

# Constitution of Oaten Hill & South Canterbury Association

## 1 Name

The name of the Association shall be 'The Oaten Hill and South Canterbury Association', referred to hereunder as 'the Association'.

## 2 Area

The Association covers the following continuous area of the City of Canterbury, Kent: South-east of the city walls between the Queningate and past the Ridingate to include Rhodaus Town; as far as the Old Sessions House along Longport; as far as the junction with Lichfield Avenue along the New Dover Road; as far as the Kent County Cricket Ground along the Old Dover Road; including St. Lawrence Forstal, Ridlands, Ridlands Farm and adjoining properties, George Roche Road and Holme Oak Close, Nunnery Road and Lansdown Road and including all roads, closes, etc. lying between or feeding into these roads. This area will be more precisely defined by a map, together with a separate, exhaustive list of roads, agreed by the Committee and presented for approval to a General Meeting.

## 3 Aims and Objectives

- 3.1 The Association is a non-party-political voluntary group constituted to represent, promote and protect the interests of all those resident in the Association's area.
- 3.2 The aim of the Association is to support and improve the quality of life of our community.
- 3.3 The Association's interests include, but are not limited to the following:
  - 3.3.1 Encouraging a community spirit, and promoting cultural and educational activities e.g. Local History Group
  - 3.3.2 Maintaining a balance between residential, business and educational interests
  - 3.3.3 The quality of housing and the built environment
  - 3.3.4 Conservation and extension of green spaces
  - 3.3.5 Improved recreational facilities
  - 3.3.6 Safer travel for all road and pavement users, and sustainable transport availability
  - 3.3.7 Monitoring the quality and impact of our physical environment, balancing current and future needs, encouraging improvements, resisting deteriorations.
- 3.4 The means which the Association aims to use to represent, promote and protect these interests include:
  - 3.4.1 Providing a forum for residents through newsletters, meetings and social activities
  - 3.4.2 Encouraging all residents within our area to become Members of the Association

- 3.4.3 Consulting and informing Members about our activities
- 3.4.4 Alerting residents to and investigating any proposed developments and/or licensing applications in our area that could have a significant local impact
- 3.4.5 Encouraging and, where appropriate, initiating proposals that could enhance the amenity value of the area including gardening and tree planting initiatives
- 3.4.6 Engaging constructively with Canterbury City Council, Kent County Council, and other local bodies and like-minded groups, with the aim of enhancing quality of life in our area
- 3.4.7 Providing support, including professional advice where available, to street-based residents' groups that may arise in our area from-time-to-time, because of specific issues affecting a particular street.

#### **4 Membership and Subscriptions**

- 4.1 Residence in a household situated in the Association's area is the basis for membership; 'household' for this purpose includes a flat, apartment or other independent dwelling recognised as such by the Committee.
- 4.2 Membership of the Association shall be open to all residents aged 18 or over in a household located within the Association's area, in respect of which the subscription has been paid for the current year. A resident so qualified may become a Member of the Association by registering her or his name and place of residence with the Hon Secretary. Every resident Member so registered is entitled to vote at General Meetings.
- 4.3 A Member who leaves the prescribed area (clause 2) may retain her or his membership of the Association on notifying her or his change of address to the Hon Secretary, and during continued payment of the OHSCA subscription, but shall not remain entitled to vote.
- 4.4 The Committee may request and retain such contact details from Members including Members resident outside the area as it considers necessary for the purposes of communication between them and the Association.
- 4.5 Procedure for possible revocation of membership shall be provided in Standing Orders
- 4.6 There shall be a single rate of subscription to be paid in respect of each household where any Member is or Members are resident. The amount of the subscription shall be determined from time to time by an Annual or other General Meeting on the recommendation by prior notice of the Committee.
- 4.7 No Member, whether living inside or (as provided under 4.3 above) outside the Association's area, is covered by a subscription paid for a household in which s/he is not currently resident. A subscription in virtue of which a Member who has left the area continues in membership does not entitle to membership residents in her or his household who are not also continuing Members.
- 4.8 The subscription year shall commence on 1 January.

## **5 Annual and other General Meetings**

- 5.1 The Annual General Meeting (AGM) shall be held during the month of October each year, after notice as required under the Association's Standing Orders.
- 5.2 The Agenda circulated for the AGM shall include:
- 5.2.1 Apologies for absence;
  - 5.2.2 Minutes of previous AGM and any subsequent Extraordinary General Meeting (EGM), and matters arising thereon;
  - 5.2.3 Annual Report from the Chair;
  - 5.2.4 Annual report from the Hon Treasurer;
  - 5.2.5 Approval of certified accounts for the financial year ending 31 August;
  - 5.2.6 Recommendations from the Committee regarding subscription rate;
  - 5.2.7 Election of Officers and other members of the Committee for the ensuing year;
  - 5.2.8 Appointment of a suitably qualified person to certify the accounts at the end of the ensuing year (this person shall not be a member of the outgoing and/or incoming Committee); and
  - 5.2.9 Other business of which due notice has been given.
- 5.3 An Extraordinary General Meeting may be called by the Committee, or on the requisition in writing of at least ten percent of the membership, which must reach the Hon Secretary at least four weeks before the proposed date. Such requisition must state the business and date proposed for the EGM, and no other business may be transacted at the EGM. If the Hon Secretary is unable or unwilling to act the requisition may be received and acted upon by the Chair, or by another Officer.
- 5.4 At least twenty-one days' written notice of the date, time and place of every General Meeting shall be sent to all Members. Voting at General Meetings shall be restricted to Members resident in the Association's prescribed area in respect of whose household a membership subscription has been paid for the current year. Other provisions regulating the conduct of General Meetings shall be as prescribed in the Association's Standing Orders.
- 5.5 The quorum for General Meetings shall be not less than five percent of the Association's current membership plus at least four members of the current Committee.

