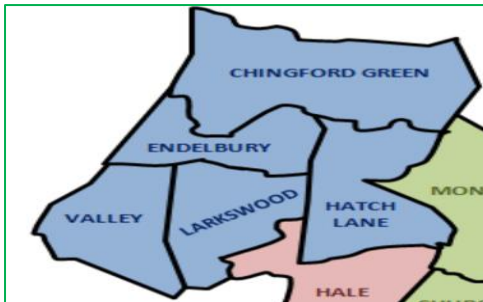


Chingford Residents Association Constitution

Date constituted 27/06/2023

NAME AND AREA:

1. The name of the formal association is **Chingford Residents Association (CRA)**.
2. Defined Area is Chingford, all 5 wards (**Chingford Green, Endlebury, Valley, Larkswood and Hatch Lane**), all within the local authority area of Waltham Forest.



AIMS:

The aims of the association are to:

- Promote, protect and represent the interest, views and needs of everyone living in Chingford.
- Provide a platform for residents of the defined area to monitor, review and scrutinise the services provided by Waltham Forest Council (WFC) and have a feedback process.
- To become actively involved in the decisions taken by LBWF that have a directly/ indirect impact on members and residents.
- Be recognised by WFC and become part of WFCs consultation procedure for all matters affecting members, residents and the community.
- Build a partnership and improve communication between Residents, Community Leaders, Police, Council and Councillors.
- Meet regularly to discuss a range of issues such as crime, planning, cleaning, pollution, housing and parking with a focus of supporting members resolve issues in conjunction with relevant organisations.
- Keep all members informed of key developments, topics and activities via the resident newsletter and FB.
- Promote membership to all people eligible to join the association.
- Promote equal opportunities within the community.
- Improve the services and facilities offered within the area of the association.
- Be non-party political.
- Promote social welfare, recreational and training activities for the benefit of members of the association
- Monitor the association, its work, finances and membership
- Use Social media where appropriate to canvas opinion, promote membership and communicate decisions made by the association.
- To arrange social events and outings for members to raise awareness and improve community spirit.

EQUAL OPPORTUNITIES:

The association will work in the community and within its own membership to advance equality of opportunity, foster good relations and eliminate discrimination against those in protected groups as determined by the Equality

Act 2010. The association will be committed to ensuring equality of opportunity to all members and that the membership will be representative of the entire local community. Any resident who feels that they have not been treated fairly and equally can raise their concerns with the Steering Committee. This constitution including the equal opportunities statement, code of conduct and financial regulations can only be changed at an Annual General Meeting (AGM).

MEMBERSHIP:

Membership of the association shall be open to:

- All residents, workers, students of the defined area, including home owners, tenants, leaseholders who are over the age of 16
- A record of all members in the current year shall be kept by the Secretary of the association.
- No Councillor or Member of Parliament, no matter what their constituency is eligible for membership.
- No Police Officer, no matter what their area is eligible for membership.
- The association may invite LBWF Councillors, local Safer Neighbourhood police Officers and MP's as guests to answer questions or assist with problem solving as necessary.
- New members can be sought through social media request, newsletters, surveys or community notice boards.
- Any membership subscription will be determined by the Association in a general meeting or by the Committee. Any funds (including donations) raised by or on behalf of the association will be used to further the CRA aims.

ASSOCIATE MEMBERSHIP:

- The committee may accept any person as an associate member. They shall have all the privileges of membership except the right to vote at meetings and to be elected as members of the committee.
- The secretary shall keep a record of all associate members.

ENDING MEMBERSHIP:

- Membership shall end when a member ceases to meet the conditions of the membership above or resigns.
- In the event of gross misconduct membership may be suspended or ended by a two-thirds majority vote of the Committee.
- Gross misconduct shall be defined as conduct which (in the opinion of a two-thirds majority of the committee):
 - Knowingly contravenes any association rule, or
 - May prevent the proper functioning of the committee, or
 - May harm the good reputation of the association, or
 - Involves any illegal activity.
- A member whose membership has been suspended shall be entitled to have that suspension reviewed at the next general meeting of the association.

MEETINGS

THE ANNUAL GENERAL MEETING (AGM):

The association shall hold an AGM once in each calendar year, and not less than 9 months, or more than 15 months shall pass between the date of one AGM and the next. The AGM shall:

- Receive the annual report from the committee
- Present statement of accounts (including income & expenditure) to its members
- Elect the committee & officers of the committee
- Consider any resolution put forward by members
- Vote on any amendments to the constitution

- Agree rates for membership fees (if any)
- The Committee will notify all members of the date no later than 14 days before the AGM, such a notice shall ask for any agenda items, nominations to the committee and any resolutions which include any proposed changes to the constitution.
- Agendas should be submitted to the membership, together with minutes of the previous AGM (if not previously circulated) [10 days] before the AGM.
- The quorum for the AGM shall be 25 members or 20% of the membership whichever is the least.

