

# **The Park Community Group Constitution**

**Draft 14 March 2025**

## **1. Name and Status**

The name shall be The Park Community Group, referred to herewith as The Group.

The Group shall be an Unincorporated Association.

## **2. Definitions**

- a) The area within Ealing W5 comprising the following is herewith referred to as The Area:
  - Kenilworth Road
  - Kerrison Place
  - Kerrison Road
  - Kerrison Villas
  - Park Place
  - The Park
- b) All residents within The Area are herewith referred to as The Community.

## **3. Aims**

The Aims of The Group shall be:

- a) To support the general interests of The Community
- b) To represent The Community in matters relating to the wider community of Ealing and local organisations, including Ealing Council and the University of West London.
- c) To inform The Community of matters of concern arising from the wider community. This shall be conveyed through appropriate channels such as a website, newsletters and emails.
- d) To support residents within The Area over matters of concern arising from within The Community, whilst retaining the general interest of The Community. This includes matters related to planning applications.
- e) To assist and promote social activities for recreation and enjoyment and so encourage a community spirit and sense of responsibility.

## **4. Membership**

- a) Membership of The Group is open to anyone within The Community of voting age.
- b) Membership of The Group may be open to other persons of voting age who have an interest in The Area, subject to approval by the General Committee.
- c) Registration of Membership shall be through name, postal address and, where available, an email being entered in the Membership Register. This register shall comply with prevailing data protection legislation.
- d) Membership shall run from the time of initial registration until termination.

- e) Termination of membership shall be through one of:
  - a. Notification to General Committee of cessation of membership
  - b. Residency in The Area ceases
  - c. Deemed no longer a member by the General Committee and so notified, such as through inappropriate behaviour.
- f) Members shall be invited to contribute to The Group's costs through an occasional, voluntary subscription. The time and suggested amount shall be determined by the General Committee.
- g) All Members shall be informed of this Constitution.
- h) All Members shall receive:
  - a. Newsletters and notices of planned meetings and events
  - b. Contact details of the General Committee members
  - c. This Constitution (on request)
- i) All Members shall be able to vote at General Meetings
- j) For clarity, The Community includes both Members and non-members. The group recognizes that the community represented extends beyond the membership and resolves always to use its best efforts to ensure the true interests of the community as a whole are identified. To this end the group shall seek to determine the wishes and interests of the community in accordance with the provisions of this constitution.

## **5. General Committee**

- a) The business of the group will be carried out by the General Committee comprising the two Officers and at least 2 and not more than 6 other committee members.
- b) The Officers shall be a Chairperson and Treasurer.
- c) All committee members shall be elected by members attending the Annual General Meeting (AGM) and shall hold office until the close of the next AGM unless removed from office earlier by vote at a General Meeting.
- d) Committee members shall be eligible for re-election.
- e) The General Committee shall meet as often as necessary but, in any event, at least once every 4 months.
- f) The Chairperson shall use their best efforts to ensure that all committee members have at least 14 days notice of any committee meeting.
- g) The General Committee shall not meet without a quorum of at least 3 committee members, including at least 1 officer.
- h) The General Committee has the duty to work towards the Aims of the Group and in accordance with the view of a General Meeting as expressed by a simple majority. It has no power to act contrary to this.

- i) The General Committee has power, by a simple majority vote in a Committee Meeting, to make take such decisions as are necessary for the performance of its duties. If necessary, the Chairperson has a casting vote.
- j) The Chairperson shall chair both General and Committee Meetings.
- k) Minutes shall be taken at all Committee meetings; records will be made available for inspection to any member within a reasonable period.
- l) The Treasurer shall be responsible for maintaining accounts, a bank account held in the name of The Group, the membership database, and for presenting information about the accounts at both Committee and General Meetings.
- m) The General Committee shall use its best efforts to keep itself informed of any matters which may affect the community.
- n) Each Committee Member shall aim to make themselves known to members of The Community and to consult with them on an informal basis.
- o) If any Officer stands down during the year, an interim Officer shall be appointed by the General Committee.
- p) Any Committee Member not attending 2 consecutive Committee or General Meetings without apology will be contacted by the committee and asked if they wish to resign. Any Committee Member may step down through due notice to the Chairperson.
- q) The General Committee may appoint additional committee members to replace any committee member who leaves the committee for any reason during the year.
- r) The General Committee will actively seek to promote equal opportunities within its membership. It shall encourage The Group to not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.
- s) The General Committee shall not concern itself with party politics.

## **6. Finance**

- a) All monies raised by or on behalf of The Group shall be applied to further the objects of the group and for no other purpose.
- b) The Treasurer shall keep proper account of the group's finances and shall operate a bank account in the name of the group into which subscriptions and receipts shall be paid. The Treasurer shall in no circumstances permit accounts to run into deficit.
- c) The Treasurer shall make the accounts available for auditing by serving committee members at least once per year within 30 days immediately preceding the Annual General Meeting and on reasonable request.

## **7. Major Policy Decisions**

- a) Whenever the General Committee has to make a practical or policy decision which will or might result in some long lasting or permanent change in the environment or the character

of the area or which otherwise effects a substantial proportion of the community it shall be the duty of the General Committee to publicize the issue and to refer the question either to the next Annual General Meeting or to a Special General Meeting.

- b) Constitution alterations shall require the approval of a two thirds majority (including at least 1 Officer) of those present at a General Meeting where the proposed amendment has been discussed. Any notice proposing alteration of the constitution must give the wording of the proposed amendment and must be received by the Chairperson at least 21 days before the meeting at which it is to be considered.
- c) Dissolution of The Group shall be decided by a simple majority of the General Committee for any reason it deems necessary or advisable to do so. With that decision, the General Committee shall continue in existence until such time as it has closed the accounts and disposed of the assets to charity in accordance with the provisions hereof.

## **8. General Meetings**

- a) The Chairperson shall give at least 14 days notice of any General Meeting unless the Chairperson determines that exceptional circumstances justify a lesser period of notice. Notices shall state the date, time, venue and purpose of the meeting.
- b) A Special General Meeting may be called by the General Committee at any time call for the purpose of ascertaining the community's views, for voting on a major policy decision and for the conduct of such other matters as the General Committee may determine.
- c) The Chairperson shall within 21 days of receiving a valid written request to do so call a Special General Meeting for the purpose of considering any proposal made or other matter raised in the request and for the conduct of such other matters as the General Committee may determine.
- d) A valid written request for a Special General Meeting is a reasoned request which identifies a particular matter for consideration, and which is signed by at least 10 Members or, if a smaller number, at least one third of all Members.
- e) Once a year, in about the month of May, the General Committee shall convene an Annual General Meeting of the group for the purpose of receiving the Annual Report of the General Committee and the Annual Statement of Accounts, electing Officers, General Committee Members, and of voting on a major policy decision or to amend this constitution.
- f) Quorum for any General Meeting shall be at least 15 Members.
- g) Saving the Chairperson, all Members at a General Meeting have a single vote. Votes, other than those concerning the alteration of the constitution, shall be determined by a simple majority. The Chairperson having a casting vote if necessary.

THIS CONSTITUTION was adopted as the constitution of THE PARK COMMUNITY GROUP at a public meeting held on the 24th day of April 2025.

Signed by the Chairperson