

ALTERATIONS TO THE CONSTITUTION OF THE HEENE COMMUNITY ASSOCIATION AGREED AT THE MANAGEMENT COMMITTEE HELD ON 24 APRIL 2019

Note:- Deletions are struck through
Additions are in red

3. POWERS

- (t) Affiliate ~~to the National Federation of Community Organisations (Community Matters)~~
~~and~~ to any local federation or other organisations with similar charitable objects;

REASON:- THE NATIONAL FEDERATION OF COMMUNITY ORGANISATIONS NO LONGER
EXISTS

4. MEMBERSHIP

- (i) Individuals aged eighteen years or over **who shall be known as individual Members**
~~(a) who live within the area of benefit, who shall be known as individual Members;~~
~~(b) who live outside the area of benefit, who shall be known as individual Members, and
who may attend as observers but who shall not have the right to vote at General
Meetings of the Association, PROVIDED THAT they shall have power to elect 2 of their
number to vote on their behalf at General Meetings.~~
- (ii) Individuals aged under eighteen years, ~~living within the area of benefit,~~ who shall be known
as Junior Members and who may be admitted to membership subject to such conditions as
the Management Committee may decide. They shall have the power to elect two of their
number to represent them, without the right to vote, at meetings of the Management
Committee. Any Junior Member may attend General Meetings as observers but shall not
have the right to vote.
- (iii) Associations and organisations, whether corporate or unincorporated, (and including b
ranches of national or international organisations) which ~~operate solely or in part within the~~
~~area of benefit,~~ are voluntary or non-profit-distributing, and which wish to support the objects
of the Association, which shall be known as Affiliated Groups;

REASON:- MANY OF OUR MEMBERS AND HIRERS COME FROM OUTSIDE THE AREA OF
BENEFIT DEFINED AS BEING THE RAILWAY LINE TO THE NORTH, THE SEA
TO THE SOUTH, CHAPEL ROAD TO THE EAST AND GEORGE V AVENUE TO
THE WEST

(c) Individual members admitted under Clause 4(a) (i) (a) or nominated under Clause (a) (i) (b), and Clause 4 (b) shall hereinafter referred to as 'members with power to vote'

REASON:- DUE TO ALTERATIONS IN 4

8. GENERAL MEETINGS OF THE ASSOCIATION

(b) Special General Meetings:

The Chair of the Management Committee may at any time at his/her discretion and the Secretary shall within twenty one days of receiving a written request so to do signed by not less than ~~=====~~ **ten** members with power to vote and giving reasons for the request, call a Special General Meeting of Meeting of the Association to consider the business specified on the notice of meeting and for no other purpose. The Secretary shall give at least fourteen clear days notice of the Special General Meeting individually to members or posted in a conspicuous place or places in the area of benefit and/or advertised in a newspaper circulating in the area of benefit.

The Chair of the Management Committee shall act as chair of the Special Meeting, if both the Chair and the Vice Chair are absent from any meeting, the members present shall choose one of their number to chair of the meeting before any other business is transacted.

REASON:- THERE WAS NO ENTRY FOR A NUMBER OF MEMBERS. THIS HAS NOW BEEN AGREED AT TEN,

~~(c) Forum:~~

~~(i) In addition to Annual General Meetings the Management Committee shall convene at least one open meeting in each calendar year as a consultative forum of representatives of all groups/organisations/agencies which use the Centre or are active in the area of benefit (including non member organisations) (hereinafter called ("Stakeholders"). The Management Committee shall, except in the case of emergency, give not less than seven clear days notice of such open meeting to Stakeholders which notice shall be posted in a conspicuous place or places in the area of benefit and/or advertised in a newspaper circulating in the area of benefit;~~

~~(ii) Stakeholders attending any such meeting shall constitute the forum ("Forum"). The Forum is the process by which Stakeholders may raise and discuss amongst themselves and members of the Association issues that affect the area of benefit and/or the running or use of the Centre. The Forum may also be used for the giving of a report from the Management Committee on policies and procedures connected with the use of the Centre and reports from Stakeholders. Any proposal arising from discussion at the meeting concerning the use of the Centre shall be referred to the next meeting of the Management Committee;~~

~~(iii) The Chair of the Management Committee shall normally chair the meeting but in his/her absence or if the Forum decides otherwise those present shall elect one of their number to take the chair.~~

REASON:- THE ASSOCIATION HOLDS AN AGM YEARLY WHICH UNFORTUNATLEY IS ALWAYS POORLY ATTENDED. THE MANAGEMENT COMMITTEE AGREED THAT THE AGM GIVES STAKEHOLDERS THE OPPORTUNITY TO RAISE ANY ISSUES. STAKEHOLDERS ALSO HAVE THE OPPORTUNITY THROUGHOUT THE YEAR TO ENGAGE WITH THE CENTRE MANAGER OR THE TRUSTEES TO RAISE ANY CONCERNS,

14. RULES OF PROCEDURE AT ALL MEETINGS

(b) Quorum:

- (ii) General Meetings: ~~twenty five~~ **ten** members with power to vote or one third of the members with power to vote, whichever is the less, shall form a quorum at General Meetings of the Association. In the event that no quorum is present at an Annual General Meeting of the Association, or the meeting has to be abandoned, the meeting shall stand adjourned and be reconvened fourteen days later, and those members with power to vote present at that meeting shall be deemed to form a quorum.

REASON:- DUE TO THE POOR ATTENDANCE AT GENERAL MEETINGS THE MANAGEMENT COMMITTEE DECIDED IT WAS APPROPRIATE TO REDUCE THIS NUMBER TO TEN.

16. FINANCE

- (b) An account shall be opened in the name of the Association at such a bank or such other financial institution as the Management Committee shall from time to time decide. The Management Committee shall authorise in writing the Treasurer, the Secretary of the Association and **up to two members** of the Management Committee to sign cheques on behalf of the Association. All cheques must be signed by not less than two of the four authorised signatories. **Payments made through internet banking will be made by one authorised signatory, normally the Treasurer, these will only be made from a printout, or email authorisation, which has been produced from either, the computerised accounting package, or from a printout provided by the payroll supplier. These printouts and/or emails are to be retained as an audit trail.**
- (c) The Honorary Treasurer shall keep proper accounts of the finances of the Association **assisted by the Bookkeeper employed by the Association.**

REASON:- THE ASSOCIATION MAKES PAYMENTS TO ALL SUPPLIERS AND STAFF USING INTERNET BANKING SERVICES. THEREFORE IT IS NOT APPROPRIATE TO HAVE TWO TRUSTEES AVAILABLE AT THE SAME TIME WHEN URGENT PAYMENTS NEED TO BE MADE. THE CORRECT AUDIT PROCEDURES ARE IN PLACE.