

Soham Community Association – Constitution

1.0 Name of Association

- 1.1 The name of the Association is Soham Community Association (SCA) and is referred to in this constitution as 'the Association'.

2.0 Aims of the Association

- 2.1 The aims of the Association are to bring people of the Parish of Soham together to promote a greater sense of community and pride by connecting individuals, groups, and businesses to make Soham shine.

by:

- a) Delivering information in formats that are accessible to all.
- b) Developing and championing volunteering opportunities.
- c) Creating and sharing a platform for individuals/groups to connect and communicate.
- d) Actively encouraging involvement and feedback to ensure that SCA continues to meet the needs of the town.
- e) Encouraging a friendly atmosphere where neighbours talk to each other.
- f) Representing the voice of the community to other organisations.
- g) Enabling working partnerships to deliver our vision and values.
- h) Being non-party political

3.0 Powers

- 3.1 To further its aims, the Association has the following powers:
- a) raise money to pay for the Association's activities;
 - b) to make payments, borrow money, hire, or acquire assets, etc;
 - c) to employ such paid staff, agents, and advisors (who shall not be members of the Committee) as may be required from time to time;
 - d) to do any other lawful things which are necessary or desirable to enable the Association to achieve its aims.

4.0 Committee membership

- 4.1 The committee shall consist of no less than 3 and no more than 10 people;
- 4.2 The committee shall consist of a Chair, a Treasurer and a Secretary, 'the Officers', plus others as required;
- 4.3 Up to 2 people per year can be co-opted as committee members at a public meeting of the association; by majority vote of those present at the meeting.
- 4.4 If the committee falls to below 3 people, existing committee member(s) may hold a public meeting in order to co-opt additional committee members as necessary. No other business can be conducted until there are at least 3 committee members.

5.0 Membership

- 5.1 Anyone aged 16 or over who lives, works, or volunteers in the Parish of Soham is (automatically) a member.
- 5.2 Membership shall be available to anyone without regard to gender, age, race, nationality, disability, sexual preference, religion, and belief.
- 5.3 Members must, at all times, conduct themselves in a reasonable manner, and in accordance with the aims of the Constitution. Any member may be excluded for breach of this condition or for any other conduct contravening the objects of the Association by a majority of those present and voting at any Members' Meeting or General Meeting. Any member so excluded shall have the right to appeal to the following General Meeting.
- 5.4 Any Member or Committee Member must declare any relevant personal interests. The Committee shall have the right to determine whether that Member should withdraw, or be allowed to speak but not vote, or be allowed to speak and vote.

6.0 Committee Meetings

- 6.1 Committee meetings are scheduled as required.
- 6.2 All committee members will have full voting rights in the decision-making process. If votes are equal, the Chair will have the casting vote.
- 6.3 The quorum for meetings will be **3** committee members.
- 6.4 The agenda for committee meetings must be published **3 days** in advance.

7.0 Members' Meetings

- 7.1 Members shall meet at least **4** times per year, including an Annual General Meeting (AGM).
- 7.2 Voting shall be by majority of those members present. If votes are equal, the Chair will have the casting vote.
- 7.3 The quorum for meetings will be **3** committee members.
- 7.4 The agenda for members' public meetings must be published **3 days** in advance.

8.0 General Meetings

- 8.1 An AGM shall be held every year with a notification period of 28 days. The Agenda will be published 14 days in advance to all members.
- 8.2 All committee officers shall be (re-)elected annually at the AGM.
- 8.3 Changes to the constitution are at a general meeting only, by majority vote of members present.
- 8.4 A quorum will consist of 5 members.

9.0 Finance and Accounts

- 9.1 Proper and correct accounts to be maintained.
- 9.2 Annual accounts to be produced by the Treasurer and presented at the AGM.
- 9.3 The Association may open one or more bank accounts. All bank accounts shall be in the name of the Association.
- 9.4 Cheques and orders from these accounts shall require to be signed by two designated persons. Signatories to be decided by the committee.
- 9.5 Expenditure under £100 can be approved by a majority of committee members at a private meeting, or by email.
- 9.6 Expenditure of £100 or greater must be approved at a public meeting where all members present are eligible to vote.
- 9.7 Each signatory must come from a different household.
- 9.8 Any subscriptions, donations, grants or other monies raised by or on behalf of the Association shall only be used to further the aims of the Association.

10.0 Minutes

10.1 The committee will keep and publish minutes of all meetings of the Association and of the committee.

11.0 Dissolution

11.1 The Association may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another group with similar aims.

This constitution was adopted on _____ by

Name

Signature

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