

Southgate District Civic Voice

CONSTITUTION

1. NAME

The name of the Society shall be Southgate District Civic Voice.

2. OBJECTIVES

The Society's area of interest shall principally be that comprising Southgate, New Southgate, Oakwood, Cockfosters, Palmers Green and Winchmore Hill. The Society shall also be concerned with matters of general environmental interest in other parts of the Borough of Enfield.

- 2.1 To promote the physical improvement of the Society's area and actively campaign against its deterioration through neglect or adverse proposals.
- 2.2 To promote high standards of planning and architecture in or affecting the area of interest.
- 2.3 To secure the preservation, protection, development and improvement of features of historic or public interest in the area of interest.
- 2.4 To support those features of social, economic and physical change which enhance community life in the Society's area.
- 2.5 To provide education in the geography, history, natural history and architecture of the area of interest.
- 2.6 To provide the opportunity for the interchange of views and discussion on local environmental issues by holding meetings and social gatherings.

To further these objectives the Society through its Executive Committee shall have the following powers:

- a. To promote civic pride in the area of interest.
- b. To promote research into subjects directly connected with the objects of the Society and to publish the results of any such research.
- c. To act as a co-ordinating body and to co-operate with the local authorities, planning committees and all other statutory authorities, voluntary organisations, charities and persons with aims similar to those of the Society.
- d. To promote or assist in promoting activities of a charitable nature throughout the area of interest.
- e. To publish papers, reports and other literature.
- f. To make surveys, prepare maps and plans and collect information in relation to any place, erection or building of beauty, historic or cultural interest within the area of interest.
- g. To hold meetings, lectures and exhibitions.
- h. To educate and give advice and information.
- i. To raise funds and to invite and receive contributions from any persons by way of subscription, donation and otherwise; provided that the Society shall not undertake any permanent trading activities in raising funds for its primary purpose.
- j. To acquire by purchase, gift or otherwise, property whether subject to any special trust or not.
- k. To sell, let, mortgage, dispose of or turn to account all or any of the property or funds of the Society as necessary.

- l. To borrow or raise money for the purpose of the Society on such terms and on such security as the Executive Committee shall think fit, but so that the liability of the individual members of the Society shall in no case extend beyond the amount of their respective annual subscriptions.
- m. To do all things necessary to attain the said objectives.

3. MEMBERSHIP

Membership shall be open to all who are interested in actively furthering the purposes of the Society. Societies, associations, educational institutions or businesses interested in actively furthering the purpose of the Society shall be allowed to become affiliate members of the Society on payment of an annual fee, but shall not be entitled to vote at any meeting of the Society.

Honorary membership may be conferred in special circumstances at the discretion of the Executive Committee.

4. SUBSCRIPTIONS

The Executive Committee shall determine from time to time a reasonable sum for annual subscriptions. These shall be due on 1st April each year, and any member joining in the three months preceding that date shall be deemed to be a member for the subsequent year. Membership shall lapse if the subscription is unpaid three months after it is due.

5. MEETINGS

An Annual General Meeting (AGM) shall be held in or about April or May of each year to receive the Executive Committee's reports and verified accounts and to elect Officers and Members of the Committee. Extraordinary General Meetings (EGM) of the Society shall be held at the written request of fifteen or more members whose subscriptions are fully paid-up. Ten members personally present shall constitute a quorum for a Meeting of the Society.

The Committee shall decide when ordinary meetings of the Society are to be held.

The Committee shall give at least seven days notice to members of all Meetings of the Society.

6. OFFICERS

The Officers of the Society shall consist of President, Vice-Presidents, Chair, Secretary, Treasurer, Membership Secretary, Publicity Officer, Newsletter Editor, all of whom shall be elected at each Annual General Meeting.

7. EXECUTIVE COMMITTEE

The Society shall be governed by an Executive Committee of up to twelve members, comprising the Chair, Secretary, Treasurer, Membership Secretary, Publicity Officer, Newsletter Editor and six elected members.

The Executive Committee shall have power to appoint its Vice-Chairs from among its elected members. The Officers and members of the Executive Committee shall normally reside or work in the area of interest. The Committee shall have power to co-opt additional members. The President and Vice-Presidents may attend any meetings of the Executive Committee, but shall not vote at any such meeting.

In the event of an equal number of votes cast, the Chair shall have a second or casting vote.

The Executive Committee shall meet not less than five times a year, at intervals of not more than three months, and the Secretary shall give all members not less than four days notice of each meeting.

The quorum shall as near as possible comprise of one third of the members of the Executive Committee. The Executive Committee shall have the power to fill up to three casual vacancies occurring among the members of the Executive Committee between general meetings. The Executive Committee shall speak for the Society as a whole and no members shall express to the public or any other body any opinion purporting to be that of the Society unless authorised by the Executive Committee.