## **6 The Officers and Committee**

- 6.1 There shall be four Officers of the Association, namely Chair, Vice-Chair, Hon Treasurer and Hon Secretary, who together with the rest of the Committee shall be elected at each AGM. All members of the Committee must be paid up Members of the Association. Before the AGM, all those standing for election to the Committee (see clause 6.2) shall be individually nominated and seconded by two independent Members of the Association (i.e., Members from different households), and the complete list of nominations shall be circulated to all Members of the Association in advance of the meeting. It is recommended that no Committee member shall serve for more than five

- years consecutively. The responsibilities of the Hon Treasurer and of the Hon Secretary shall be prescribed in the Association's Standing Orders. Specific duties may be assigned from time to time by the Committee to individual Committee members including Officers.
- 6.2 The Committee shall comprise:
- 6.2.1 The four Officers, together with
  - 6.2.2 Not less than four and not more than ten members elected at each AGM.
- 6.3 The Committee may co-opt whomsoever they wish. Special Interest Groups would normally be represented on the Committee, and by a co-opted current Member, but someone not a Member of the Association might be co-opted if leading a current but temporary project.
- 6.4 The voting rights, if any, of co-opted Committee members shall be as prescribed by the Association's Standing Orders.
- 6.5 Canterbury City Council Councillors, Kent County Councillors, and members of the Council's Senior Management Team, whether or not Members of the Association, shall not be eligible to be Officers.
- 6.6 The quorum of a Committee meeting shall be five of the current Committee members eligible to vote, to include at least two Officers. The chair of the meeting shall have a casting vote.
- 6.7 The Committee shall keep minutes which it shall make available to Members of the Association at their request made to the Hon Secretary.
- 6.8 The Committee shall have power to appoint standing committees, which must be chaired by an existing Committee member, or *ad hoc* sub-committees which may be chaired by a co-opted member or a Committee member.

## **7 Special Interest Groups**

The Committee may approve requests to form Special Interest Groups to pursue defined objectives, provided that:

- 7.1 The Group's name and defined objectives shall be approved by the Association's Committee and ratified by the Association's next AGM
- 7.2 The Group shall be open to all current Members of the Association without further subscription, and only Members of the Association may join the Group
- 7.3 The Group may not publish anything or make any public pronouncements without prior agreement of the Association's Committee
- 7.4 The Group shall report annually to the Association's Annual General Meeting on its activities and to the Committee at least quarterly; such reports to the Committee may be in writing
- 7.5 All financial arrangements for the Group shall be as approved by the Association's Committee, which shall have power to permit the Group to operate a separate bank account, provided that its accounts shall be open to inspection by the Association's Hon

Treasurer and, following approval by the person appointed under clause 5.2.8, shall be presented to the Association's AGM

- 7.6 If the Group dissolves, or in the judgment of the Association's Committee ceases to be active, any funds in its possession and all liabilities legitimately incurred shall pass to the Association; if the Group's assets are insufficient to cover all costs and creditors, the next General Meeting shall decide how the debts are to be paid.

## **8 Standing Orders**

There shall be Standing Orders of the Association, approved by a General Meeting, to regulate the conduct of business at and by General Meetings, the Committee and its meetings and the Officers. In the event of any conflict between Standing Orders and the Constitution the latter shall prevail.

## **9 Amendments to the Constitution and Standing Orders**

Amendments to this Constitution and to Standing Orders may be made only by the decision of a two-thirds majority of Members present and voting at an AGM or at an EGM. At least four weeks' notice of any proposed amendment(s), duly seconded by four other Members, must be given in writing by the proposer to the Hon Secretary, and the Hon Secretary must circulate the proposed new wording (amendment) together with the old wording and notice of the meeting at least three weeks prior to the meeting at which the alteration is to be discussed.

## **10 Dissolution**

The Association must be dissolved following a two-thirds majority of votes cast in favour of a motion to do so by Members present at a General Meeting. The proposer and seconder of the motion must be Members from different households in respect of which the subscriptions have been paid for the current year, and both must be present at the General Meeting. The motion and vote shall be valid only if six weeks' notice of the motion to dissolve, together with date, time and place of the General Meeting, has been sent to all Members. Any remaining funds following dissolution after settling all outstanding claims and expenses shall be donated to a fund or trust with similar interests or aims to those of the Association, to be selected by the Committee with preference to registered charities. If the Association's assets are insufficient to cover all costs and creditors, the General Meeting shall decide by simple majority vote how the debts are to be paid. The minute books and any other records of the Association (including those of the constituent former Oaten Hill and District Society, and South Canterbury Residents Association) shall be offered to the Archives of the City of Canterbury, or otherwise secured for preservation and accessibility.

*This Constitution to be submitted to the OHDS EGM on 6 October 2016 and to the SCRA SGM on 10 October 2016, and thereafter for adoption by an OHSCA General Meeting; dates of approval and of all subsequent approved amendments to be recorded on all copies.*