



## **CONSTITUTION**

- 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 related associations (known collectively as Members) within or nearby Chester city walls to:
  - (a) Promote and be an effective advocate in the City of Chester for and on behalf of its Members;
  - (b) Represent the collective voice of its Members to the councilors, officers and executive of Cheshire West and Chester Council (CWaC);
  - (c) Represent the collective voice of its Members to other city-wide statutory authorities eg police, fire and ambulance etc;
  - (d) Strengthen the voice of its Members by playing a key role with other city-wide stakeholder groups eg Chester's BID, Growth Partnership, University and Race Company etc;
  - (e) Facilitate the identification and prioritisation of city-wide Member key issues and represent these to CWaC and other bodies as appropriate;
  - (f) Provide a 'go-to' channel for two-way communication with CWaC and other bodies as appropriate;
  - (g) Help in improving Members' knowledge and perception of CWaC activities, effectiveness and performance;
  - (h) Share best practice and knowledge and use its collective skill base for the benefit of its Members.

...with the sole purpose of making Chester a better place for all.

- 3) **Membership:** CRAG is an open and inclusive organisation regardless of: race, culture, age, gender, disability, sexual orientation, socioeconomic situation, political or religious beliefs and physical appearance. Membership shall be open to autonomous residents' associations and similar community groups (example: housing

associations, charities and right-to-manage companies) within and nearby Chester's city walls that:

- (a) have a governing document (constitution for residents' association, articles of association for right-to-manage companies and trust deed for charities) together with a membership register and formal accounts, or an audited bank account;
- (b) support the aims of CRAG, admitted by decision of the Executive Committee (Exec) and paying the due annual subscription fee of £25 per Member organisation (within 3 months of admission or the past Annual General Meeting (AGM));
- (c) other appropriate local organisations may – at the discretion of the Exec - be admitted as Affiliates at £10 per annum, but their representatives shall not have a vote, nor be eligible for office; (d) report the number of their members and the (estimated) number of households in their organisation's membership area to the CRAG membership secretary between 1<sup>st</sup> June and 31<sup>st</sup> August each year, or, at the time of their application for membership.

**4) Finance:**

- (a) The annual subscription, payable by the date of the AGM shall be £25 per Member organisation and £10 for Affiliates. These amounts may only be varied on the authority of the AGM or by Special AGM convened for that purpose after two weeks' notice has been given in writing to all members.
- (b) The Treasurer shall be responsible for collection of membership 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) Bankers shall be proposed by the Treasurer for approval by the Executive Committee (Exec). The signature of cheques and any cash transaction shall be countersigned by any two members of the Exec.
- (e) Any financial (or indeed other) commitment can only to be authorised by the Exec.
- (f) As all members and officers of CRAG act in a voluntary capacity and on a reasonable endeavours basis, no individual shall or may be held liable singularly 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 by a show of hands (or by ballot if there is more than one volunteering candidate for each role) the following officers:**

- Chair
- Secretary
- Treasurer
- Membership Secretary
- Two other executive members

These officers shall be ex-officio members of the Exec – 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 Exec shall also elect from within its number a deputy Chair, 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 Exec shall form a quorum at meetings of the Exec.
- **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) **Amendment to the Constitution:** Any proposal to amend 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.

Approved on 26<sup>th</sup> November 2020