



The Archibald Corbett Society

Preserving and regenerating the Corbett Estate

CONSTITUTION

1. NAME

The name of the Group shall be 'The Archibald Corbett Society' hereinafter referred to as ("the Group")

2. ADMINISTRATION

The affairs of the Group shall be administered and managed in accordance with this Constitution by a management board (hereinafter referred to as 'the Board')

3. AIMS

The aims of the group are:

To preserve and regenerate the Corbett Estate in Lewisham for it to be recognised by Lewisham Council as being of both social and historical importance to the community it serves including all tenants and residents and to recognise the Corbett Estate in totality, as an area of special local character

4. OBJECTS

- To work in partnership with the Corbett Residents Association, The Wellmeadow Road Tenants and Residents Association and the Hither Green Community Association to achieve the aims of the group.
- To make both sole funding bids and joint bids with the Council to provide funds to promote an estate identity with unique street signage, waste bins, planters and other street furniture and to make any other funding bids that are appropriate to achieve the objects.
- To create a permanent exhibition in Torrison Road Library on the creation and future development of the Corbett Estate in partnership with the Lewisham Local History Society
- To provide educational materials and encourage local schools to set up Corbett projects to promote the understanding of the importance of the family unit and of healthy lifestyles
- Working in partnership with Lewisham Council's Planning, Social Services and Housing departments to ensure consideration is given to retaining the number of family houses on the Estate in preference to flat conversions and to develop a strategy for the Corbett Estate to include a register of all care homes, nursing homes, hostels and emergency housing on the estate.
- To create specific identities on all shopping parades and develop incentive schemes to encourage Corbett residents to buy locally

- To form a Corbett cycling club and develop cycling routes throughout the estate and to encourage the promotion of healthy lifestyles
- To create community gardens and street decoration throughout the Estate
- To seek funding to be available to encourage residents to maintain the facades of their houses including restoring keystones where appropriate

5. POWERS

- 5.1 To raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities;
- 5.2 To employ such staff (who shall not be members of the Board) as are necessary for the proper pursuit of the aims of the Group as above;
- 5.3 To co-operate with other voluntary and community based organisations and authorities and agencies operating in furtherance of the aims of the group or of similar charitable purposes and to exchange information and advice with them;
- 5.4 To establish or support any charitable trusts, associations or institutions formed for all or any of the aims as above;
- 5.5 To acquire property and equipment;
- 5.6 To draw up any rules, policies or standing orders for the effective running of the Group
- 5.7 To do all other such lawful things as are necessary for the achievement of the aims as above.

6. MEMBERSHIP

6.1 Membership of the Group:

- shall be open to all who support the aims of the Group;
- members are required to fill-in a registration form on an annual basis; at the discretion of the group members maybe asked to pay an annual membership fee.
- The amount and any other categories of membership will be decided by the Committee and be subject to the approval at a General Meeting.

6.2 Termination of Membership:

- Individuals shall cease to be members of the Group if they do not fulfil the membership requirements as stated in Clause 5.1 above or for serious breach of any other rules of the Group as laid down by the Committee PROVIDED THAT the individual member concerned or their representative has had the right to be heard by the Management Committee before the final decision is made. There shall be the right of appeal to an independent arbitrator agreed by both parties.
- Upon the receipt by the Secretary or the Chair of a written resignation from the member concerned.

7 BOARD:

- 7.1 The Board shall comprise of a Chair, Secretary, Treasurer, Team Coordinator and Leaders of teams that will be formed to implement the objects as listed above in Clause 4 plus the Chairs (or nominated representatives) of the Corbett Residents Association, The Wellmeadow Tenants and Residents Association and the Hither Green Community Association. Each Association will be an Associate Member of the Society and the respective Chairs (or nominated representative) will have voting rights at Board meetings on behalf of their associations.
- 7.2 The Individuals directly nominated by and from the Group's membership and elected at the Annual General Meeting (AGM) shall manage the group until the end of the following AGM;
- 7.3 Anyone wishing to stand for the Board must be nominated in writing to the Secretary 14 days before the date of the AGM.

- 7.4 Any retiring member of the Board shall be eligible to stand for re-election.
- 7.5 The Board shall be comprised of a minimum of 4 and a maximum of 25 elected members.
- 7.6 A Board member automatically ceases to be a member of the Board if he/she:
 - 7.6.1 is incapable, whether mentally or physically, of managing his or her affairs;
 - 7.6.2 is absent from 3 consecutive meetings of the Board without a justifiable reason/s being given and accepted by the Board;
 - 7.6.3 ceases to be a member of the Group;
 - 7.1.4 resigns by written notice to the Secretary, but only if as a result of any resignation at least three Board members remain in office.

