

**Constitution**  
**for**  
**Aintree Community Team**  
**(ACT)**

**1      Name**

The name of the group shall be Aintree Community Team (ACT).

**2      Aims**

To encourage the involvement of residents who live in Aintree House complex, in improving and developing their immediate area.

To provide long-term sustainability of community initiatives implemented by the group.

To support and encourage like-minded residents, groups and voluntary organisations by offering access to ACT Information, invitations to attend meetings and to share training opportunities.

To work with the Derwent Community Panel to encourage local people to engage in effecting positive change in their neighbourhood.

**3      Powers**

The aims of the group require the following powers to ensure involvement is effective:

Members can have relevant issues included as an agenda item, by request through the Chairperson.

Members will have access to a vote in order to confirm priorities and make decisions about proposals for improvements.

Members can be nominated to represent the group at other organisations. The Derwent Community Panel and The Derby Association of Community Partners will provide the opportunity for the group to report progress, at their respective open meetings.

Members can request information or guest speakers to assist them in making decisions.

Members can promote and publicise their activities to raise awareness.

The group has the power to make decisions at extraordinary meetings as long as the meeting is quorate.

## **4 Membership**

Membership of the group shall be open to anyone living in the Aintree House complex that is interested in helping the group achieve its aims and objectives.

Every member shall have one vote at General Meetings.

Membership can be terminated at any time by majority vote of the group should any member not adhere to the groups rules of conduct, or compliance with the groups commitment to equal opportunities.

## **5 Management**

The officers of the committee shall be the Chair, Vice Chair, Treasurer and the Secretary. These 4 officers will make up the Management Committee.

- ❖ The Chairperson shall chair all meetings of the group.
- ❖ There will be at least 4 general meetings a year for all members.
- ❖ The Management Committee can arrange more regular meetings.
- ❖ The quorum for meetings shall be one third of members.

Voting at group meetings shall be by a show of hands. If there is a tied vote, then the Chairperson shall have a second vote.

## **6 The Duties of the Officers**

The duties of the Chairperson shall be:

- ❖ to preside at meetings of the group.
- ❖ to act as the principal spokesperson on public occasions or when representations are being made on behalf of the group to public bodies, as required by the group.

The duties of the Secretary shall be:

- ❖ in consultation with the Chairperson, prepare the agenda for meetings of the group.
- ❖ to record and keep minutes of all meetings.
- ❖ to collect and disseminate information on all matters affecting the group.

The duties of the Treasurer shall be:

- ❖ to supervise the financial affairs of the group.

- ❖ to ensure that proper accounts are kept with regards to all monies received by, and paid out by the group.

## **7 Finance**

Any money obtained by the group shall be used only for the group.

Any bank accounts opened for the group shall be in the name of the group.

Any cheques issued should have two of the three agreed signatories, who must not live in the same household or be related to each other.

A further signatory, a representative for Derby Homes shall be included on the account for administrative purposes only.

## **8 Annual General Meetings**

The group shall hold an Annual General Meeting (AGM) within 15 months of the previous AGM.

All members shall be given at least 14 days' notice of the AGM and shall be entitled to attend and vote.

The business of the AGM shall include:

- ❖ Receiving a report from the Chairperson on the groups' activities over the year.
- ❖ Receiving a report from the Treasurer on the groups' finances over the year.
- ❖ Election of the new officers.
- ❖ Confirmation of the groups' members.

The quorum for the AGM shall be 4 – equating to a third of the properties within the Aintree House complex.

## **9 Extra Ordinary Meetings**

An Extra Ordinary Meeting may be called by, (1) the Chair, or (2) any member, by request through the Chair, to discuss an urgent matter. The Secretary shall give all members 14 days' notice of any Extra Ordinary Meeting together with notice of the business to be discussed.

## **10 Alterations to the Constitution**

Any changes to this Constitution must be by an agenda item and agreed by at least 4 of those members present and voting, at any General Meeting.

## **11      Dissolution**

A motion to dissolve the group must be presented to the Secretary and must be an agenda of the next meeting. The Group may then be dissolved if agreed by 50% of members present and voting.

In the event of the group dissolving, any remaining monies, after all debts have been paid, and, any assets purchased by the group, shall be given to another group with similar aims. Any assets on loan to the group should be returned to the lender.

## **12      Adoption of the Constitution**

**Chair**

**Signed:**

**Print Name:**

**Date:**

**Witness**

**Signed:**

**Print Name:**

**Date:**

This Constitution has been approved by, and is supported by the Derby Association of Community Partners & Derby Homes.