



CONSTITUTION

1. Name

1.1 The name of the organisation shall be **Harlesden Area Action (HAA)** (hereafter called "HAA").

2. Objectives

2.1 To improve, safeguard and promote the interest of residents and local business in the Harlesden area on matters concerning housing, transport, streets, safety, planning and the environment and other issues that arise in the area and are of concern to HAA.

2.2 HAA is committed to representing the views of all residents in HAA and to encourage all local people to join.

2.3 HAA will uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of race, religion, disability, political belief, sex or sexual orientation. HAA is a non-sectarian, non-political, non-profit-making community organisation established to promote a better quality of life in the Harlesden area.

2.4 To raise funds to meet the aims of HAA.

3. Membership

3.1 *Boundary:* Full Membership shall be open to all residents and shop owners, irrespective of tenure, by the neighbourhood bounded by and including: Harlesden Ward boundary parallel to Harley Road to the south up to Acton Lane, then follows ward boundary to Craven Park Road up to Church Road and then Roundwood Road. Northern boundary from Essex Road, along Roundwood Road through the middle of the park to Harlesden Road, continuing down Robson Avenue, along Doyle Gardens and All Souls Avenue and up the Harrow Road.

3.2 All voting members must be at least 18 years of age.

3.3 Full Membership shall cease immediately upon a person leaving the area covered by HAA Boundary and shall convert to Associate Membership. Should a member no longer wish to continue membership, it is his/her responsibility to inform the Secretary to terminate membership and remove personal data.

3.4 Membership shall be £10 year per person, £20 per business and £5 for concessions (job-seeker, student with valid student ID, and over 65). Subscriptions are due by 1 December 2018 for the year 2018/2019

3.5 In particular circumstances exemption may be accepted based on the agreement of 2 members of the Executive Committee.

3.6 The financial year will run from 1 January to 31 December. Fees to be collected by the Treasurer.

3.7 *Associate Members:* Associate membership is open to any adult living outside the area who pay a valid subscription. Associate members have full rights of participation in the activities of HAA, to speak at meetings and to be members of Action Committees; but do not have the right to vote at meetings, nor to hold office in HAA.

3.8 No member shall make use of HAA name to raise, secure, borrow, lend money or property unless voted upon by HAA or agreed by the Committee.

3.9 By joining HAA, members authorise HAA to hold his/her personal information. The information will be available only to the Secretary, Chair, Vice Chair and Treasurer of the Association. Please visit the HAA website for Privacy Policy (GDPR) or ask one of Officers for more details.

4. Committee of HAA:

4.1 A Committee shall be elected at the first meeting of HAA and thereafter at the Annual General Meeting (AGM) of HAA and shall serve for 12 months. The Executive Committee shall consist (as minimum) of the Chair, Vice-chair (optional), Secretary, Treasurer (Officers).

4.2 An extraordinary meeting may be called to vote in a Vice Chair.



4.3 In addition, the following Representatives shall attend and be members of the Committee:

- Environmental Representative
- Events Representative
- Designer Reps (can be shared)
- Membership Secretary
- Neighbourhood Police Representative/Liaison
- Newsletter Editor
- Planning/Licensing Representative
- Social Media Manager (Twitter and Facebook: minimum 2)
- Street Representative(s)
- Website Representative

4.4 Executive Committee, Committee Members and Representatives must not hold official positions within any other neighbourhood (Harlesden Area) organisation.

4.5 The Committee shall make and carry out decisions in accordance with the objectives of HAA.

4.6 There must be at least three committee members present for any decisions to be made at a Committee meeting.

4.7 Committee members must declare any conflict of interest they may have in the topic under discussion and the Committee will decide if they need to forfeit their right to vote and/or membership.

4.8 Committee members will take on no more than two positions.

4.9 Duties of Officers and Committee Representatives

4.9.1 The *Chair (or Vice Chair)* will lead all meetings of HAA or appoint an Executive Committee member to lead. Together with other officers, representatives and members of Action Committees, the Chair will represent HAA in its relations with the London Borough of Brent, and other bodies.

