

CONSTITUTION OF THURGARTON COMMUNITY ASSOCIATION

As amended at the Ordinary Meeting held on 25th February 2015

1. Administration and Legal Status

The organisation shall be called **Thurgarton Community Association (TCA)**.

- (1) TCA is a working group initiated by Thurgarton Parish Council and delegated to perform the stated objects on behalf of the good of Thurgarton Parish. It is a stand-alone Community Group.
- (2) A yearly review should determine whether there is a need for the continued existence of TCA. TCA may be dissolved if majority committee decision is that it is necessary or desirable to do so. Such a motion must be passed at a special meeting by a two-thirds' majority. Any TCA assets or income must be applied for stated objects before dissolution is effected, if not, to be returned to the Parish Council and applied in furthering the TCA stated objects.

2. Administration

TCA shall be administered collectively by the committee members appointed at the time.

Appointment

- (1) A maximum of 9 committee members are to be appointed from the parish aged 18 years and older. There must be at least two thirds of committee members to form a quorum. The term of office for all committee members is one year for annual re-election/alteration. Parish Notices should advise of re-election dates and nominations sought. New members are elected by majority decision of the committee. In-year vacancies are to be filled as deemed necessary by existing members.
- (2) There are 3 required offices: Chair, Treasurer and Secretary to be nominated and seconded by Committee members at Ordinary meetings.

Termination

Membership is terminated by collective majority agreement if the member:

- (1) Becomes incapable by reason of illness, injury, pressure of other work, other;
- (2) Is absent from all meetings held within a period of six months; or
- (3) Notifies to the Committee a wish to resign.

A majority must consist of two thirds of elected members (For clarification, the calculated number will be rounded upwards).

3. Objects

The objects of TCA are:

- The development, co-ordination and support of village activities, assets and events, to promote effective and efficient organisation with comprehensive coverage to improve and increase community cohesion for the parish benefit.
- Identify suitable projects for collective mutual benefit; Develop, organise and manage delivery of village assets, and said stand-alone projects, whether commissioned by TCA or other.

4. Application of income and capital

The committee will hold no capital or fixed assets, and must apply any income in furthering the objects including in dissolution. **For the avoidance of doubt, the committee may manage assets and capital on behalf of the Parish Council or others subject to agreement at a General Meeting.**

5. Duty of Care and Conflicts of Loyalty

- (1) When exercising any power in administering or managing TCA, each Committee member must use the level of care and skill that is reasonable in the circumstances, taking in to account any special knowledge or experience that he or she has or claims to have ('the duty of care').

- (2) Any vested interest or conflict of interest (whether direct or indirect) must be raised at Committee meetings before a decision is made whether voting rights need to be suspended in respect of that matter.
- (3) Sub-committees are permitted as agreed at Ordinary meetings, fully reporting to the main committee subject to any limits on expenditure or other matters as agreed at inception of the sub-committee.

6. Ordinary meetings

The Committee Chair must call at least two ordinary meetings each year to review the work plan. Other progress meetings are called as necessary to affect the work programme and meetings may be combined.

7. Voting

At a quorate meeting, decisions must be made by a majority committee vote on the question. The person chairing the meeting shall have a casting vote where necessary but no one has more than one vote.

8. Disputes

If a dispute arises in respect of the validity or propriety of anything under this constitution not resolvable by negotiation, a majority voting decision will determine the matter, failing that the Chair's decision is final.

9. Bank Account

Any bank account in which TCA funds are deposited must be operated by and held in the name of TCA. All cheques and orders for payment of money shall be agreed or resigned by at least two Committee members one of whom must be an elected officer (Chair, Secretary or Treasurer).

10. Expenses

- (1) Committee members may use TCA funds for necessary and reasonable expenses incurred in the course of carrying out their responsibilities subject to agreement at TCA meetings.
- (2) Events must be covered by public liability insurance whether under PC insurance cover or separately.
- (3) TCA is administered by unpaid volunteers from the parish; there are no employment issues.