

# Constitution of The St John's Society – 2020 (Approved)

---

**1. Name**                    The name of the Society shall be The St John's Society, hereafter known as 'The Society'

---

**2. Purpose**

1. To promote, protect and enhance the character of the St John's area and the well being of its community as a positive, vibrant and healthy place to live and work.
2. The St John's Society is a not-for-profit unincorporated membership organisation with the remit to seek and receive funds in pursuit of achieving the above purpose.

---

**3. Strategy**

- A. The St John's Society will produce annually a strategy document agreed with its members setting out its priorities and a workplan for achieving its purposes.
- B. The Society shall agree *conduct and make available*, through its Committee, all policies and actions in pursuit of its purposes, and
- C. The St Johns's Society will endeavour to:
  1. facilitate relationships between the St John's area community, the local authority, public utilities, agencies, other community groups and networks
  2. act as a pressure group to maintain and improve parks, recreational areas and the built environment within the St John's area
  3. hold public meetings from time to time to encourage the community to be involved
  4. to canvass local opinion and to provide up-to-date information where appropriate on matters which affect the area

---

*Continued on next page*

# Constitution of The St John's Society – 2020 (Approved), *Continued*

---

- 4. Membership**
- A. All residents of the St John's Society area as delineated on the plan attached to this Constitution at Annex A are eligible to become members and to receive communications by inclusion on its mailing list:
  - B. Membership can be requested by attendance at an ordinary or annual general meeting together with the completion of a prescribed membership form or by completion of a membership request form available on the Society's website
  - C. Persons not resident in the St John's area may request membership which will be decided by the committee at its discretion.
  - D. All members of the St John's Society agree to promote the Society's purposes, and act in accordance with all provisions of its constitution
  - E. Refusal of Membership will be made by the membership officer if the applicant does not fulfil the conditions of membership and this will be brought to the next meeting of the Society's Committee for approval or decision otherwise.
  - F. Revocation of Membership shall be by a decision of the Committee at the earliest meeting after it has been brought to the attention of the Committee that a member is no longer eligible, or is no longer acting in accordance with the conditions of membership of the Society.
  - G. A member or applicant should be notified in writing of any intention to refuse or revoke membership and given reasons for that proposed decision.
  - H. A member or applicant may make representations to the Committee in writing or in person before a final decision is made.
  - I. The decision to refuse or revoke the membership of any individual shall be made in writing specifying the refusal or termination date
  - J. Any member wishing to terminate their membership for any reason must do so by written notice by email to the membership officer of the Society setting out the date on which their membership is terminated.

---

*Continued on next page*

# Constitution of The St John's Society – 2020 (Approved), *Continued*

---

## **4. Membership** *Continued.*

- K. Periodically the Society will write to the members asking them to confirm that they wish to continue their membership. A failure to respond to the request for confirmation will result in the termination of membership
- L. Accurate membership records shall be maintained by the designated membership officer of the committee in accordance with all relevant personal data protection provisions.
- M. All members agree to conduct their relationship with other members and with all 3rd parties when representing the Society in a respectful and non-discriminatory manner at all times and not to bring the Society into disrepute.
- N. No person other than a Member of the Committee of the Society is permitted to make representations or conduct official business on behalf of the Society unless expressly permitted by the Committee.