4.9.2 The *Secretary* shall maintain proper records and reports of all meetings of HAA and its committees; serve notice of Association meetings to all members, assist Committee members, and manage formal correspondence on behalf of HAA. Notices of HAA meetings and committees shall provide an agenda of the business to be transacted, normally accompanied by minutes of previous meetings and other relevant papers.

4.9.3 The *Treasurer* will expend the funds of HAA as directed by the Committee and Association, keeping appropriate records of all income and expenditures. The Treasurer shall maintain proper financial records of HAA, as authorised by the AGM of HAA, the maintenance of an up-to-date register of paid-up members (together with the Secretary), oversee the financial management and reports to HAA of accounts of Action Committees acting on behalf of HAA, report in writing on proposed donations to local community bodies to the Committee and members of HAA which the Committee may authorise, and submit annual accounts to the AGM of HAA. The Treasurer will also maintain appropriate insurance cover for HAA.

4.9.4 *Environment Representative* shall research and work on areas of environment which impact on the area. (This would include any issues outside the boundary of HAA that would have a major impact on the area).

4.9.5 *Events Organiser* shall organise events to forward the aims of HAA and/or help to engage HAA in events which happen in the area, and outside the boundary.

4.9.6 *Designer Representatives* will collaborate to provide design guidance and leadership for all of HAA communication.

4.9.7 *Membership Secretary* shall greet prospective new members, sign them up in tandem with the treasurer.

4.9.8 *Neighbourhood Police Liaison* shall liaise with the local police – especially the neighbourhood police officers on all issues relating to police/crime in the area (Also issues that are outside the boundary but impact on the area).



- 4.9.9 *Newsletter Editor* shall produce a newsletter providing information about HAA and its activities and area for the benefit of HAA, local community and area, at least 4 times a year. This editorial content shall be agreed by the Executive Committee.
- 4.9.10 *The Planning/Licensing Representative* shall regularly research and review planning applications, residential licensing and business license applications impacting the area. When appropriate, applications should be presented to Members including those outside the boundaries of HAA that would have a major impact on the area.
- 4.9.11 The *Street Representative(s)* shall act as a channel of information, communication, and help on local concerns for their members and local area and to work with the Membership Secretary to recruit new members. A Street Representative not attending three consecutive Monthly Meetings, without prior reasonable notice of absence, shall be deemed to have resigned. Representative can be nominated and elected at any full members or Committee meeting.
- 4.9.12 The *Website/Social Media Manager(s)* shall manage and develop HAA's website and other social media providing information about HAA and its activities and area for the benefit of the local community. The content for these channels shall be regularly agreed upon by the Executive Committee
- 4.9.13 Representatives and Committee members can co-opt other members and officials in the pursuit of any gains in the area. They will be able to set up Action Committees and include non-members with relevant expertise.

4.10 Action Committees

- 4.10.1 Action Committees (headed by the appropriate Representative or Committee Member) can be organised subject to the agreement of the Executive Committee. They can include full members, Associate members and non-members.
- 4.10.2 Any decision or action by an Action Committee which may commit HAA to any expenditure or liability is to be agreed beforehand by a quorate meeting of the Committee or if exceptionally urgent by two officers (one of whom must be the Treasurer).
- 4.10.3 Members may set up Action Committees for special purposes and may affiliate to and support organisations or groups whose aims and methods are consistent with those of HAA. Action Committees shall keep HAA informed of their activities.
- 4.10.4 All communications to be agreed upon by Executive Committee to ensure cohesive look.

5. Meetings

5.1 All members of HAA

- 5.1.1 All members of HAA and other members of the public, and potential members meetings shall be held on a regular basis. These meetings shall take place at least 4 times a year.
- 5.1.2 Members shall be given 7 days' notice.
- 5.1.3 All votes shall be decided by a simple majority of the members present, or if agreed by secret ballot.
- 5.1.4 Any member, having the written support of 20 other members, may request the Committee of HAA to call a Special Public Meeting of the group. The committee shall call the meeting within 21 days of this written request.

5.2 Annual general meeting (AGM)

- 5.2.1 An AGM shall be held every year to discuss the activities of the group, to receive the audited accounts and to elect the committee.
- 5.2.2 The AGM shall be held at a suitable venue to accommodate as many members as possible.
- 5.2.3 The quorum shall be 51 % of members present, with a minimum of 11 attendees
- 5.2.4 At least 14 days' notice should be given to members of the AGM.
- 5.2.5 At the AGM the resignation of all Committee members will be accepted, and a new Committee elected.



6. Conduct of business or standing orders

- 6.1 Members may speak only through the Chair.
- 6.2 Decisions will be agreed by a simple majority, voted in through a show of hands, or a secret ballot.
- 6.3 Meetings will end at the time agreed by the committee unless all those present agree to extend the meeting.
- 6.4 Any offensive behaviour, including racist, ageism, sexist or inflammatory remarks will not be permitted. Photographs may not be taken at meetings.
- 6.5 Any member who brings the group into disrepute or refuses to comply with the constitution shall be expelled by a majority vote of the full committee.
- 6.6 Any such member will have the right to appeal within 28 days of the expulsion. The appeal shall be heard by the Full Committee at a Special Meeting called for that purpose.
- 6.7 The Secretary shall deal with all correspondence to the members of HAA and will operate and own the members email distribution list in accordance with the data protection act.
- 6.8 Agendas will be distributed to the membership at least four days before a meeting, where possible. Items for the agenda should be forwarded to the Secretary and Chair seven days before the meeting, where possible.
- 6.9 Minutes will be distributed to the membership after a meeting within 14 days.

7. Finances

- 7.1 The group may raise funds by obtaining grants from other bodies or by fund raising schemes. All money raised by or on behalf of the group shall be applied to further its objectives.
- 7.2 All funds shall be kept in a bank account (where possible) that shall be opened in the name of the group.
- 7.3 Treasurer and Secretary or Chair/Vice Chair shall be signatories on the account and all cheques shall require two of these signatures.
- 7.4 Accounts shall be kept by the Treasurer and brought to Committee meeting where they may be inspected. Failure to bring the books when requested to a Committee meeting on three consecutive occasions will mean the Treasurer will be asked to resign.
- 7.5 All expenditure shall be agreed and controlled by the Committee. Receipts should be acquired for all expenditure over ten pounds.
- 7.6 No officer shall sign a blank cheque – all cheques to be filled in before signatures are added. Once a year, the accounts will be audited and presented to the Annual General Meeting of the group. The Auditors will be either:
 - 7.6.1 A Council Officer, Bank Employee or:
 - 7.6.2 A Committee member of another constituted local community organisation.
 - 7.6.3 A non-Committee member with appropriate qualifications.
 - 7.6.4 All correspondence of the group including the bank statement, shall be addressed to the secretary.

8. Constitution

This Constitution will come into effect upon the acceptance by a simple majority of members of HAA present and voting at the meeting on 10 November 2018.

- 8.1 *Amendments to the Constitution* This constitution shall only be changed at a Special Meeting of the group, or at the AGM. All members shall be given 14 days' notice of the meeting and proposed changes.
- 8.2 Proposed changes must be submitted to the Secretary in writing not less than 28 days before the AGM. The secretary must notify members of any proposed changes within 21 days of the meeting. The Constitution may be amended by a two-thirds majority of those members present at a Special Meeting and at an AGM, providing that the substance of such proposed amendments has been



submitted in writing as outlined above.

9. Child protection

- 9.1 The group will ensure that any activities they are involved with will be a safe environment for children.
- 9.2 If group activities are to involve children a Child Protection Policy will be adopted, and a committee member will be appointed to take responsibility for its implementation.

10. Dissolution of the group

- 10.1 The group may only be dissolved by a Special Meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a simple majority of those remaining on the committee being submitted to the Secretary.
- 10.2 All members shall be informed of such a meeting at least 21 days before the date of the meeting.
- 10.3 Dissolution of the group shall only take effect if agreed by two thirds of the members present and voting at that meeting.
- 10.4 Any assets remaining after meeting liabilities must be distributed among local charities or other community group with similar aims of the group nominated by that meeting.
- 10.5 Any money received via funding bodies should be returned to the funders in relation to the funding criteria.
- 10.6 On dissolution, any documents belonging to the group shall be disposed of in a manner agreed by that meeting

Signed

Chair: _____

Date: _____

Secretary: _____

Date: _____

Treasury: _____

Date: _____