The Board shall have the following powers:

- 7.7 The Board shall have the power to elect a Chair, a Treasurer, a Secretary, a Team Co-ordinator and Team leaders from among their members.
- 7.8 To appoint not more than 3 co-opted members ensuring that no-one is appointed as a co-opted member if, as a result, more than one third of the members of the Board would be co-opted members. Each appointment of a co-opted member shall be made at a meeting of the Board;
- 7.9 To set up teams to address specific tasks to deliver the stated objects;

8 BOARD MEETINGS

- 8.1 The Board shall meet at least 4 times a year;
- 8.2 The Secretary shall be responsible for the preparation and distribution of agendas and notices of the meetings;
- 8.3. Notice of the meetings stating the time, date and venue shall be sent to all Board members at least 5 days before the date of the meeting;
- 8.4 The Board shall keep minutes (in files kept for the purpose), of the proceedings at meetings of the Committee and any team meetings. The Secretary shall be responsible for keeping a proper record of the Board meetings.
- 8.5 A minimum of half-plus-one of the Board members eligible to vote must be present for the Board's decision's to be valid. However, Board members will not be allowed to vote if they have not attended at least one of the last three ordinary Board meetings;
- 8.6 Every matter shall be determined by a majority of votes of the members of the Board present and voting on the question but in the case of equality of votes the chairperson of the meeting shall have a second or casting vote;
- 8.7 Staff employed by the Group may be invited to attend and address Board meetings but shall not be entitled to vote;
- 8.8 Board meetings shall be conducted in accordance with rules drawn up and revised as necessary by the Board.
- 8.9 Whenever a Board member has a personal interest in a matter to be discussed at a Board meeting the member must declare an interest before the discussion begins, withdraw from that part of the meeting and have no vote on the matter.

9 GENERAL MEETINGS

- 9.1 The Board shall arrange an AGM for the purpose of.-
 - (a) Reporting to the members about the Group's activities over the year;
 - (b) Receipt and approval by membership of the Group's accounts;
 - (c) Accepting resignation of the Board;
 - (d) Electing the new Board;
 - (e) Resolving any other proposal that members may have submitted.
- 9.2 The AGM shall be held at an interval of not more than 15 months from the date of the last AGM;

- 9.3 Notice of the AGM shall be sent via email to all members 28 days before the date of the meeting. Any member without an email shall be notified by post. This shall be the responsibility of the Secretary or in his/her absence, that of the Chair;
- 9.4 The Chair of the Board shall act as Chair at any AGM. In his/her absence, members present may elect any of the Board members present to chair the meeting;
- 9.5 Any member of the Group wishing to include a motion at the AGM, shall be required to submit it to the Secretary not later than 14 days before the date of the meeting;
- 9.6 Any motion to be adopted shall require agreement by a two thirds majority of the members present with the right to vote;
- 9.7 At the AGM, each member of the Group shall be entitled to one vote;
- 9.8 The Board may call a Special General Meeting of the Group at any time. Alternatively, if at least a third of members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given and the notice must state the business to be discussed.
- 9.9 A minimum of 8 members must be present for decisions taken at a General Meeting to be valid.

10 ACCOUNTS / FINANCE

- 10.1 All monies raised by or on behalf of the Group shall be applied to furthering the objects of the Group and to no other purpose.
- 10.2 The Treasurer shall be responsible for keeping proper books and records of accounts, opening a Bank Account in the name of the Group and preparing accounts for AGMs.
- 10.3 The Accounts shall be examined once a year by an independent person/agency appointed by the Board.
- 10.4 The funds of the Group, including all donations, contributions and bequests, shall be paid into an account operated by the Board in the name of the Group at such bank as the Board shall from time to time decide.
- 10.5 All cheques drawn on the account must be signed by at least two members of the Board.

11 ALTERATIONS TO THE RULES

- 11.1 Any alterations to this Constitution shall require the approval of a two-thirds majority of the voting members present at a General Meeting.
- 11.2 The secretary must receive any resolution for the alteration of the Constitution in writing not less than 28 days before the General Meeting. Alterations may be requested by either the Board or by a minimum of one third of the members.

12 WINDING UP and DISSOLUTION

- 12.1 The Group may be wound up and dissolved at a General Meeting provided that 28 days notice is given stating the terms of the resolution proposed.
- 12.2 If the proposed resolution is confirmed by a simple majority of members present and voting at the meeting, the Board shall have the power to dispose of any assets held by or in the name of the Group. Any assets remaining, after the satisfaction of any proper debts and liabilities, shall be transferred to another voluntary organisation(s) having objects similar to those of the Group.

Adopted at a public meeting held on Monday 4th November 2013

Signed by the Chair of the Steering Group:

Witnessed by: