be 50% of the elected members, plus one. Decisions shall be taken by a simple majority of those present; in the event of a tied vote the Chair shall have a casting vote.

Members of the Committee and subcommittees may be reimbursed for out-of-pocket expenses incurred on behalf of the Association but shall not otherwise be remunerated.

### **MANAGEMENT COMMITTEE MEETINGS/GENERAL MEETINGS**

All Committee meetings will be headed by the chair. In the absence of the Chair, the Vice-Chair, or in the absence of both, by a person chosen by the members present. The procedure shall be at the discretion of the person who occupies the Chair.

Management Committee Meetings – shall be held by-monthly unless otherwise agreed. The date and time of each meeting shall be fixed at the end of each meeting.

General meetings - A minimum of 3 general meetings shall be held each year, one of which shall be the Annual General Meeting. These shall be open meetings where any member of the Association can attend. Notice of these meetings shall be posted in the Association's website and in the Association Newsletter or notice boards.

An Extraordinary General meeting (EGM) may be called by the Committee or, as required, by no fewer than 15 Association members in writing to the Secretary.

A quorum for a general meeting shall be 25% of members. Decisions shall be taken by a simple majority of those present, except for resolutions to amend the constitution of the Association or to wind up the Association either of which shall require a two-thirds majority of those present. In the event of a tied vote the Chair shall have a casting vote.

Standing agenda items at a General Meeting shall include the following:

- minutes of the previous General Meeting – approval and matters arising;
- current financial balances;
- report of committee activity including significant expenditure committed or incurred;
- approval for any major expenditure;
- date of next General Meeting.

An Annual General Meeting (AGM) shall be held in October of each calendar year for the following purposes:

- a. to approve the minutes of the previous AGM;
- b. to receive a report from the Chair on the activities of the Association;
- c. to approve the annual accounts of the Association;
- d. to approve the appointment of an accounts examiner for the ensuing year;
- e. to agree the annual membership fee;
- f. to elect the Chair of the Association and other members of the Committee;
- g. to vote upon any special resolutions set out in the agenda.

Nominations for all committee roles and notice of special resolutions shall be received in writing by the Secretary at least two (2) weeks in advance of the AGM or EGM. Nominations and candidates for election should be from households eligible to vote supported by two other eligible households and with the full consent of the candidate.

The agenda for an AGM together with the minutes of the previous AGM, annual accounts, and nominations for election to the Committee and any special resolutions and the agenda for an EGM or GM shall be available to residents attending the meeting.

The minutes of all general meetings shall be available to the community of Nansledan via the Nansledan Website.

### **Code of Conduct**

General and committee meetings shall be conducted according to a code of conduct. The code will not be onerous and will provide for sufficient base standards to enable an orderly meeting where everyone has an opportunity to participate should they wish to.

No member of the Association shall speak or write on behalf of the Association without prior agreement of the Committee.

All meetings shall be conducted according to the following code of conduct:

- Act within the constitution (governing document) and the law – being aware of the contents of the organisation's constitution and the law as it applies to the Nansledan Community Association (NCA).
- Act in the best interest of the NCA as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing the NCA into disrepute.
- Respect confidentiality – understanding what confidentiality means in practice for the NCA its committee and the individuals involved with it.
- Understand how the NCA works and the environment within which it operates.
- Actively engage in discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.
- If a consensus cannot be reached, a vote shall be taken and a decision shall be made in accordance with the constitution.

Additionally, Committee members shall also be expected to honour the content and spirit of the following extra code elements:

- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest.
- Not to gain materially or financially unless specifically authorised to do so.
- Have a sound and up-to-date understanding of the NCA and its environment.
- Attend meetings and other appointments or give apologies – consider other ways of engaging with the organisation if unable to attend committee meetings for an extended period.
- Prepare fully for meetings and all work for the NCA – reading papers, querying anything you don't understand and thinking through issues in good time before meetings.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.

## **FINANCES THE GENERAL FUND**

The Association's financial year shall be to 31 October. The Treasurer shall prepare accounts for each year, which shall be examined by an Independent Auditor who has been approved at the AGM.

The Treasurer shall be responsible for keeping account of all income and expenditure of the Association and presenting a financial report to all Committee Meetings, and preparing for submission to the Annual General Meeting a statement of the Association's income and expenditure for the preceding year.

Bank accounts shall be operated in the name of the Association, and any withdrawals shall be made on the signature of the Treasurer and one other Officer of the Association agreed at the AGM.

Any proposal for a grant or other form of expenditure of more than £5,000 together with the Committee's recommendation shall be brought before a GM for consideration and agreement.

All monies raised by or on behalf of the Association are only to be used to further the Aims of the Association.

## **ALTERATIONS TO THE CONSTITUTION**

A resolution to change the Constitution of the Association shall be considered by members at an AGM or EGM and shall require a two-thirds majority of members present voting in favour.

In the event of dissolution, distribution of the remaining assets, after the satisfaction of any debts or liabilities, shall be affected to the general good of the residents of Nansledan and subject to the agreement of the EGM.