

St Erth Residents Association Constitution

The Association shall be known as St Erth Residents Association (abbreviation SERA) and is set up to look after community needs in St Erth.

Aims and Objectives

- To represent the interests of all the residents of the village of St Erth
- To promote a safe, brighter community and to encourage neighbourhood pride with equal opportunities for all, whatever, sex, creed, age or ability
- To be without political or religious bias

Membership

- Is open to all, irrespective of age, living in the area and who accepts our aims and objectives
- Is free but recorded by membership secretary
- Is necessary for voting rights
- It is a condition of membership that reasonable behaviour be observed at all meetings

The Committee

- The business of SERA shall be carried out by Committee members elected at the AGM from the membership
- The Committee shall be made up of a Chairperson (Chair), Vice Chairperson, Minutes Secretary, Membership Secretary and Treasurer and no less than 4 other members up to a maximum of 15 in total Committee members
- Only members over the age of 18 years will be able to hold office
- No more than one member of any household will be able to hold office
- Removal of Committee members may only be carried out at a special General Meeting

Conduct of Business

- The affairs of the Association shall be controlled by the elected Committee of executive and other members, who shall meet at agreed intervals but not less than 4 times a year
- Minutes will be taken each meeting and recorded in the minute book
- Accurate accounts of the finances shall be kept by the Treasurer who will maintain a current bank account. Only those members authorised with the bank will be able to sign cheques

- Minutes and bank account details must be available for reasonable inspection by members
- The Association may liaise with other partners where necessary to develop good practise
- The Committee may co-opt in order to fill any vacancy from its members until the next AGM

Duties of Officers

- **The Chair** shall conduct the meetings of the Association, ensure meetings are run smoothly and decisions are made. The Vice Chair will chair the meeting in his/her absence.
- **The Vice Chair** will support the Chair in their role and take responsibility in the absence of the Chair
- **The Treasurer** oversees the money of the Association and will keep proper accounts of income and expenditure and report them to the Committee at Committee Meetings and the AGM. The Treasurer shall maintain a bank account in the name of the Association
- **The Minutes Secretary** shall ensure that a proper record is kept in the form of minutes, provide them to the Committee
- **The Membership Secretary** is responsible for recording members; convening all meetings and giving the relevant notice to members and shall deal with and bring to the Committee any correspondence

Meetings

Committee Meetings

- Responsible for the management of the Association
- Discuss and deal with any issues which require decisions between open meetings. All members of the Committee should be informed of such meetings
- A Quorum shall consist of a minimum of 4 members of the Committee

Open Meetings

- To take place half yearly, where all members and all residents in the St Erth area may attend and speak. The Committee will give feedback on project developments as well as encourage ideas from the community

AGM Annual General Meetings

- The Committee shall call an AGM of the Association within 14 months of the last AGM
- Not less than 21 days' notice shall be given of the AGM to all members and those eligible to attend

At this meeting

- The Chair of the Committee shall present the annual report of the Association and minutes of the previous AGM
- The Treasurer shall present accounts of the Association for the past year (which may require an independent audit)
- Officers and the Committee for the next year shall be elected. Nominees will need a proposer and seconder
- Any amendments to the Constitution may be made at this meeting

SGM Special General Meetings

An SGM may be called by a majority decision of the Committee for the purposes of:

- Amending the Constitution
- Removal of members from the Committee and Association when in breach of the code of conduct
- Any urgent emergency issue
- Should any member submit in writing a request for such a meeting to the Membership Secretary

Closing down of the Association

In the event that the Association dissolves, assets and funds shall be given to a similar project operating in the St Erth community. This will be decided at a meeting of all members of the Association. 21 days' notice shall be given stating the terms of the resolution to be proposed. Notices shall be posted and given in writing to any other bodies to which the Association is affiliated. If confirmed by a simple majority, the Committee shall have the power to dispose of any assets and satisfy any outstanding debts and liabilities.

Signed by:-

Chairperson _____

Vicechair _____

Date _____