



CONSTITUTION

Approved and adopted 26th September 2019

- 1) The **name** of the Association shall be the Chester Residents' Associations Group (CRAG).
- 2) The **objective** of the Association shall be to provide an umbrella framework for Residents' and similar resident-related Associations within and nearby the Chester City Walls to:
 - (a) Share knowledge and best practice
 - (b) Work alongside and with local councilors (ie augment & enhance not by-pass or replace)
 - (c) Work with council executive and officers (co-operation not conflict)
 - (d) Provide a "go-to" channel for two-way communication
 - (e) Identify issues of common interest (not to re-work matters of specific local concern).
 - (f) Facilitate the identification and prioritisation of Chester-wide residents' issues for input to councillors, executive and officers
 - (g) Help to improve the knowledge and perception of CWaC activities, effectiveness and performance
 - (h) Provide input, help, support & knowledge if/as required
 - (i) Strengthen the ability of Chester residents to play an improved role alongside other stakeholder groups (eg BID, Growth Partnership, University, Racecourse etc)...with the sole purpose of making Chester a better place for all.
- 3) **Membership:** All Residents' and similar resident-related Associations (e.g. housing management associations) within and nearby the Chester City Walls shall be entitled to attend one meetings of the Association, and on payment of a small annual subscription to attend further meetings and be an **affiliate member** of the Association.
- 4) **Finance:**
 - (a) The annual subscription, payable by the date of the Annual General Meeting (AGM) shall be £10 per affiliate member. This amount may only be altered on the

- authority of the AGM or by a simple majority at a Special AGM convened for that purpose after due notice of two weeks has been given in writing to all members.
- (b) The Treasurer shall be responsible for collection of subscriptions and keep a proper account of the funds.
 - (c) The accounts shall be audited once a year by two members appointed to do so at the AGM.
 - (d) A firm of bankers shall be proposed by the Treasurer for approval by the Executive Committee. The signature of cheques and any cash transaction shall be countersigned by any two members of the Executive Committee.
 - (e) Any financial (or indeed other) commitment can only to be authorised by the Executive Committee.
 - (f) As all members and officers of CRAG act in a voluntary and on a reasonable endeavours basis, no individual shall or may be held liable singly or severally for the activities, actions or views of CRAG.

5) **Annual General Meeting (AGM):** Once each year, in the month of September, the Secretary shall convene an AGM of members. At least two weeks' notice is to be given in writing to all members of the date of the proposed AGM.

6) **Officers:** The AGM shall elect the following by show of hands and / or by ballot if there is more than one volunteering candidate for each role.

- A Chairman
- A Secretary
- A Treasurer
- A Membership Secretary
- Two other executive members

These officers shall be ex-officio members of the **Executive Committee** – such appointments only remaining valid until the next AGM. In the event of a vacancy occurring during the year, they will be empowered to seek another nominee. At its discretion, a Special AGM may be convened at any time, subject to at least two weeks written notice to all voting members. The Executive Committee shall also elect from within its number a deputy Chairman, deputy Secretary and deputy Treasurer – such appointments only remaining valid until the next AGM.

7) **Procedural Rules**

- **Voting:** all questions arising at any meeting shall be decided by a simple majority of those present and eligible to vote. The Chairman may use an additional casting vote in the event of a tied vote.
- **Quorum:** One third of all members shall form a quorum at any meeting open to members and one third of the Executive Committee shall form a quorum at meetings of the Executive Committee.
- **Minutes Book:** A Minutes Book shall be kept by the Association and the Secretary (or nominated deputy Secretary) shall enter a record of all the proceedings and any resolutions of the AGM and of the meetings of the Executive Committee.

8) **Dissolution:** If the Association decides at any future time that it is necessary or advisable to dissolve the Association, it shall do so by a simple majority at a Special

AGM convened for that purpose after due notice of two weeks has been given in writing to all members.

In the event of dissolution, no member shall be under any financial liability, except for the payment of their current subscription and any assets remaining after the satisfaction of any debts and liabilities outstanding shall be given to charitable purposes decided by the meeting.

- 9) **Alteration to the Constitution:** Any proposal to alter this Constitution may only be made at the AGM and notice of any motion shall be required by the Chairman at least 30 days before the date of the meeting.

26th September 2019