

The Constitution

Of the

NOTTINGHAMSHIRE ASSOCIATION OF LOCAL COUNCILS

1. NAME AND COMPOSITION

The association shall consist of Parish and Town Councils and Parish Meetings in the county of Nottinghamshire and shall be known as the Nottinghamshire Association of Local Councils, hereinafter called The Association

2. OBJECTIVES

The aims and objectives of The Association shall be to take all such steps as may be desirable in the interest of the first tier of statutory local government for the benefit of Town and Parish Councils and Parish Meetings representing the communities and villages of Nottinghamshire. These objectives should be consistent with the objectives of the National Association of Local Councils where possible.

The specific objectives of The Association are:

- 2.1. to protect and promote the interests, rights, functions and privileges of members;
- 2.2. to assist members in the performance of their duties through training and informing;
- 2.3. to assist members to promote and develop the social, cultural and recreational life of communities and villages;
- 2.4. to promote a widespread and well-informed interest in local government;
- 2.5. to promote good local government.

3. MEMBERSHIP

Every Parish Council, Town Council and Parish Meeting in the county of Nottinghamshire shall be eligible for membership of The Association. The term "Member" excludes any such council which at the relevant time has not paid their subscription for the current year. Each member of The Association shall automatically become a member of the National Association of Local Councils.

4. STRUCTURE

4.1. Executive Committee

The Association shall be governed by an Executive Committee hereinafter called The Executive

4.1.1. The Executive will consist of up to 12 members elected at the AGM from those nominated by member councils plus the president and any vice presidents.

4.1.2. All members of The Executive retire together at the AGM.

- 4.1.3. The election of these members being by way of written nomination to be received by the Secretary at least 28 days' before the Annual General Meeting.
- 4.1.4. Each member council shall be entitled to nominate one person only from among its councillors.
- 4.1.5. Each member parish meeting shall be entitled to nominate one person only from among its members.
- 4.1.6. In the event of more nominations being received than the number of offices to be filled a ballot shall be taken by the members' representatives at the AGM.
- 4.1.7. The Executive may co-opt such additional people as required to a maximum of 12.
- 4.1.8. At its first meeting after the AGM the Executive will elect a Chairman and Vice-Chairman to stand for 12 months, they may be re-elected.
- 4.1.9. The Executive will meet at least quarterly with additional meetings as required from time to time. Four members will be required to be present to make the meeting quorate. Ex-officio members shall count towards the quorum.
- 4.1.10. The Executive will employ a Chief Executive Officer hereinafter called the CEO to be responsible for the day to day running of The Association and shall employ any such other staff as it sees fit to complete the work of The Association efficiently.
- 4.1.11. The Executive shall control the banking and investment and expenditure of the Association's funds.
- 4.1.12. The Executive shall appoint an honorary Treasurer to look after the day to day matters of The Association's finances.
- 4.1.13. The Executive shall invite persons with a suitable interest in local affairs but with wider influence to become President. Acceptance shall be ratified at the following AGM, the term being 1 year. This may be renewed up to 3 years.
- 4.1.14. The Executive shall appoint up to 3 vice-presidents from such persons as they consider have a good knowledge of the workings of the Association.
- 4.1.15. Vice-presidents may serve indefinitely at the pleasure of the Executive.
- 4.1.16. Nominations for President may be sent by member councils to the Executive to arrive in accordance with the AGM timetable.

4.2. Chief Executive Officer.

- 4.2.1. The CEO will facilitate the needs of the members including training and legal advice as required.
- 4.2.2. The CEO will assist the Treasurer in the day to day matters of The Association's finances.
- 4.2.3. The CEO will manage The Association's offices, employed staff and equipment in an appropriate manner and shall provide secretariat services to The Association and The Executive.

4.3. Treasurer

- 4.3.1. The Treasurer will oversee the accounts, income and expenditure of the association and the keeping of appropriate records of all transactions.
- 4.3.2. The treasurer shall prepare an annual recommendation for subscriptions for the following year for approval at the Executive meeting prior to the AGM.
- 4.3.3. The treasurer shall ensure the association exercises an adequate system of financial control and provide The Executive with periodical management accounts and an annual financial statement of its affairs

4.4. President

4.4.1. The President will be expected to attend at least 2 of the quarterly Executive meetings every year where possible.

4.4.2. The President shall champion the views of local councils whenever possible.

4.4.3. The President will be expected to understand the needs of the councils represented by the Association and actively promote those ideas.

4.5. The Executive shall appoint an external auditor.

5. SUBSCRIPTIONS

5.1. Each member Council shall pay to the County Association a subscription which shall be based upon the scale proposed by The Executive annually and fixed by the AGM.

