

NorthWestTwo Residents' Association constitution

1 Name

- 1.1 The name of the Association is NorthWestTwo Residents' Association.

2 Objectives

- 2.1 The Association's objects are:
 - 2.1.1 To seek to improve all aspects of life in the local area for the benefit of the local community, including but not limited to the environment, safety, social and cultural opportunities and facilities, amenities and services;
 - 2.1.2 To monitor, comment on and intervene in major issues affecting the quality of local residents, including planning, traffic management, licensing and cultural activities;
 - 2.1.3 community safety and policing;
 - 2.1.4 To oppose degradation of the local area's built and natural environment and to seek high quality design in all new developments;
 - 2.1.5 To assist and support charities and voluntary groups operating in the local area or providing services to those living or working there;
 - 2.1.6 To do any lawful thing which the Association shall consider conducive to the above.
- 2.2 The Association shall encourage as many as possible to take part in its activities and decision-making without discrimination or harassment by reason of age, ethnic origin, gender, religious or political affiliation, sexual orientation or physical or mental disability. The Association shall not promote any political party or any religion or religious belief.

3 Membership

- 3.1 Membership of the Association shall be open to any individual living or working in the local area who has paid the subscription.
- 3.2 An individual shall cease to be a member if:
 - 3.2.1 His/her subscription has expired and remained so for three months
 - 3.2.2 He/she is removed by the Committee in a vote passed by at least 90% of those voting, such removal being subject to review, if the member so requests, at the next Annual General Meeting
 - 3.2.3 He/she no longer lives or works in the local area.

4 General Meetings

- 4.1 The Association will hold an Annual General Meeting not less than 9 months and not more than 15 months from the date of the previous Annual General Meeting.
- 4.2 The Association will hold an Extraordinary General Meeting if the Executive Committee so decides or if at least 10% of the membership or at least two-thirds of the Committee request it in writing or by email, stating the business to be considered. Such a meeting shall be held within 42 days of the receipt of sufficient requests.

- 4.3 The Committee shall cause 21 days' notice to be given of any General Meeting. Notice shall be provided
 - 4.3.1 In at least one prominent place in the local area, such as the Association's noticeboard, and either
 - 4.3.2 In the Association newsletter or
 - 4.3.3 By email or in writing directly to members.
- 4.4 The quorum at a general meeting shall be 8 members present. If a quorum is not present within 30 minutes of the advertised start time the meeting shall be adjourned and reconvened by notice. If a quorum is not present at an adjourned meeting the members present shall be a quorum but no alteration to this constitution may be made unless a quorum is present.
- 4.5 The Chair of the Association shall preside at general meetings and in his/her absence the vice-chair if any. In the absence of both the members present shall choose one of them to preside.
- 4.6 Each member present shall have one vote. Except as provided by the constitution decisions shall be taken by simple majority of those voting. In the case of a tie the member presiding shall have a second or casting vote.
- 4.7 The Secretary shall ensure that accurate minutes of all meetings are kept in hard copy suitably filed and presented for approval at the next general meeting.
- 4.8 An Extraordinary General Meeting can take the form of a postal and/or electronic ballot at the discretion of the Committee so long as such a ballot is secure, inclusive and otherwise fit for purpose. In such a ballot, the number of votes cast shall count as the number of members present.

5 Executive Committee

- 5.1 The Association shall have an Executive Committee (the Committee) which shall, subject to this constitution and any regulations made at a general meeting, have authority to do all things on behalf of the Association that the Association has power to do.
- 5.2 The Committee shall comprise not less than two and not more than nine members of the Association. These members shall include
 - 5.2.1 The Chair, Treasurer and Secretary of the Association
 - 5.2.2 Such other members of the Association as are elected at a General Meeting.
- 5.3 If there are less than six persons in the Committee, the Committee can co-opt up to three members of the Association who have not have been members of the Committee at any time between the last two Annual General Meetings.
- 5.4 If the role of Chair, Treasurer and Secretary falls vacant, the Committee may fill that vacancy from among its members.
- 5.5 Each Committee member shall hold office from the end of the General Meeting at which she or he is appointed or from his or her co-option.
- 5.6 A person shall cease to be a member of the Committee under any of the following circumstances:
 - 5.6.1 At the end of the next Annual General Meeting after his or her appointment or co-option
 - 5.6.2 If she or he resigns in writing or by email
 - 5.6.3 If she or he ceases to be a member of the Association
 - 5.6.4 If she or he is removed by a resolution passed by a General Meeting

- 5.6.5 If she or he becomes incapable, by reason of severely protracted absence or illness, of fulfilling his or her role and the Committee resolves that that person shall cease to be a Committee member.
- 5.7 The Committee may have discussions and take decisions in meetings or by email. In either case, the quorum for a decision shall be three. If the number of Committee members falls below three, the Committee can only act to call a General Meeting so that more members can be appointed.
- 5.8 No Committee member may have any interest in any property of the Association or in any contract with it nor receive any remuneration from the Association (other than expenses properly incurred).
- 5.9 A Committee member must declare to the Committee any personal, financial or material interest in any matter under discussion and, if that interest is not shared in common with a significant portion of the general membership of the Association or the residents of the local area, recuse himself or herself from any discussion or vote on that matter.
- 5.10 The Committee shall ensure that this constitution and a list of current Committee members is readily available to members, on the Association website or on the Association's noticeboard or on request.

6 Finances and accounts

- 6.1 The Treasurer shall be responsible for keeping proper accounts and shall report to the Annual General Meeting on the Association's finances.
- 6.2 The funds of the Association shall be kept in bank or building society accounts in the name of the Associations at such banks or building societies as the Committee shall decide. Such accounts shall require two Committee members' signatures for all cheques and mandates. The Committee will determine which Committee members are signatories for the accounts.
- 6.3 The Association may also use online payment systems to collect subscriptions, donations and other payments. Funds shall be transferred to an Association bank or building society account within two months of receipt.

7 Alterations to the Constitution

- 7.1 This constitution may be altered by resolution passed by not less than two thirds of the members voting at a general meeting. The notice convening the meeting must set out the terms of the proposed alteration.

8 Dissolution

- 8.1 The Association may be dissolved by resolution passed by a majority of two thirds of the members present and voting thereon at a General Meeting of which at least 21 days' notice have been given. The Committee shall realise the assets of the Association, pay any proper debts and distribute any surplus to such organisation having similar objects as shall be decided by the members or, in default, to a charity which operates in the local area.

9 Interpretations

- 9.1 Though the core area of the Association has been just one part of Cricklewood (the area bounded by Cricklewood Broadway, Chichele Road, Anson Road and the side-roads running south from it, Gladstone Park and the railway line to the bridge over Cricklewood Broadway), the "local area" in which our members and the Association have an interest includes the entirety of Cricklewood and Gladstone Park.
- 9.2 An "electronic ballot" is a ballot conducted by email, through a website or by other electronic communication.