GENERAL MEETINGS (GMs):

- Each year the association shall hold at least five GMs (including the AGM) which shall be open to the general membership.
- All members shall be given 14 days written notice of the GM, such a notice shall ask for any agenda items and any resolutions.
- Agendas should be submitted to the membership, together with minutes of the previous GM (if not previously circulated) 10 days before the GM.
- All GMs shall be minuted.
- The quorum for the GM shall be 25 members or 20% of the membership whichever is the least.
- Proposed resolutions by members must be notified in writing to the secretary at least 14 days before the meeting and these may be accepted by the chair if it is agreed by those present at the start of the meeting that they be added to the agenda.

SPECIAL GENERAL MEETING (SGM):

- A SGM may be called by the committee if requested by at least 25 members or 20 per cent of the membership, whichever is the most
- If a SGM is requested by the membership this request must be supported with information identifying the precise nature of business to be conducted.

MINUTES:

- All formal meetings such as committee meetings, special general meetings and annual general meetings must be minuted and formally approved by the next meeting of the committee or general meeting respectively.
- Minutes will be circulated within two weeks of the meeting.
- All minutes shall be available for inspection by members of the association.

THE COMMITTEE:

- The committee of a CRA is responsible for managing the work of the association and making sure its aims are followed and that the group works effectively and fairly.
- Any members over the age of 18 shall be entitled to stand for election to the committee. Election is by a two thirds majority vote of the Committee.
- No elected officer or official councillor of LBWF shall be eligible for election as a Committee Member.
- All elected members of the Committee shall have one vote on any resolution put before an AGM, general meeting or special general meeting. The votes shall be counted and recorded in the minutes.
- The Committee will be made up of the following members; Chair, Deputy Chair, Secretary, Treasurer and other members.
- The Committee aim to meet on a monthly basis and not less than ten times a year.
- Minutes shall be taken of committee meetings and shall be available to all members.
- There shall be at least seven and no more than fifteen committee members.
- The committee shall ensure that there is adequate representation of people within the community.

- Where committee members fail to attend 3 consecutive committee meetings without good reason the committee may decide to remove them from the committee by a two-thirds majority vote of the committee but can remain as members.
- All members shall be given not less than ten days' notice of each committee meeting, at which any member shall be entitled to attend (but not to vote).
- The members of any such sub-committee or working party shall be selected by the committee from among the general membership and through Co-option if required.
- Any such sub-committees or working parties shall report to the committee regularly for decision making.
- The committee shall monitor the work, finances and membership of the association.
- The committee shall report to each general meeting on the work done by the committee since the last general meeting.
- There shall be no more than two committee members from the same household.
- Where a conflict of interest arises the committee member shall declare such conflict and shall withdraw from any discussion and voting on the subject matter. In certain circumstances the committee member will be asked to leave the room whilst a discussion / vote takes place.
- In taking decisions on behalf of CRA, committee members must always be aware of their responsibilities to represent all residents of the area.
- All committee members must comply with the constitution and code of conduct at all times.

CO-OPTTEES:

- The committee may co-opt non-voting members onto the committee in order to fill vacancies that occur during the year or to ensure appropriate representation of all people in the community. Such co-optees shall not qualify for the purposes of counting a quorum.

FINANCE:

- The treasurer shall open and maintain a bank or building society account in the name of the association and keep records of the association's income and expenditure. The treasurer shall report the balance in the account to the committee at each committee meeting.
- The committee shall appoint two or three authorised signatories for any cheques and cheques shall be signed by at least two of the authorised signatories who are not related to one another.
- The association's accounts shall be kept up to date and annual accounts for each year shall be presented at the annual general meeting.
- The accounts of the association shall be available for inspection by any member of the association who requires seeing them, within 28 days. The request for inspection must be made in writing to the treasurer.
- The financial year shall run from 1st April to 31st March each year.
- Any potential expenditure over £200.00 shall only be committed on approval of a general meeting of the association.
- Any decisions made on the procurement of goods and services shall be on a value for money basis with at least 2 quotes for goods and services over £50.00 and 3 quotes over £200.00.

DISSOLUTION:

The association may only be dissolved by a special general meeting called specifically to consider a motion to that end and passed by two-thirds of members present and voting. Subject to the terms of any resolution of the special general meeting, the committee shall have power to realise any assets held by or on behalf of the association i.e. funds donated to a charity or charities of the meetings' choice.

CODE OF CONDUCT:

The code of conduct states how the group and the committee members should behave when acting as representatives of the CRA. (See Appendix item 1).

GENERAL DATA PROTECTION REGULATION (GDPR):

CRA must comply with GDPR which took effect from 25th May 2018; any relevant information provided will be used to keep you up-to-date on the CRA. The mailing list will be used to circulate/ share information to you about the activities, issue, and topics covering the CRA. We will not share information with any third parties or amongst ourselves unless permission is given. The only information we hold is basic contact details (addresses, phone numbers and email addresses; but primarily email addresses). All this information is confidential and the property of the Chingford Residents Association. Forwarding any information outside of the association is strictly prohibited and illegal under GDPR rules. Misuse of information will be treated as gross misconduct and action taken accordingly.

