

**FEDERATION OF ENFIELD RESIDENTS' AND ALLIED ASSOCIATIONS
(F.E.R.A.A.)**

CONSTITUTION

Adopted at AGM on 23 April 2003

1. NAME Federation of Enfield Residents' and Allied Associations
2. OBJECTS
 - (a) To promote friendly co-operation and extend the spirit of citizenship among the residents of the London Borough of Enfield.
 - (b) To promote an active interest in the affairs of the Borough.
 - (c) To organise united action in matters of civic concern and to present the views of Council Tax-payers and Residents to Members of Parliament, Government Departments, Local Authorities, Public Corporations and other Bodies and persons.
 - (d) To co-operate or affiliate with other organisations whose objects are similar.
3. MEMBERSHIP

All non-party political Residents', Civic and kindred associations in the London Borough of Enfield shall be eligible for membership subject to approval by a majority vote at a General meeting of the Federation.
4. SUBSCRIPTIONS
 - (a) Each affiliated association shall pay an annual subscription based on the number of its members during the previous year. The subscription may be varied from time to time by majority vote at a General Meeting which shall also be empowered to fix minimum and maximum subscriptions.
 - (b) The subscription shall be for a calendar year and shall be paid not later than 30th April each year.
 - (c) The Executive Committee shall be empowered to waive all or part of the subscription of any affiliated association.
5. FINANCE
 - (a) The Financial Year shall start on 1st January and end on 31st December.
 - (b) The Treasurer shall be responsible for the finances of the Federation and shall report thereon to each General Meeting.
 - (c) The Treasurer shall submit an Annual Statement of Accounts and all necessary records to the Auditor immediately following the close of the Financial Year.
 - (d) A banking account shall be operated in the name of the Federation and cheques shall be signed by any two of the following: Chairman, Treasurer, Secretary, Minute Secretary.
6. GENERAL MEETINGS
 - (a) Management of the Federation is vested in General Meetings. These shall consist of the Federation officers and up to three delegates from each affiliated association.
 - (b) General Meetings shall be held at least twice in each year.
 - (c) The Annual General Meeting shall be held in March or April.
 - (d) An Extraordinary General Meeting shall be convened by the Secretary at the request of i) the Executive Committee or ii) not less than a quarter of the affiliated associations. A minimum twenty-eight days' notice must be given of such a meeting at which only such business as has been set out in that notice shall be transacted.
 - (e) A serving member of a Local Authority shall not be eligible to be an officer of the Federation or a delegate to Federation meetings.
7. QUORUM General Meetings shall not take place unless one third of the affiliated associations are represented.

8. VOTING
- (a) Voting at General Meetings shall normally be by a show of hands.
 - (b) Decisions on matters of procedure or Federation business shall require a clear majority of those present and voting.
 - (c) Decisions relating to public policy shall require a two-thirds majority of those present and voting.
9. CONDUCT OF MEETINGS
- (a) All meetings shall conform to the normal rules of debate.
 - (b) Visitors and press representatives may attend General Meetings. For the private discussion of any matter the Chairman may rule or a General Meeting resolve that visitors and press representatives be excluded.
10. MINUTES
- Copies of the Minutes of General Meetings shall be circulated to all delegates and Association Secretaries.
11. PRESIDENT
- A President shall be elected at the Annual General Meeting. One or more Vice Presidents may also be elected.
12. EXECUTIVE OFFICERS
- (a) The following officers shall be elected annually at the Annual General Meeting: Chairman, Deputy Chairman, Secretary, Treasurer, Minute Secretary.
 - (b) In addition to the officers there shall also be elected up to three other committee members.
 - (c) The officers and other committee members shall form the Executive Committee to meet as necessary and conduct the affairs of the Federation subject to ratification of decisions by delegates in General Meeting.
 - (d) Casual vacancies among the officers or other committee members may be filled by resolution at a General Meeting.
 - (e) No Chairman may hold office for more than three consecutive years.
 - (f) Correspondence on any policy matter shall be written by the Chairman or Secretary.
 - (g) The Executive Committee may delegate any of their powers to one or more sub-committees consisting of such persons as they think fit and any sub-committee so formed shall conform with any regulations imposed upon it by the Executive Committee.
 - (h) The Executive Committee or any sub-committee shall have the power to co-opt members as necessary
13. AUDITOR
- An auditor shall be appointed at the Annual General Meeting.
14. AFFILIATED ASSOCIATIONS
- (a) Shall be responsible for i) advising the Secretary of the names and addresses of officers and delegates; ii) paying subscriptions to the Treasurer when due; iii) submitting to the Secretary in writing any items proposed for inclusion on the Agenda of a General Meeting.
 - (b) Shall be entirely independent in internal matters and free to express views on any matter, even if contrary to the declared policy of the Federation, but shall not act in any way that may bring discredit on the Federation.
 - (c) Can seek support from the Federation in dealing with any purely local issue, having first taken all reasonable steps to resolve the matter directly with those concerned. Such requests shall be accompanied by a concise statement of the steps already taken.
15. WINDING-UP
- a) The Federation can be wound up by the delegates at an Extraordinary General meeting, the delegates at such a meeting representing at least two-thirds of the paid-up affiliated membership.
 - b) A decision taken at such a meeting shall be by simple majority vote.
 - c) The assets of the Federation at the time of winding up shall be distributed to the paid-up affiliated associations pro rata on the basis of their membership numbers.