A member of the Committee ceases to hold office if he/she:

- a. is no longer a member of the Society.
- b. resigns from the committee giving notice in writing to the Secretary, but only if at least three committee members remain in office.
- c. is considered by the Executive Committee to have brought the Society into disrepute or refuses to co-operate with other members of the Committee or Society. The member can be removed from office by a resolution by at least 75% of the other voting Committee members present, provided that prior to such a meeting the member in question has been given written notice of the intention to propose such a resolution at the meeting.

8. NOMINATIONS

Nominations for the elections of officers and of the Executive Committee shall be made in writing before the Annual General Meeting. The consent of the nominee must have been obtained. If the nominations exceed the numbers of vacancies a ballot shall take place in such a manner as shall be determined. If there are insufficient nominations in writing then nominations for the unfilled vacancies may be accepted at the Annual General Meeting.

Nominees for election as officers or committee members shall be members of the Society and shall declare at the appropriate AGM any financial or professional interest known or likely to be of concern to the Society.

9. SUB-COMMITTEES AND WORKING GROUPS

The Executive Committee may constitute such sub-committees and working groups from time to time as shall be considered necessary for such purposes as thought fit. Members of the Executive Committee may be members of any sub-committee or working group and such membership shall be no bar to appointment to membership of the Executive Committee. The Executive Committee shall appoint the Group Leaders, who may or may not be elected members of the Executive Committee. In the event of a Leader being appointed who is not an elected member of the Executive Committee, that Leader shall be appointed an ex-officio member whilst in office. Sub-Committees and Working Groups shall be subordinate to and may be regulated or dissolved by the Executive Committee. All actions and proceeding of each sub-committee and working group shall be reported to the Executive Committee for confirmation, normally through the Group Leader as soon as possible.

Any member of the Society may attend any group meeting.

10. DECLARATION OF INTEREST

Every officer, member of the Executive Committee or working group who is in any way directly or indirectly interested financially or professionally in any item to be discussed at any Committee meeting or group meeting at which they are present must declare such interest. He/she shall not discuss such item (except at the invitation of the Chair) or vote thereon.

11. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS

The Executive Committee shall from the funds of the Society pay all proper expenses of administration and management of the Society. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Executive Committee in furtherance of the objectives of the Society.

12. INVESTMENT

All monies at any time belonging to the Society and not required for immediate application for its objectives, shall be invested by the Executive Committee in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority, approval or consent as may be required by law or by the special trusts affecting any property in the hands of the Executive Committee.

13. TRUSTEES

Any assets acquired by the Society or property belonging to the Society may be vested in trustees who shall deal with such property as the Executive Committee may from time to time direct. Any trustees shall be at least three in number or a trust corporation. The power of appointment of new trustees shall be vested in the Executive Committee. A trustee need not be a member of the Society but no person whose membership lapses by virtue of Clause 4 shall be qualified to act as a trustee unless and until re-appointed as such by the Executive Committee. The Secretary shall from time to time notify the trustees in writing of any amendment and the trustees shall not be bound by any such amendments in their duties as trustees unless such notice has been given. The Society shall be bound to indemnify the trustees in their duties (including the proper charge of a trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense.

14. AMENDMENTS

This Constitution may be amended by a two-thirds majority of members present at an AGM or Extraordinary General Meeting of the Society, provided that fourteen clear days notice in writing of the proposed amendment has been given to all members, and providing that nothing would cause the Society at any time to cease to be a charity in law.

15. NOTICES

The Society may give notices, accounts or other documents to any member either:

- a. in person
- b. by delivering them or sending them by ordinary post to the member's registered address, as provided to the Secretary or Membership Secretary
- c. by e-mail if the member has provided the Secretary or Membership Secretary with an e-mail address. This is subject to the member having consented to receipt of the notice, documents or accounts in this way, where this is a legal requirement.

16. WINDING UP

The Society may be dissolved by a two-thirds majority of members voting at an AGM or Extraordinary General Meeting of the Society confirmed by a simple majority of members voting at a further Extraordinary General Meeting held no less than fourteen days after the previous Meeting. If a motion for the dissolution of the Society is to be proposed at an AGM or an Extraordinary General Meeting this motion shall be referred to specifically when notice of the Meeting is given. In the event of the dissolution of the Society the available funds of the Society shall be transferred to one or more institutions having objects similar or reasonably similar to those of the Society as shall be chosen by the Executive Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed. On dissolution the minute books and other records of the Society should be completed and verified then deposited with the London Borough of Enfield Archives or other suitable body.

April 2019