



Longbarn Residents Association

CONSTITUTION OF THE LONGBARN RESIDENTS' ASSOCIATION

1. NAME

The name of the organisation shall be the **Longbarn Residents' Association** (hereafter referred to as the Association).

2. OBJECTIVES

To safeguard and promote the interest of residents in the area on matters concerning housing and the environment; and to help to improve living conditions, community facilities and services for residents living in the Association's area. In order to do this the Association is committed to representing the views of residents in our area of operation.

The Association will uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of race, religion, disability, political belief, sex or sexual orientation.

3. MEMBERSHIP

(a) Membership shall be open to all residents, irrespective of tenure, in Anderson Close, Blackburne Close, Burnet Close, Carpenter Grove, Church Drive, Duckworth Grove, Fallowfield Grove, Freshfields Drive, Guildford Close, Lovage Close, Mayberry Grove, Mullion Grove, Oxmead Close, Pasture Lane, Peasley Close, Saffron Close, Sage Close, Sorrell Close, Station Road South and West View.

(b) All voting members must be at least 16 years of age.

(c) Membership shall cease immediately upon a person leaving the area defined in paragraph 3(a).

(d) Membership shall be free of subscription.

(e) Meetings of the Association shall be open to any member of the Association who wishes to attend.

4. THE COMMITTEE

(a) A Committee shall be elected at the Annual General Meeting (AGM) of the Association and shall serve for 12 months.

(b) The Committee shall consist of at least six members, who shall have the power to co-opt other members on to the Committee, during the course of the year. All members will have voting rights.

(c) The Committee shall elect from within their number the following Officers: a Chairperson, Vice-Chairperson, Secretary, Treasurer, Communications Officer, and one or more Assistant Clerks. No Committee member shall fill more than one position.

(d) The Committee and Officers shall make and carry out decisions in accordance with the objectives of the Association.

(e) There must be at least five of the Committee members present for any decisions to be made at a Committee meeting.

(f) Councillors may attend Committee meetings as and when invited by the Committee. Non-voting members may be co-opted onto the Committee from Council staff.

(g) Voting members may be co-opted from residents to fill casual vacancies throughout the year.

(h) Committee members can be voted off if they have not attended three consecutive meetings without good reason and have not submitted their apologies.

(i) Committee members must declare any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on this occasion.

5. CONDUCT OF BUSINESS OR STANDING ORDERS

(a) Members may speak only through the Chair.

(b) Decisions will be agreed by a simple majority, voted in through a show of hands or a secret ballot.

(c) Meetings will end at the time agreed by the Committee unless the majority of those present agree to extend the meeting.

(d) Any offensive behaviour, including racist, ageist, sexist or inflammatory remarks will not be permitted.

(e) Any member who brings the Association into disrepute or refuses to comply with the Constitution shall be expelled on a majority vote of the Association.

(f) Any such member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose.

(g) Agendas will be distributed to the membership at least seven days before a meeting, where possible. Additional items for the agenda should be forwarded to the Secretary and Chair four days before the meeting, where possible.

(h) Minutes will be distributed to the membership 7 days after a meeting, where possible.

6. FINANCES

(a) The Association may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the Association shall be applied to further its objectives.

(b) All funds shall be kept in a bank account that shall be opened in the name of the Association.

(c) The Secretary, Treasurer and the Chairperson shall be signatories on the account and all cheques shall require two of these signatures.

(d) Accounts shall be kept by the Treasurer, and brought to every Committee meeting where they may be inspected. Failure to bring the books to a meeting on three consecutive occasions will mean the Treasurer will be asked to resign.

(e) All expenditure shall be agreed and controlled by the Committee. Receipts should be acquired for all expenditure over one pound.

(f) All payments over ten pounds shall be made by cheque, not cash. Any exception to this rule shall be discussed and agreed by the Committee.

(g) No Officer shall sign a blank cheque – all cheques to be filled in before signatures are added.

(h) Once a year, the Accounts will be audited and presented to the Annual General Meeting of the Association. The Auditors will be either: A Councillor, Council Officer, Bank Employee, or the Committee of another constituted local community organisation.

(i) All correspondence of the Association including the bank statement, shall be addressed to the Secretary.

7. PUBLIC MEETINGS

a) Public meetings of the members shall be regularly held at least quarterly to discuss matters of importance and to keep the members fully informed of the Association's activities.

b) Members shall be given 14 days notice of a public meeting.

c) All votes shall be decided by a simple majority of the members present and voting. This applies to all meetings of the Association.

d) Any member having the written support of 20 other members, or the Committee itself, may request the Committee to call a Special Public Meeting of the Association. The Committee shall call the meeting within 21 days of this written request.

(e) The Quorum at a public meeting shall be ten members present.

8. ANNUAL GENERAL MEETING (AGM)

a) An AGM shall be held every year to discuss the activities of the Association, to receive the audited accounts and to elect the Committee.

b) The AGM shall be held at a suitable venue to accommodate as many members as possible.

c) The quorum shall be 10 members present.

d) At least 14 days notice needs to be given to members of the AGM.

e) At the AGM the resignation of all Committee members will be accepted and a new Committee elected.

9. CHANGES TO CONSTITUTION

a) This Constitution shall only be changed at a Special Public Meeting of the Association, or at the AGM.

b) For decisions to be taken there must be a quorum of at least 10 members present. The voting shall be by simple majority of those present and voting.

c) All registered members shall be given 14 days notice of the meeting and proposed changes.

d) Proposed changes must be submitted to the secretary in writing not less than 28 days before the AGM. The secretary must notify members of any proposed changes within 14 days of the meeting.

