

Cloverfield & The Willows

Residents Association

incorporating St Andrews

Constitution

1. Name

The name of the group shall be **Cloverfield and the Willows Residents Association CAWRA incorporating St. Andrews**

2. Aims

The aims of the CAWRA will be:

- To bring together and foster understanding amongst community and residents of Cloverfield , The Willows and St. Andrews.
- To provide a bridge between the community and relevant authorities
- To access funding and facilities for the community
- To enable residents to report via CAWRA common areas of concern or disruption within the community (association cannot get involved in individual or personal concerns)

3. Membership

Membership is open to anyone who:

- Lives in Cloverfield, The Willows or St. Andrews
- Supports the aims of CAWRA. Membership is not available to serving councillors but they will be welcome to attend meetings.
- Minimum age of 18 years.

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 by email to the membership secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour 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.

4. Equal Opportunities

CAWRA will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age (Minimum age 18 years).

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 7 members, and be composed of 4 officers and 3 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers roles are as follows:

- 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 accounts

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 three months will be contacted by the committee and asked if they wish to resign.

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

