



# Model Constitution

## 1. Name

The Amenity Society is known as \_\_\_\_\_

The area covered by the Amenity Society is \_\_\_\_\_

A map of the Amenity Societies interest is at Appendix 1.

## 2. Aims

The aims of the Amenity Society are to:

- Represent the interest of its Members
- Represent the interests of the wider community
- Ensure that all Members are consulted regularly and that all residents are eligible for membership.
- Promote community, social, educational, and other such activities that are valuable to the residents and users of the area.
- Help building a good working relationship between the Society and Lewisham Council.
- Encourage a sense of community by encouraging mutual respect and tolerance.

## 3. Members

Membership is open to all people living in the area who accept the aims of the Amenity Society, irrespective of nationality, race, religious or political belief, ethic or national origin, sex, age or any other legally protected characteristic.

Membership is open to all people living in the area covered by the Amenity Society, irrespective of whether they are tenants, leaseholders, or owner occupiers.

The Amenity Society may suspend membership of any member whose conduct damages the reputation of the Amenity Society.

## 4. Subscriptions (only if relevant/ appropriate)

Subscriptions will be set at the Annual General Meeting.

## 5. Conduct of Business

The business of the Amenity Society will be conducted by the Committee.

The Committee will be elected at the first full meeting of the Amenity Society and at each Annual General Meeting. Candidates must be proposed by members of the

Amenity Society and may be elected on a straight majority of members present at the meeting.

The Committee is made up of the following members;

- Chair
- Vice-Chair
- Secretary
- Treasurer
- And at least 3 other members

The election, or removal, of Committee Members, may only be carried out by an Annual General Meeting. The Committee may temporarily fill any vacancy arising among the officers from its other members until the next Annual General Meeting, at which time an election shall take place.

No committee meeting shall take place without a quorum. A quorum is four members of the people you need to have a proper committee, including at least one of the following – Chair, Vice Chair, Secretary or Treasurer.

The Committee shall arrange a minimum of three open meetings per year for the members of the Association, to discuss issues affecting the area.

All Members of the Amenity Society must be notified of meetings. For example, but not limited to, email notification, or notice posted to website and social media.

## **6. Annual General Meeting**

The Committee shall call an Annual General Meeting so that members can hear the Committee's report on the year's activities, listen to the Treasurer's report on how their money was used and elect a new Committee.

Notice of the meeting will be sent to all members and to all those eligible for membership. For example, but not limited to, email notification or notice posted to website and social media.

## **7. Special meetings**

Special meetings to discuss emergency matters directly affecting the Amenity Society or its interests must be arranged at the request of at least three Committee Members or by a written request signed by at least a quarter of the total membership.

All members shall be provided with at least 5 days' notice of the date, time, venue and agenda of the meeting. The meetings are open to all Members.

## **8. Sub committees**

The Committee may appoint sub committees to carry out the activities of the Amenity Society. Any subcommittee formed to look at a particular project or issue will keep accounts of their financial spending and a record of their meetings.

## **9. Duties of officers**

The Chair shall conduct the meetings of the Amenity Society. The Vice Chair shall carry out the duties of the Chair, in their absence.

The Treasurer will open a bank account in the Amenity Societies name. The Treasurer will keep a proper account of the money being received and spent by the

Amenity Society and at least once a year will give the accounts to an auditor to be checked.

The Secretary will let members know about meetings, keep minutes of meetings and maintain a list of members. Minutes shall be made available to any member, on request.

## **10. Finance**

All money granted to, or raised by, the Amenity Society shall be used for the benefit of the members only in line with the aims and objectives set out in the Constitution. All expenditure must receive prior agreement from the Committee. Expenditure, other than petty cash, should be formally approved by the Committee. A vote must be taken and the result minuted.

## **11. Alterations to the Constitution**

Any changes to the Constitution must be discussed at an open meeting. Members will be given at least 5 days' notice of the date, time, venue, and content of the meeting. Any change must be approved by at least two thirds of the members present and voting at the meeting.

The Committee, or if a Committee no longer exists, a majority of remaining members of the Amenity Society, can propose that the Amenity Society should be dissolved. They must give at least 5 days' notice to all members the date, time and venue of the meeting and the fact that this matter will be discussed. For the sole purpose of dissolution, a quorum need not apply; the Amenity Society may be dissolved by a two-thirds majority of those present.

Once the Amenity Society has satisfied its liabilities, remaining assets shall be used for purposes of benefit to the community, as the meeting shall decide.