

# HAVERING-ATTE-BOWER CONSERVATION SOCIETY

## CONSTITUTION

### **1. Name**

The name of the group shall be Havering-atte-Bower Conservation Society, (HABCOS) hereinafter called the Society.

The Society is non-sectarian and non-political.

The boundaries of the area covered by the society will be as shown on the map on the society's web site.

### **2. Aims and Objectives**

- 2.1 The society is formed to work alongside and in association with and under the auspices of CPRE (Campaign to Protect Rural England) the core of its work centring on involvement in the planning system and the decision making process relating to the village and its surrounding countryside.
- 2.2 The protection of the interests of the community.
- 2.3 The improvement of the facilities and amenities of Havering-atte-Bower and preservation of the rural character of the area.
- 2.4 Encouraging the social life of the community.
- 2.5 Encouraging high standards of architecture in the area and the preservation of the Conservation Area and Green Belt concepts.
- 2.6 To stimulate public interest in and care for the beauty, history and character of Havering-atte-Bower and the immediate environment.
- 2.7 The society will take a view and advise on any other issues that affect the essence of the village.
- 2.8 The society may, when appropriate, focus on any other issue that may affect the village community. The society shall aim to keep the village community as a whole informed as to all the society's activities via

our web site ([www.habcos.co.uk](http://www.habcos.co.uk)) or by newsletter or circular when appropriate.

### **3. Powers**

In furtherance of the said Aims and Objectives the Society, through its Committee, shall have the following powers:

- 3.1 To promote research into subjects directly connected with the objects of the Society and to publish the results of any such research.
- 3.2 To act as a co-ordinating body and to co-operate with the local authority, planning committees, sanitary, drainage, transport, health and all other local and statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society.
- 3.3 To promote or assist in promoting activities of a charitable nature throughout the village.
- 3.4 To publish papers, reports and other literature.
- 3.5 To make surveys and prepare maps and plans and collect information in relation to any place, erection or building of beauty or historic interest within the village.
- 3.6 To hold meetings, lectures and exhibitions.
- 3.7 To educate public opinion and to give advice and information.
- 3.8 To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise.
- 3.9 To take and accept any gifts of property, whether subject to any special trusts or not.
- 3.10 To sell, let, mortgage, dispose of or turn to account all or any of the property or funds of the Society as shall be necessary.

- 3.11 To raise money for the purpose of the Society on such terms and on such security as the Committee shall think fit, but so that the liability of members of the Society shall in no case extend beyond the amount of their respective annual subscriptions.
- 3.12 To change the name of the Society. The Committee may, after obtaining the agreement of a two-thirds majority of the Society's voting members and subject to the approval of the Charity Commissioners, change the name of the Society.
- 3.13 The Society may require all members to pay an annual subscription.

#### **4. Membership**

Resident - within this constitutional document the term Resident is defined as a person listed on the electoral roll with an address within the boundaries covered by the Havering-atte-Bower Conservation Society.

##### Full Membership:

- 4.1 Full membership shall be open to all residents over the age of 18 who are interested in actively furthering the aims of the Society.
- 4.2 Each full member shall be entitled to one vote and all the privileges of membership.

##### Associate Membership:

- 4.3 Associate membership of the Society shall be open to residents under the age of 18 who support the aims of the Society and whose application is approved by the Committee.
- 4.4 Associate membership of the Society shall be open to any other person or organisation that supports the aims of the Society and whose application is approved by the Committee.
- 4.5 Associate members shall not be entitled to vote.

##### Termination of membership:

4.6 If any member acts in such a way that his or her conduct is injurious to the aims and objectives of the Society, that member may have their membership terminated. The power to terminate membership of the Society will be in the hands of the Committee. In the event that termination of membership is considered, the member shall be informed and given the opportunity to comment before any further action is taken.

4.7 The decision of the Committee in matters of this kind shall be final.

## **5. Meetings**

5.1 An Annual General Meeting shall be held each year, no later than 15 months after the previous AGM, to receive the Committee's Annual Report and Accounts, and to elect Officers and Members of the Committee.

5.2 The Committee shall give at least 28 days notice of the date, time and place of the Annual General Meeting. Nominations for committee posts must be submitted 14 days before the time and date of the meeting.

5.3 Special General Meetings will be held as appropriate and when required.

5.4 10 Members shall constitute a quorum for such meetings as the AGM and SGM.

5.5 Full members may propose a motion for discussion at an AGM or SGM, providing it is seconded by another full member and is submitted to the Committee at least 14 days before the date of the meeting.

## **6. Committee**

6.1 The management of the Society shall be by means of a Committee, which shall consist of the officers (see section 7) and up to four other elected members.

6.2 Nominations for election to the Committee must be presented 14 days

- before the AGM; such nominations must be with the consent of the nominee and be supported by a Proposer and a Secunder. If nominations exceed vacancies, a ballot shall take place.
- 6.3 Committee members shall be full members of the Society.
  - 6.4 Committee members should support the aims and objectives of the Society and be able and willing to undertake additional tasks.
  - 6.5 The Committee shall have the power to co-opt members to fill vacancies.
  - 6.6 The Committee shall be responsible for the running of the affairs of the Society and make decisions on its behalf.
  - 6.7 The Committee shall meet at least 9 times per year, 4 committee members at least being present at such meetings shall constitute a quorum.
  - 6.8 If any Committee members should have an interest in any matter to be discussed at a Committee meeting then that member should declare the interest and may be requested not to attend that meeting or the relevant part thereof. The Chairman's decision in matters of this kind is final.
  - 6.9 Matters arising at the meetings shall be decided by a simple majority of those present and entitled to vote. Each committee member will have one vote with the exception of the Chairman who will only have a casting vote.
  - 6.10 The committee has the right to invite guests to its meetings. Guests will not have the right to vote.
  - 6.11 Sub committees: The Committee may constitute sub-committees from time to time as shall be considered necessary.

## **7. Officers**

- 7.1 The Officers of the Committee shall be Chairman, Vice Chairman,

Secretary and Treasurer.

7.2 Officers shall be elected annually.

## **8. Finances**

8.1 The activities of the Society shall be financed by subscriptions, fundraising activities, donations, legacies and the like, as may be decided by the Committee.

8.2 Out of the Society's funds the Committee should pay all proper expenses and shall use the residue as it thinks fit to assist the aims and objectives of the Society.

8.3 An Honorary Auditor is appointed at the AGM, for the sole purpose of auditing the Society's accounts prior to the next AGM. This position is to be reviewed annually.

## **9. Amendments (to constitution)**

9.1 The Constitution may be amended by a 2/3 majority at an AGM or SGM providing 14 days notice can be provided by the committee.

## **10. Dissolution**

10.1 The Society may be dissolved at any Annual General Meeting or Special General Meeting by means of a ballot.

10.2 The motion for dissolution must include proposals for the disposal of any assets/monies remaining.

10.3 In the event of the dissolution of the Society, the available funds of the Society shall be transferred to such one or more charitable institutions having objects similar -to or reasonably similar to those of the Society.

10.4 On dissolution, the account books, minutes and other records of the Society shall be deposited with the CPRE.

22<sup>nd</sup> September 2008

Signed: