

# Constitution

## 1. Name of group

The name of the group shall be **Lenton Drives and Neighbours Resident's Association (L.D.N.R.A)**

## 2. Aims

The aims of **LDNRA** will be:

1. *Seek to improve the environment of the Lenton Area by tackling concerns to do with noise, anti-social behaviour, waste and HMOs;*
2. *To co-operate with agencies, including the Council, the Police, the universities and businesses to strengthen the community spirit;*
3. *Represent the views of the majority of the residents affected by the issues as set out above.*

## 3. Activities

To further the aims LDNRA will:

1. Hold regular meetings with the members;
2. Co-ordinate activities to tackle the issues as set out above;
3. Seek to secure funding or grants to support community based activities.

## 4. Membership

Membership is open to anyone who:

- lives in the Lenton area; and
- supports the aims as set out above.

Membership will begin when a person has applied to become a member and given their contact details to LDNRA.

A list of all members will be kept by the Secretary.

### **Ceasing to be a member**

Members may resign at any time in writing to the Secretary.

It shall be a condition of membership that members, at all times, conduct themselves in a reasonable manner at meetings, events, activities, facilities, on social media or other gatherings of the association or when representing the organisation at outside meetings or events.

Any member may be suspended from membership of the association for breach of this condition or for any conduct which is detrimental to achieving the aims of the association. The suspension shall be decided upon by members at a general meeting by a majority vote.

## 5. Equal Opportunities

LDNRA will not discriminate on the grounds of on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.

## 5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting.

The Committee will meet at least four times a year.

The Committee will be composed of 4 committee members. Up to 4 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- **Chair of the Association**, who shall be responsible for the vision and direction of the group;
- **Chair of meetings**, who shall chair both general and committee meetings;
- **Secretary**, who shall be responsible for the taking of minutes, the distribution of all papers and for keeping membership records;
- **Treasurer**, who shall be responsible for maintaining accounts and presenting financial reports at meetings.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member absent without the permission of the chair from all meetings held within a period of six consecutive months will be contacted and asked to stand down; if no reply has been received within 7 days then they will be removed from office.

The Committee can invite any members to attend committee meetings, who may speak but not vote.

## 6. Meetings

### 6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified by email at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 5 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of LDNRA over the year.
- The Committee will present the accounts of LDNRA for the previous year.
- The officers and Committee for the next year will be elected.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair of the Association or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be in person, telephone or email.

The quorum for the Special General Meeting will be 10% of the membership or 5 members, whichever is the greater number.

## **6.3 General Meetings**

General Meetings are open to all members and will be held at least 3 times a year or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the Chair of meeting shall have an additional casting vote.

## **8. Finances**

An account will be maintained on behalf of LDNRA at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). Any two of these must sign every cheque. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

All money raised by or on behalf of LDNRA is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## **9. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the ..... on:-

Date .....

Name: Position in group:	Signed:
Name: Position in group:	Signed: