

WHITEHEAD COMMUNITY ASSOCIATION

CONSTITUTION

1. NAME

The name of the Association shall be WHITEHEAD COMMUNITY ASSOCIATION (hereinafter called "THE ASSOCIATION").

2. OBJECTIVES AND POWERS

The Association shall be non-party in politics and non-sectarian in religion and its objectives shall be:-

- a) To promote the benefit of the inhabitants of Whitehead without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the said inhabitants –
- b) To establish or to secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association in furtherance of the above objectives –
- c) In furtherance of those objectives but not further or otherwise the Association may –
 - i) Determine subscriptions, and receive bequests, devises and gifts of all kinds, either for the general purposes of the Association, or for any special objective of the Association, or for any charitable trust or objective similar or analogous to any object of the Association and as desired by the donors or otherwise determined, and to decide on the application of any property received for the general purposes of the Association, or for any religious or other charitable purpose, the details of which may not be declared by the donor or donors.
 - ii) Do all such other things as are incidental or conducive to the attainment of the above objectives or any of them provided that the objectives of the Association shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers PROVIDED ALSO that in case the Association shall take or hold any property upon or subject to any charitable or other trusts the Association shall not sell, mortgage, charge or lease the same without such authority, approval, or consent as may be required by law, nor otherwise deal with the same save in accordance with the law for the time being applicable to such trusts and as regards any such property the Management Committee of the Association shall be answerable and accountable for their own acts, receipts, neglects and defaults, and for the due administration of such property PROVIDED ALWAYS that notwithstanding any of the foregoing provisions the Association shall not have power to do any act or thing which, if the Association had power to do it, would cause the Association not to be a body of persons established for charitable purposes only within the meaning of the Income Tax Acts.

The Association shall have power to establish links with other community/ charitable organisations having similar objectives.

3. MEMBERSHIP

There shall be three categories of membership

- a) Individual members
- b) Group members
- c) Youth members

a. **Individual Membership**

Individual membership shall be open, irrespective of political party, nationality, religious opinion, race, colour, gender or sexual orientation to:-

All persons aged EIGHTEEN and over, living in Electoral Ward 2201 (Blackhead) and Electoral Ward 2202 (Whitehead), who shall be called FULL MEMBERS.

The Individual shall declare any interests he or she may have in the Committees of any other groups or recognised organisations.

All local District Councillors of Carrickfergus Electoral Area “Kilroot” shall be ex-officio members of the Association.

b. **Group Membership**

Group Membership shall be open to formally constituted groups, operating in the Whitehead area, with membership in excess of ten persons who have aims and objectives identical to, or similar to the aims and objectives of the Association. Each such formally constituted group shall be able to nominate not more than ONE member to stand for the Management Committee at the Annual General Meeting or at an Extraordinary General Meeting. The “Nominee” shall declare any interests he or she may have in other Committees. The continuing membership of Group members shall be subject to annual review by the Management Committee.

c. **Youth Membership**

Youth Membership shall be open, irrespective of political party, nationality, religious opinion, race, colour, gender or sexual orientation to anyone living in Whitehead, who is between the ages of sixteen and eighteen years on the first day of January immediately preceding the Annual General Meeting (AGM).

4. CHARGES/ FEES

The Management Committee may levy such charges/ fees as may from time to time be determined.

5. MEETINGS OF THE ASSOCIATION

Once in each year, in the month of October the Management Committee shall convene an Annual General Meeting of the Association, at which all individual members, youth members and representatives of the groups and recognised organisations shall be entitled to attend, for the purpose of receiving the Annual Report of the management Committee and the Annual Audited Statement of Accounts; of electing a Management Committee; of appointing an auditor or auditors; of making recommendations to the Management Committee and, whenever necessary, of voting on proposals to amend this constitution in accordance with Rule 15 thereof.

A Special General Meeting may be called either by:

- a) The Management Committee, or
- b) The Members upon a petition signed by at least 40 members and served on the Secretary giving at least 21 days’ notice and giving reasons for the request.

All other meetings shall be ordinary general meetings, called at the discretion of the Management Committee.

Minute Books shall be kept by the Association, the Management Committee and all other Committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

6. RULES AND PROCEDURES OF ALL MEETINGS

- a) VOTING – subject to the provisions of Rule 15 all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote. In case of an equality of votes the Chairman shall have a second or casting vote.
- b) QUORUM – for the purposes of a quorum at either the Annual General Meeting or a Special General Meeting the number shall be 40.

7. MANAGEMENT COMMITTEE

The management of the affairs of the Association shall be conducted by a Management Committee, to which the Association may delegate any or all of its powers, as it may from time to time determine. This Committee shall meet not less than ten times per annum. It shall consist of a maximum of fifteen members elected by the members of the Association at the Annual General Meeting. There shall be six individual members, six group members and three youth members elected by the Association.

Nominations for membership of the Committee shall be made in writing by a member of the Association using the nomination pro-forma. They must be received by the Secretary not less than fourteen days before the Annual General Meeting.

The nominations shall be publicly displayed in the Community Centre and such other place or places that the Management Committee shall decide. Nominations for individual representatives shall be made by individual members. Nominations for group representatives shall be made by the Committee of that group. Nominations for youth representatives shall be made by youth members.

Where nominations exceed vacancies there shall be an Election by way of secret ballot. The need to vote by way of secret ballot may, at the discretion of the Chairperson, be dispensed with if 75% of those present at the Annual General Meeting agree to do so.

Where nominations for individual or youth membership are less than vacancies, further nominations may be accepted by the Chairperson subject to the approval of the majority of those present at the meeting.

Where nominations for group membership are less than vacancies, the Management Committee shall, as soon as possible after the Annual General Meeting, fill the vacancies by co-option from the groups not represented on the Management Committee; after consultation with the appropriate group committee.

All members of the Management Committee will retire annual but will be eligible for re-election at the Annual General Meeting.

The offices of the Association shall be:

- (a) Chairperson
- (b) Vice Chairperson
- (c) Secretary
- (d) Treasurer

The Officers shall be elected by the members of the Management Committee at the first meeting following the Annual General Meeting. The Chairperson and Vice Chairperson shall only serve a maximum of three

consecutive years, or in exceptional circumstances, a fourth year, as prescribed by the Management Committee.

The Management Committee shall have power to appoint sub-committees, as it may from time to time decide and may determine their powers and terms of reference. The Chairperson, or a member of the Management Committee nominated by the Chairperson and appointed by the Management Committee, shall be Chairperson of each sub-committee so appointed.

If any member of the Management Committee misses three consecutive meetings without good cause then the Management Committee reserve the right to ask for his or her resignation and in this event they shall immediately cease to be a member of the Management Committee.

8. CO-OPTION

The Management Committee may co-opt further members to give a total of eighteen members of the Management Committee. They shall have full voting rights. The Management Committee shall be able to co-opt from any of the aforesaid categories of member; consideration will be given to the category which is short of member if appropriate. The Management Committee may also invite non-members to sit at management meetings in the capacity of Observer. The Observer shall not have any voting rights.

9. EXECUTIVE COMMITTEE

The Office Bearers of the Association as described in Rule 7 above shall comprise the Executive Committee who will be responsible for day to day issues. The Executive Committee will report to the Management Committee.

10. TERMINATION OF MEMBERSHIP

The Executive committee shall have the right for good and sufficient reasons to terminate the membership of an individual member, a youth member or group or recognised organisation members, provided that the individual member or youth member or representative of the group or recognised organisation shall have the right to be heard by the Executive Committee before any decision is made. In the event of membership being terminated the individual member, or youth member or group or recognised organisation representatives may appeal the decision to the full Management Committee. At the hearing the Executive Committee will withdraw after they have outlined their case. The remaining members of the Management Committee will make their decision.

11. TRUSTEES

There should be at least four, and not more than six Trustees of the Association. Should for any reason, that number fall below four, the Management Committee may recommend one or more suitable persons to serve as Trustees; such nominations should be considered for approval at the next Special General Meeting or Annual General Meeting of the Association. The Trustees of the Association may attend meetings of the Management Committee in the capacity of Observer. The Trustees shall be consulted whenever the Association assets are being offered as security or disposed of or in any other way being put potentially at risk. If the Trustees believe that any decision or proposal of the Management Committee is putting at risk the assets of the Association they shall have the right to veto such Management decisions. In the event of the Trustees vetoing such Management decisions the Trustees shall forthwith request the Management Committee to convene a Special General meeting of the Association. The decision of the members at such special meeting shall be binding upon the Trustees who shall give effect to such decision. The Trustees will be kept informed by receiving the monthly minutes of the Management Committee (within 10 days of meeting).

12. STANDING ORDERS AND REGULATIONS

The Management Committee shall have power to adopt and issue Standing Orders and Regulations for the conduct of meetings and management of the Association's resources. Such Standing Orders and Regulations

shall come into operation immediately, provided always that they shall be subject to review by the Management Committee and shall not be inconsistent with the provisions of the Constitution.

13. FINANCE

All monies raised by or on behalf of the Association shall be applied to further the objectives of the Association and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the Association engaged upon the approved business of the Association. The Honorary Treasurer shall keep proper accounts of the finances of the Association and will submit a monthly report. Two of the Office Bearers, along with the Community Association Manager, shall be permitted to sign cheques, each cheque requiring the signature of any two of the three permitted persons. Approval of the Committee will be required for amounts over one hundred pounds. If the post of Community Centre Manager is not being filled then the Committee may nominate a further Office Bearer to be the third signatory. The accounts shall be audited at least once a year by a qualified auditor who shall be appointed at the Annual General Meeting. An audited statement of accounts for the last financial year shall be submitted by the Management Committee to the Annual General Meeting.

14. DISSOLUTION

If the Management Committee by a simple majority decides at any time that for good reason it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association of which meeting not less than 21 days' notice (stating the terms of the resolution to be proposed thereat), shall be posted in a conspicuous place or places in the area of Whitehead and advertised in a newspaper circulating in the area of Whitehead. If such decision shall be confirmed by a simple majority of those present and voting at such meeting, the Management Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of Whitehead as the Management Committee may decide.

15. ALTERATIONS TO THE CONSTITUTION

Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the Annual General Meeting at which it is first considered or a Special General Meeting called for the purpose under paragraph 5. An alteration will require the approval of the following –

- (a) a two thirds majority of individual members and representatives of the groups and recognised organisations of the Association present and voting at a General Meeting, also -
- (b) No alteration which would cause the Association to cease to be a Charity in law shall be adopted.

Notice of such meeting must have been given in accordance with normal procedure, but not less than 14 days prior to the meeting in question and giving the wording of the proposed alterations.

If Trustees have been appointed, in accordance with Rule 11 hereof, an alteration shall not be made without the knowledge and consent of the Trustees that they shall not unreasonably withhold such consent.

This Constitution was adopted as a Constitution of the WHITEHEAD COMMUNITY ASSOCIATION at a Public meeting duly convened at Whitehead High School on 28th September 1977 and amended at the Annual General Meeting on 29th October 1980. It was further amended on 29th October 1984 and further revised and amended at a Public Meeting on 26th February 2002.