10. CHILD PROTECTION

a) The Association will ensure that any activities they are involved with will be a safe environment for children.

b) If any Association activities are to involve children or vulnerable adults, the LRA Safeguarding Policy shall be applied and a member of the Association will

be appointed as Safeguarding Officer to take responsibility for its implementation. The Safeguarding Officer is to be reappointed at each AGM. The current LRA Safeguarding Policy including the current Safeguarding Officer is annexed as Annex 1 to this Constitution.

11. LEASES AND AGREEMENTS

a) As trustees for and on behalf of the Association, the current Chairperson, Secretary and Treasurer may enter into leases and access agreements that are transferable to ongoing elected office bearers to further the objectives of the Association as set out in clause 2.

12. DISSOLUTION OF THE ASSOCIATION

a) The Association can only be dissolved by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining on the committee being submitted to the Secretary.

b) All members shall be informed of such a meeting at least 21 days before the date of the meeting.

c) Dissolution of the Association shall only take effect if agreed by two thirds of members present and voting at that meeting.

d) Any assets remaining after meeting liabilities must be distributed among local charities or other community Associations with similar aims of the Association nominated by that meeting.

e) Any money received via funding bodies should be returned to the funders in relation to the funding criteria.

f) On dissolution, any documents belonging to the Association shall be disposed of in a manner agreed by that meeting.

This constitution was adopted at the AGM of the Longbarn Residents' Association held on 24 September 2015.....

Signed

Print Name

Chairperson..... ..

Vice-Chairperson..... ..

Secretary

Treasurer

Communications
Officer

ANNEX 1 – CURRENT LRA SAFEGUARDING POLICY

Safeguarding policy

General principles

The Longbarn Residents Association volunteers have a responsibility to protect the service by safeguarding service users and the wider community, particularly children and vulnerable adults, from harm and abuse of all kinds.

Judgements relating to client protection will err on the side of protecting service users from possible risks or perceptions of risk which may deter someone in need from using the service.

All volunteers and trustees must adhere to the policy and guidelines. Failure to do so could have implications for the Longbarn Residents Association as a provider of services and its reputation.

The aim of the policy is to ensure that Longbarn Residents Association has procedures to provide a speedy and effective response for dealing with concerns about a child or young person under that age of 18.

Within this policy a child is defined as anyone who is under the age of 18.

General

Where allegations of abuse against a child are made, these will be reported to Gary Wells.

Longbarn Residents Association recognises that child welfare is paramount, that all children, regardless of gender, ethnicity, disability, sexuality or beliefs have the right to be protected from abuse. Longbarn Residents Association will take all allegations of abuse against a child seriously.

Procedures following allegation or suspicion of child abuse

If there is reason to believe or suspect that a child is subject to emotional, physical, sexual abuse or neglect or if an allegation of abuse is made by a child or a third party, the volunteer will report this to Gary Wells.

If an allegation of abuse is made by a child or a third party, or concerns are raised, Gary Wells shall ensure that a record is made that contains the following details:

- Name of person/child

- Allegation made against whom
- Details of allegations
- Date of incident
- Who was present
- What was said by those involved
- Was there evidence of abuse
- Who has been told of the allegation of abuse

With the child's permission (or the permission of the person making the allegation) Longbarn Residents Association will contact social services or the police. If the child refuses permission (or it is not possible to get permission) it will be explained that the seriousness of the situation is such that we will need to consider breaching our principle of client confidentiality. Gary Wells will immediately contact the national NSPCC helpline on **0808 800 5000** where experts will advise on the most appropriate course of action to take.

Protecting children from abuse and volunteers from allegations of abuse

Gary Wells is responsible for making sure any child protection issues are responded to properly.

All volunteers should:

- Know about signs and symptoms of abuse
- Know about how abusers (perpetrators) behave
- Ask about training if you don't know these things
- Report any allegations to the Safeguarding Officer.
- Know how to respond if a child or young person talks to them about abuse.
- Make sure they have a copy of the Child Protection Policy and Guidelines and have understood them
- Be informed about help lines and other sources of help for children and young people

No member of Longbarn Residents Association will:

- Visit a child in their home unless on an official pre-arranged visit.
- Transport a child alone in their car unless prior arrangements have been made or in case of a medical emergency.
- Make any comments with sexual overtones.
- Allow or engage in inappropriate touching of any form.

- Allow a child to use inappropriate language unchallenged.
- Lend money to or borrow money or possessions from a child. They will not agree to make any purchases, or undertake any financial transactions, on behalf of the service user.

Further precautions

Safe recruitment of Volunteers

In accordance with Longbarn Residents Association standard procedures all volunteers, including temporary helpers will be subject to recruitment and vetting process with the following elements:

- They will complete an application form and identity details will be verified against their birth certificate or passport.
- Two references will be taken up before they are engaged to commence volunteering.
- They will be interviewed by the appropriate member(s) of Longbarn Residents Association.
- Where appropriate they will be checked with the Criminal Records Bureau.
- They will not have unsupervised access to children and young people unless this is within the remit of their role and as specified in their Volunteer agreement.
- Appropriate advice will be sought about recruiting someone with a criminal record.
- There will be a specified supervised probationary period for people new to Longbarn Residents Association.

Regular review of policies and procedures

The Longbarn Residents Association child protection policies and procedures must be reviewed annually. Necessary changes that are identified in the interim period, as a result of amendment to legislation or local children and families procedures, will be made as required

Reviewed 2nd December 2013

Next review 2nd December 2014

Signed **Geoff Orange, Chairman; Richard Robinson, Secretary; Dermott Lappin, Treasurer; Gary Wells, Communications Officer / Safeguarding Officer.**

Date 2nd December 2013.