CHAIR: Ms Naila Mir

Date: 20-08-2023

SECRETARY: Ms Catherine Mears

Date: 20-08-2023

Appendix 1: CODE OF CONDUCT

GENERAL:

- Conduct of the highest standard is expected and a committee member's integrity will be lost if there is any suspicion that they will have been influenced in any way by an improper motive or that their behaviour is inappropriate to the CRA and could be considered to have brought the Association into disrepute.
- Members should act in the public interest and not use their position to promote a private, party-political or personal interest. If members or their close contacts have an interest in, or may benefit from, a matter to be discussed, they should disclose it. The CRA should then decide whether the member should withdraw from that part of the meeting.
- Committee members must never personalise issues and should be willing to recognise that everybody is entitled to express their point of view without unduly preventing progress of discussion on the agenda at a committee or general meeting
- A serious breach of any of the group's code of conduct may result in a committee member, following a majority vote of the committee, being asked to resign.
- The committee will take decisions on the basis of there being a unanimous agreement or a simple majority of those present if a vote is taken. Minority voters should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.
- If a committee member fails to attend three consecutive meetings without a good reason, they must be asked to consider resigning at the next committee meeting.
- To prevent there being arguments about attendance at meetings, a record will be kept to show who attended each meeting
- This code of conduct shall not be altered except by an agreement of the majority of committee members and any such changes shall be notified to all members.

CONFIDENTIALITY/EQUALITY:

- Information made available to the CRA committee members in the course of their duties shall be considered to be strictly confidential unless such information directly or indirectly affects members.
- No CRA committee members shall expect or receive more or less favourable treatment by virtue of being a committee member.

REPRESENTATION:

- Committee members are expected to represent the views, interest and opinions of the residents/community that they represent.

DEALING WITH THE COUNCIL, STATUTORY/VOLUNTARY AGENCIES, POLICE AND OTHER ORGANISATIONS

- The CRA committee members shall at all times show courtesy to all Council staff, councillors, contractors, statutory/voluntary agency representatives and residents.

DECLARATION OF INTEREST:

- A committee member shall inform the committee of any interest, financial, personal or otherwise that he or she may have in a capacity that may compromise their position as a CRA member.
- If a discussion and/or vote is required concerning any matter in which a committee member has declared an interest, the member will be required to absent him/herself from the meeting for the duration of the discussion/vote.
- Committee members will be required to uphold the equal opportunities policy of the CRA.

- Committee members are required to report to the committee any change in circumstances that may render them ineligible to serve on the committee.

BREACHES OF CODE OF CONDUCT:

- Any serious or persistent breach in this code of conduct by a committee member will be treated as misconduct and dealt with in the following manner:
 - The chair of the committee shall write to the committee member detailing the allegations of their misconduct and send copies to the other members of the committee.
 - The chair, after discussion with committee, will consider the allegation and determine a suitable course of action.
 - If an allegation of misconduct is made against the chair of the CRA, the above procedures shall be adhered to but the vice chair will take the appropriate action.

SPECIAL NOTE:

The following list comprises examples of behaviour likely to be considered breaches of the code of conduct:

- Arguing in public in a manner likely to bring the CRA into disrepute.
- Join rival groups seeking to undermine the activities of the CRA
- Be abusive or aggressive to other committee members, staff or councillors, members of outside organisation or residents.
- Knowingly misleading the CRA, Waltham Forest Council, residents or councillors.
- Intentionally disregarding the ruling of the chair of the CRA or the decisions taken by the committee.
- Attending meetings or performing their duties whilst under the influence of alcohol or illicit substances
- Use their position on the CRA to gain personal or unfair advantage.
- Make public any matter of a confidential or sensitive nature
- Behaviour or offensive language which clearly breaches the Equal Opportunities statement. Must not harass, discriminate against or denigrate any group or individual by reference to any protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation), their health or political beliefs, or on any other grounds.

Name:

Sign:

Date:

Appendix 2: Mission Statement

The objective of the CRA shall be to

- Protect, preserve, enhance the character of the area and mitigate potential negative initiatives.
- Promoting improvements in the amenities, facilities and services for residents.
- Provide a forum for residents to meet formally to consider matters of local concern and importance.
- Monitor applications, developments and activities that may have an adverse impact on residents.
- Campaigning about issues that local people feel strongly about and taking appropriate action to ensure WFC meet the needs, views and best interest of those living in the area.
- Help foster a sense of community and neighbourhood pride.
- Encourage resident participation and work with other agencies to regenerate our community.
- Working with local authorities and other organisations to find solutions to local problems.