

## CONSTITUTION OF: Headington Liveable Streets

ADOPTED ON:...10<sup>th</sup> August 2020

### **1 Name**

The name of the Group shall be: Headington Liveable Streets

### **2 Aims**

The aims of the Group shall be to:

- a. Inform residents about Low Traffic Neighbourhoods
- b. Promote Low Traffic Neighbourhoods in Headington
- c. Be an inclusive community-led organisation, that unites those working to achieve this change

### **3 Powers**

In order to achieve its aims the Group may:

- a. Raise money
- b. Open bank accounts
- c. Take out insurance
- d. Employ staff
- f. Organise events
- g. Work with other groups and exchange information
- h. Do anything that is lawful which will help it to fulfil its aims

### **4 Membership**

(a) Membership of the Group shall be open to any person over 16 living or working in Headington, or regularly travelling to or through the LTN zones, who is interested in helping the Group to achieve its aims, willing to abide by the rules of the Group and willing to pay any subscription agreed by the Organising Group.

(b) Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

(c) Every individual member shall have one vote at General Meetings.

(d) The membership of any member may be terminated for good reason by the Organising Group but the member has a right to be heard by the Organising Group before a final decision is made.

### **5 Management**

(a) The Group shall be administered by a Organising Group of the Officers and not more than 9 other members elected at the Group's Annual General Meeting (AGM).

(b) The Officers of the Organising Group shall be the Chairperson, the Treasurer and the Secretary.

(c) The Organising Group shall meet at least 4 times a year.

- (e) The quorum for Organising Group meetings shall be 4 members.
- (f) Voting at Organising Group meetings shall be by show of hands. If there is a tied vote, then the Chairperson shall have a second vote.
- (g) The Organising Group may by a two-thirds majority vote and for a good and proper reason remove any member, provided that that person has the right to be heard before a final decision is made.
- (h) The Organising Group may appoint another member of the Group to fill a vacancy provided the maximum number is not exceeded.
- (i) The Group aims to work collaboratively with Elected Representatives (city or county Councillors or MP). In order to maintain political neutrality of the Group, Organising Group members may not be serving Elected Representatives (City Councillor, County Councillor or MP).

## **6 Duties of the Officers**

- (a) The duties of the Chairperson are to:
- chair meetings of the Organising Group and the Group
  - prepare the agenda for meetings of the Organising Group and the Group in consultation with others
  - represent the Group at meetings that the Group has been invited to
  - act as spokesperson for the Group when necessary
- (b) The duties of the Secretary are to:
- take and keep minutes of meetings
- (c) The duties of the Treasurer are to:
- supervise the financial affairs of the Group
  - keep proper accounts that show all monies collected and paid out by the Group

The above duties may be delegated within the Organising Group from time to time.

## **7 Finance**

- (a) Any money obtained by the Group shall be used only for the Group.
- (b) Any bank accounts opened for the Group shall be in the name of the Group.
- (c) Any cheques issued shall be signed by the Treasurer and one other nominated official.

## **8 Annual General Meeting**

- (a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of May.
- (b) All members shall be given at least fourteen days' notice of the A.G.M. and shall be entitled to attend and vote. The quorum for an AGM shall be 10 members.
- (c) The business of the A.G.M. shall include: (i) receiving a report from the Chairperson on the Group's activities over the year (ii) receiving a report from the Treasurer on the finances of the Group (iii) electing a new Organising Group and (iv) considering any other matter as may be decided.

## **9 Special General Meeting**

A Special General Meeting may be called by the Organising Group or by any 10 members to discuss an urgent matter. The Secretary shall give all members fourteen days' notice of any Special General

Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote.

#### **10 Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

#### **11 Dissolution**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with similar aims.

This constitution was adopted at a general meeting of the Group on \_\_\_\_10<sup>th</sup> August 2020\_\_\_\_\_  
and amended on the 5<sup>th</sup> October 2020

Signed by:

Chairperson: Katharine Barber

Secretary: Hannah Kirby

Treasurer: Jodie McMinn

Other Organising Group members:

Ian Callaghan

Patrick Coulter

Trish Elphinstone

Frank McKenna

Annette Pattinson

Howard Stanbury