5.2. All subscriptions will be due by the 31st March each year for the financial year starting 1st April that year. The membership of any council that has not paid its subscription by 1st July will be considered lapsed and that council will no longer be eligible for any of the association's services, products or advice, the exception to this being that councils may attend training courses at non-member rates.

5.3. Subscription contributions to the National Association are to be made in two instalments, the first payment on or before 30 June calculated at 80% of the previous year, followed by a final instalment on or before the 30th September.

6. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting of the County Association which shall be held at a date to be fixed by The Executive. The CEO shall give to each member council and to every ex officio member not less than 18 clear days' notice of the date, time and place of the meeting and shall send with such notice a copy of annual report and of the accounts for the preceding financial year. The CEO will also send a list of the persons nominated for election to The Executive by the member councils.

6.1. Every councillor of any fully paid up member council shall be entitled to attend.

6.1.1. Each member council present will have 1 vote. Votes will be cast by means of a voting card issued on arrival.

6.1.2. The method of casting votes may be determined from time to time by the executive.

6.1.3. Clerks to member councils and additional Councillors on a member council, may attend but may only speak at the chair's discretion and they may not vote.

6.1.4. Persons not Councillors on a member council may not represent a member council, may not speak at the AGM and may not vote at the AGM.

6.2. The President, Vice Presidents and Treasurer shall be ex officio but shall be entitled to attend the AGM and shall have the right to vote. However, if they represent a member council they may only have one vote.

6.3. All retiring members of the executive may attend the AGM, may speak and shall have the right to vote, if they represent a member council they may only have one vote.

6.4. The external auditor may attend the meeting in an ex-officio, non-voting, capacity.

6.5. A maximum of two motions from any member council will be considered at the Annual General Meeting in accordance with the rules prevailing at the time.

6.5.1. Motions may only be submitted from member councils and not an individual.

6.5.2. Any motions receiving the required majority at an AGM will be persuasive only; the executive committee may, with good reason, subsequently disregard such motions.

6.6. All speeches from the floor will be limited to a maximum length of 5 minutes.

6.7. The quorum at a general meeting shall be twelve of the number of persons entitled to vote. If at an Annual Meeting no quorum is present within half an hour of the time appointed for the commencement of business, the meeting shall stand adjourned, to a place, day and time approved by the Executive when the quorum shall be five.

6.8. Voting

6.8.1. All proposals, including member proposals, election of officers and members of The Executive will require a proposer and seconder from the floor.

6.8.2. A vote by show of voting cards shall follow immediately.

6.8.3. Any motion passed by the AGM shall be passed to The Executive to implement in a timely manner.

7. EXPENSES OF REPRESENTATIVES AND MEMBERS

The necessary travelling, subsistence and other incidental expenses of members attending meetings:

7.1. on behalf of and representing the Association

7.2. nominated by the Executive to report back at the next meeting

may be met wholly or partly from the funds of the Association subject to sufficient money being available.

8. RESIGNATION FROM MEMBERSHIP

Any council wishing to terminate its membership of the Association may do so by sending its resignation in writing to the CEO at least three calendar months before the 31st day of March in any year, and the notice shall become effective on that day. Each such council shall continue to be liable for the payment of its subscription up to and including the date on which a notice as aforesaid becomes effective.

9. CHANGES TO THIS CONSTITUTION

Any alteration to, or amendment of, or addition to this constitution may from time to time be made at the AGM if approved by a majority of not less than two-thirds of the voting representatives.

9.1. Changes should adhere to the following procedures:

9.1.1. Proposals can only be made by paid up members of The Association.

9.1.2. Proposed changes should be sent in writing to the CEO at least 3 months prior to the AGM at which they are to be considered.

9.1.3. Reasons why the Member considers the change is needed should accompany the proposal.

9.1.4. Proposals should be circulated to The Executive and discussed at the next available meeting of The Executive. A special meeting of The Executive may be called if deemed necessary.

9.1.5. Following such meeting The Executive should;

9.1.5.1. Accept the proposal and suggest appropriate wording for the constitution. This wording should be passed back to the proposing Member for agreement.

9.1.5.2. Accept the proposal in principle but go back to the proposer with additional suggestions.

9.1.5.3. Reject the proposal if it feels the proposal is not in the interests of the majority of the Membership, but must give the proposer a substantial reason why.

9.1.6. When an agreed form of proposal is reached between the proposer and The Executive it will become a motion for the agenda of the AGM.

9.1.7. The agreed version will be circulated to the Membership at least 60 days before the AGM for consideration.

The proposal will follow the normal procedure of a motion at the AGM and if passed will be deemed to be part of the constitution with immediate effect.

10. The executive committee has the authority to vary any of the above clauses to facilitate the smooth running of the Association.