---

*Continued on next page*

# Constitution of The St John's Society – 2020 (Approved), *Continued*

---

## 5. Meetings

- A. Meetings are open to all members to attend and to speak at, including the section of the agenda designated for the conduct of official committee business.
  - 1. Only officers of the Committee shall vote on matters of official committee business. This shall be made clear on meeting agenda papers.
  - 2. The Committee may invite guests to speak at meetings on such matters as the Committee considers of interest to the Society
- B. An Annual General Meeting shall be held annually and no later than 15 months from the previous AGM to receive the Annual Report and Accounts and to elect Officers and members of the committee
- C. Ordinary meetings shall be held at regular intervals not less than 4 times per year. The Agenda for meetings shall consist of;
  - 1. Committee business, including reports from officers
  - 2. Open membership topics and proposed discussion items
  - 3. AOB
- D. Any member may propose agenda items, in writing, no later than 7 days before a meeting, in writing, by email to the Secretary of the Committee
- E. Minutes of meetings of the Committee and relevant papers will be published on the Society's website
- F. Notice for all types of meeting, ordinary, special and annual, shall be provided by email to all members on its mailing list at least 14 days in advance of that meeting.
- G. Meetings will also be publicised to other residents of the St John's local area, on the St John's Society social media platforms, website and other local notice boards.
- H. Meeting notices will contain details of the time and venue of the meeting
- I. Meetings may be conducted using virtual meeting technologies

---

*Continued on next page*

## Constitution of The St John's Society – 2020 (Approved), Continued, *Continued*

---

### 5. Meetings *Continued.*

- J. Where such virtual meetings are called, sufficiently clear joining instructions including codes and passwords will be provided on the Notice.
- K. Special Meetings can be called:
  - 1. At the written request of members representing not less than 20% of the membership of the Society at the material time or
  - 2. At the request of the Committee in special circumstances
- L. A quorum for the Annual General Meeting and Special Meetings shall be at least 6 members
- M. a quorum for the committee shall be at least 3 members
- N. Eligible members may vote at all meetings including the AGM and Special Meetings.
- O. Voting Rights: to be eligible for election to the Committee, and for voting at AGM's and at Special Meetings, members need to attend that AGM or Special Meeting and have attended at least one other ordinary meeting in the 12 months prior to that AGM or Special Meeting.
- P. Votes shall be decided by a simple majority. The Chairperson to have casting vote where tied.

---

*Continued on next page*

## Constitution of The St John's Society – 2020 (Approved), Continued, *Continued*

---

- 6. Organisation**
- A. Nominations for the annual election of committee members shall be sought by the Chairperson of the current committee at least 14 days prior to the Annual General Meeting by email notice to the membership
  - B. Nominations must be returned in writing by email to the Secretary of the Society no later than 2 working days days prior to the date of the AGM.
  - C. The committee shall be elected at the AGM, and consist of at least:
    - 1. Chairperson
    - 2. Secretary
    - 3. Treasurer
    - 4. and up to 8 additional committee members may be elected to act as representatives of the Society for specific posts in the forthcoming year.
    - 5. All posts and nominations received for each post are to be published by the Society on its website prior to the AGM
    - 6. The results of the election to offices of the \Committee shall be published by the Society on its website within 28 days of the AGM
  - D. The Committee shall have the power to co-opt individuals from the existing membership to fill posts becoming vacant between AGMs.
  - E. Working Groups may be formed to pursue specific projects drawn from the membership. Working Group members do not form part of the elected Committee but may make recommendations to the Committee for its decision.
  - F. the Committee will meet a minimum of four times a year in addition to the AGM

---

*Continued on next page*

## **Constitution of The St John's Society – 2020 (Approved), Continued, *Continued***

---

### **7. Additional Powers**

- A. The Committee shall be authorised to act on behalf of the membership only in accordance with its stated purposes and in accordance with its constitution and in addition:-
- 1 Raise, manage and use funds in pursuance of its stated purposes, except for the taking out or making of loans of any type, the acquisition of property or any speculative investments.
  - 2 To use such funds to purchase indemnity insurances on behalf of the Society's members and its elected officers to the extent reasonable in relation to its potential liabilities and necessary to comply with its legal obligations
  - 3 Appoint an accountant and auditors in accordance with its legal and financial obligations
- B. Pursue registration of the Society as a legally incorporated entity at such time as it is considered necessary or desirable for the effective conduct of its activities

---

### **8. Amendments**

- A. This Constitution may be amended by a two thirds majority of members present and eligible to vote, at the Annual General Meeting or a Special Meeting.
- B. This constitution was approved and adopted at a Special Meeting dated 18<sup>th</sup> May 2020.
-



# Constitution of The St John's Society – 2020 (Approved), Continued, Annex A: St Johns Area Boundary Map

---

