



## POOLE HARBOUR ASSOCIATION

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## Constitution for Poole Harbour Association

### 1. Name of Association

The name of the group shall be **Poole Harbour Association (PHA)**

### 2. Aims

The aims of PHA will be:

- To bring together people with a shared interest in maintaining access to Poole Harbour through rights of ways and other access points
- To promote the use of the Poole Harbour for recreational and commercial purposes
- To participate in consultations and relevant meetings related to the protection of the environment, use of the area, planning and other projects surrounding Poole and specifically the areas surrounding Poole Harbour, including off shore
- To work in liaison with Borough of Poole and other organisations to further the work of the Association

### 3. Membership

Membership is open to anyone who:

- aged 18 or over or aged 16 or over with parents/carer permission
- is interested in the protection of rights and access to Poole Harbour and the surrounding areas
- lives in the Poole area or visits the area to pursue recreational activities
- supports the aims of environmental protection, conservation and promotion of public spaces for the benefit of all

Membership will begin as soon as the membership form and first annual payment has been received. There will be an annual membership fee which will be agreed at the meeting prior to the Annual General Meeting (AGM) and will be payable by all members. Members joining mid-year will pay the full membership fee.

A list of all members will be kept by the membership secretary.

### **Ceasing to be a member**

Members may resign at any time in writing or verbally to a member of the Committee. Any member who has not paid their membership fee for one year will be contacted by the Committee, who will then decide whether that member is deemed to have resigned.

Any offensive behavior, including racist, sexist or inflammatory remarks, will not be permitted. Anyone bringing the Association into disrepute or behaving in an offensive way may be asked not to attend further meetings or to resign from the Association if an apology is not given or the behavior is repeated. The individual concerned shall have the right to be heard by the management Committee, accompanied by a friend, before a final decision is made.

Members may not represent the Association externally without the explicit approval of the Officers.

### **4. Equal Opportunities**

PHA will not discriminate on the grounds of age, disability, gender or gender reassignment, marital or partnership status, pregnancy and maternity, race, religion or belief, or sexual orientation.

### **5. Officers and Committee**

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The full Committee will meet as necessary and at least once a year.

The Committee will consist of up to 8 members, and be composed of 3 Officers and Committee members. Up to 2 additional members may be co-opted onto the Committee at the discretion of the Committee.

The Officers' roles and responsibilities include:

- Chair, who shall chair both general and Committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining auditable accounts

These roles may be shared between the elected Officers as appropriate. Committee members may be asked to support a specific role or to work in collaboration with the Officers.

In the event of an Officer standing down during the year a replacement will be elected by the next General Meeting of members. Any Committee member not attending a meeting

without apology for 6 months will be contacted by the Committee and asked if they wish to resign.

The Committee meetings will be open to any member of PHA wishing to attend, who may speak but not vote.

## **6. President**

The Association will nominate a President to act as Ambassador for the Association. The President will hold office for a period determined by the Committee at the time of appointment.

## **7. Meetings**

### **7.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held annually in March.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Resignations and nominations for the Committee may be made to any of the Officers before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of PHA over the year.
- The Committee will present the accounts of PHA for the previous year.
- The Officers and Committee for the next year will be elected.
- Any proposals given to the Officers at least 7 days in advance of the meeting will be discussed.

### **7.2 Special General Meetings**

The Officers will call a Special General Meeting at the request of the majority of the Committee or at least 8 other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 28 days of the request. All members will be given 2 weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

### **7.3 General Meetings**

General Meetings are open to all members and will be held at least once every 2 months or more often if necessary. All members will be given the schedule of meetings for the year at the AGM. Notice of meetings will also be provided by email. The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

### **8. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. Notification of key decisions will also be notified by email and members may vote via email if unable to attend the meeting at which the matter will be discussed and decided. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

### **9. Finances**

An account will be maintained on behalf of the Association at a bank agreed by the Committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given if requested at a general meeting.

All money raised by or on behalf of PHA is only to be used to further the aims of the group, as specified in item 2 of this constitution.

### **10. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to Officers in writing. The proposal must then be circulated with the notice of the next meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

### **11. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down PHA it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Association.

If it is agreed to dissolve the Association all remaining money and any other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed by a majority vote at the meeting which agrees the dissolution.

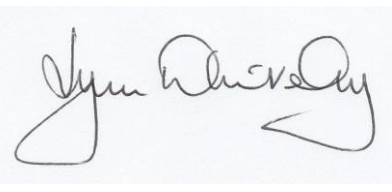
This constitution was agreed at the Annual General Meeting of PHA on:-

Date ...17...../.....3...../...2015.....

Name and position in PHA .....Lynda Bourne, Chair.....

Signed 

Name and position in PHA .....Lynn Whiteley, Secretary/Treasurer.....

Signed 

End of Constitution