

Eton Community Association (ECA) Constitution

1. Aim

To improve Eton as a place to live in, work in, and visit

2. Objectives

The Association will fulfil the aim by:

- Developing a sense of community by organising events and other appropriate public meetings giving due regard to the safety of those attending;
- Ensuring that residents and others are kept informed of current and future news, events and developments in the local community;
- Promoting the health and well-being of the residents, traders, business people of Eton and its visitors, working together regardless of age, ethnicity, ability, gender identity and sexual orientation, belief or political affiliation and recognising the value of our many differences;
- Involving local people and others as appropriate in improving and maintaining the environment of Eton;
- Liaising with statutory and non-statutory agencies and other organisations as appropriate;
- Raising funds as appropriate and maintaining one or more bank accounts in order to promote its aims and objectives;

Taking only actions which are lawful, always ensuring that organised activities are covered by appropriate public liability insurance.

3 Membership

- (a) Membership of ECA shall be open to Eton residents, traders and business persons who are interested in helping the association to achieve its aim and willing to abide by its rules
- (b) Every member in attendance shall have one vote at open public meetings.
- (c) The Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, provided that the individual member shall have the right to be heard by the Committee before the final decision is made.

4. Committee

- (a) ECA shall be administered by a Committee of not less than five (5) people and not more than fifteen (15) members. Committee Members can be appointed during the course of the year if agreed by a majority of existing Committee Members, but subject to formal ratification at the AGM.. Committee Members must be at least 16 years old.
- (b) The Mayor of Eton or his/her Deputy, and the Town Centre Manager for Windsor, Eton and Ascot, shall be ex officio members of the Committee. The RBWM Councillor for the ward in which Eton sits shall be invited to report on Council matters on a regular basis at meetings.
- (c) The officers of the Committee shall be:

The Chair
The Deputy Chair
The Treasurer
The Secretary

and such other officers as the Association shall deem necessary at the AGM.

- (d) The Committee shall meet approximately 6-WEEKLY with at least 4, and a target of 6 open meetings per year.
- (e) At least five (5) members must be present for the Committee meeting to be quorate.
- (f) The Committee shall vote on a simple majority basis. If there is a tied vote then the chairperson shall have a second vote.
- (g) Sub-groups and working parties may be set up as deemed necessary by both the general and management committees; such groups and parties shall be accountable to the Committee which formed them.
- (h) The committee shall co-opt Associate Members to the committee where specific skills or roles are required. This may result from individuals contributing to a topic, whilst having no desire to become full committee members. Such positions may include amongst others, but not exclusively: Editor Eton Matters; Website Lead; Minutes Secretary. Associate Member will not, however, have voting rights at Committee Meetings.
- (i) Members of the Committee should aim to attend all Committee and Open meetings, and should miss no more than 4 meetings in any calendar year nor any 4 consecutive meetings. Members failing to achieve the appropriate attendance will, unless for good reasons approved by the other members of the committee, cease to qualify for committee membership which will be terminated at the discretion of the

other members. This only applies to ordinary members, not *ex officio* members.

- (j) Members of the Committee who are unable to attend should apologise prior to the meeting. A failure to apologise in this way will result in the member being marked as “not present” in the minutes.

5. Finance

- (a) Any money obtained by the Association shall be used only to fulfil the aims and objectives of ECA.
- (b) Any bank accounts opened for the Association shall be in the name of the ECA.
- (c) Any cheques issued shall be signed by at least two of any three nominated signatories. Any expenditure over £50 must be authorised by a majority of the Committee.
- (d) The Committee will be responsible for ensuring that the Association stays within the budget.
- (e) A Reserves Policy will be instituted in order to mitigate risk of financial hardship.

6. Open Public Meetings

- (a) The committee shall call at least four public meetings each year including the AGM. The purpose of these meetings is for the group to account for its actions, to listen to the views and concerns of members, and consider how best to promote the aims and objectives of ECA.
- (b) The Chair of ECA shall normally chair these meetings but may delegate this task as and when necessary.
- (c) At least fourteen (14) days’ notice of such a meeting must be given and advertised in at least four (4) specified public places, usually the Town Hall noticeboard, the Post Office, the Eton Library and South Meadow Surgery.
- (d) All meetings, including AGMs, must be minuted and those minutes made available to members.
- (e) The quorum for an open public meeting is six (6).

7. Annual General Meeting

- (a) ECA shall hold an Annual General Meeting (AGM) every year and at not more than 15-month intervals.

- (b) Notice will be deemed to be served by advertising the meetings in at least four specific public places (see above) giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
 - Receiving a report from the Chairperson of the ECA's activities over the year.
 - Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of ECA.
 - Electing new Officers and formal confirmation of the appointment of new Committee members that have been appointed since the previous AGM
 - Considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) members.

8. **Alteration of the Constitution**

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 9) must be delivered to the secretary in writing. The committee shall then decide on the date of an open public meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any open public meeting.

9. **Dissolution**

The Association may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another local group with similar aims; failing that any assets will be passed to Eton Town Council for use within the local community

10. **Adoption of the Constitution**

This updated constitution was adopted by the members present at the Meeting on

xxxx 2018

Proposed: M Leach

Seconded: R Rivaz

Signed:

.....(Chair)

..... (Secretary)

..... (Treasurer)

..... (Member)

..... (Member)