



Constitution of the Levenshulme Community Association

1 Name

The name of the organisation is the Levenshulme Community Association (the LCA).

2 Purpose and principles

- 2.1 The LCA exists to promote and represent the interests of Levenshulme, its residents and community organisations.
- 2.2 The LCA is:
- a) committed to principles of equality, non-discrimination and mutual respect for the views of others;
 - b) independent of political parties, businesses and other private or sectional interests.
- 2.3 The LCA will contribute to the effectiveness of community action across Levenshulme by:
- a) promoting the exchange of information, experience and resources between community-based organisations, businesses and other local groups;
 - b) encouraging wider participation by residents in community activities to reflect the diversity of the neighbourhood;
 - c) initiating and supporting campaigns for local action and improvement.
- 2.4 For the purposes of LCA activities, Levenshulme is understood to mean the historic township of Levenshulme, not the political boundaries, for the time being, of Levenshulme Ward.
- 2.5 The LCA is a not-for-profit organisation.

3 Powers

The LCA will:

- a) organise and promote activities consistent with the LCA purpose and principles;
- b) have the power to raise funds and to invite and receive contributions;
- c) facilitate a Levenshulme Community Forum as a means to determine and give collective, independent voice to the views of individuals and groups in Levenshulme on matters of local concern;
- d) undertake all other such lawful actions as are consistent with its purpose and principles.

4 Membership

4.1 Eligibility

- 4.1.1 Membership of the LCA is open both to non-political community-based & voluntary organisations and individuals.
- 4.1.2 The LCA will have three categories of membership: Ordinary, Individual and Associate.
- 4.1.3 The Core Group may terminate or suspend membership at its discretion if a member is deemed to have acted in a way prejudicial to the interests of the LCA, its purposes or principles.

4.2 Ordinary Membership

- 4.2.1 Ordinary Membership is open to Levenshulme community-based & voluntary organisations on payment of a membership fee.
- 4.2.2 An applicant must satisfy a General Meeting that they are a genuine representative body within Levenshulme.
- 4.2.3 Each LCA Ordinary Member shall:
 - a) have one vote;
 - b) elect or otherwise appoint a representative for each LCA General meeting.
- 4.2.4 The membership fee:
 - a) shall be decided at the AGM;
 - b) may be altered at an EGM with a two thirds majority of those in attendance.

4.3 Individual Membership

- 4.3.1 Individuals who have made a contribution to Levenshulme in a personal capacity may be approved for personal membership by a two thirds majority of the Core Group.
- 4.3.2 Individual members will not have a vote but may otherwise participate fully in LCA business.

4.4 Associate Membership

- 4.4.1 All elected political representatives whose constituency or ward includes all or any part of Levenshulme will be offered Associate Membership.
- 4.4.2 Associate members will not have a vote but may otherwise participate fully in LCA business.

5 General Meetings

- 5.0.1 The LCA will hold at least four General Meetings a year, one of which will be the Annual General Meeting (AGM).
- 5.0.2 The date, time, venue and agenda for meetings will be published at least one week in advance.

- 5.0.3 Non-members may be invited to attend as observers at the discretion of the person chairing the meeting.
- 5.0.4 Voting at General Meetings and the AGM is restricted to LCA Officers and ordinary members.
- 5.0.5 An attendance list of those present and notes of decisions taken will be kept for every General Meeting.
- 5.0.6 Standing Orders may be drawn up for the conduct of General Meetings and will become effective when adopted by a two-thirds majority at a duly convened General Meeting.

5.1 Annual General Meeting

- 5.1.1 An Annual General Meeting will be held once each year, within 15 months of the preceding AGM.
- 5.1.2 The date, time and place of the AGM will be notified to Members at least 14 days in advance.
- 5.1.3 The quorum for an AGM will be the three Officers plus ten or 50% of Ordinary Members whichever is the less. If this quorum is not met, the AGM will be adjourned and reconvened for a new date within 30 days time.
- 5.1.4 The agenda of the AGM will include reports from the Chair, Secretary and Treasurer (including a statement of accounts) and elections as well as any other items of business.
- 5.1.5 Any agenda items must be notified to the Secretary at least 10 days in advance of the AGM.

5.2 Extraordinary General Meetings

- 5.2.1 The Core Group or, by request in writing, any six members of the LCA will be entitled to call a Extraordinary General Meeting (EGM) for the purpose of considering the business specified in the notice for the meeting.
- 5.2.2 14 days notice of any EGM must be given to LCA members.
- 5.2.3 The quorum for an EGM will be the three Officers plus ten Ordinary Members.

6 The Core Group

- 6.1 There will be a Core Group comprising:
 - a) Chair, Secretary and Treasurer (known as the Officers of the Association);
 - b) up to four ordinary members.
- 6.2 Elections for the Core Group will take place at the AGM by secret ballot and those elected will serve for 1 year.
- 6.3 Any vacancies arising during the year of office will be filled at the next General Meeting to serve until the next AGM.
- 6.4 A Returning Officer will be appointed to organise each election. The Returning Office may not be a candidate in any election being run under their supervision.

7 The Levenshulme Community Forum

- 7.1 The Levenshulme Community Forum is a meeting which is open to all those who live, work, or have an interest in Levenshulme.
- 7.2 The purpose of the Forum is to:
 - a) provide information about matters of current concern;
 - b) allow participants to put their questions and voice their views;
 - c) establish the position of the Levenshulme community by voting on appropriate motions.
- 7.3 The Forum will meet at least twice per year at a venue sufficiently large to accommodate all those expected to attend.
- 7.4 Meetings of the Forum will be convened by the Core Group and advertised throughout Levenshulme by appropriate means of communication.
- 7.5 Meetings of the Forum will be chaired by the Chair of the LCA or their appointed deputy.
- 7.6 Standing Orders may be drawn up for the meetings of the Public Forum and will become effective when adopted by a two-thirds majority at a duly convened General Meeting of the LCA.

8 Finance

- 8.1 One or more bank accounts in the name of the LCA will be maintained to hold the current and any reserve funds of the LCA.
- 8.2 The LCA may offer the facility to hold funds temporarily on behalf of community-based and voluntary groups in Levenshulme where they do not have a bank account.
- 8.3 The LCA's Officers will be the authorised signatories for bank accounts.
- 8.4 Payments will be approved in all cases by the signature of any two of the three Officers.
- 8.5 The Treasurer will submit a statement of accounts for the preceding financial year for approval to each AGM. The accounts presented will separately identify current year income and expenditure by the LCA, any funds held temporarily on behalf of other groups, and any restricted or unrestricted reserve funds.
- 8.6 In order to comply with Data Protection, the details of individual balances and transactions of funds held on behalf of others will be presented to the Core Group only and will not normally be made public. In the event of any dispute, they may also be revealed to a relevant council officer, a chartered accountant, a lawyer, or to the police.

9 Communications

- 9.1 The LCA will strive to communicate its business and activities to its members and to other residents and groups in Levenshulme.

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- 9.2 Communication will normally be maintained by electronic means to ensure the widest reach and the most cost effective methods. This will include any means deemed appropriate by the Core Group and may include (but not be limited to): email, internet and social media.
- 9.3 Communication with LCA Members will normally be by email. It is the responsibility of the Secretary to maintain a list of email addresses. It is the responsibility of Members to notify the Secretary of any changes to their email address.
- 9.4 Electronic communication may be supplemented by other means as agreed by the Core Group.

10 Adoption

- 10.1 This Constitution will come into effect when it is adopted by 5 or more groups or organisations who are eligible for ordinary membership.

11 Alterations to this Constitution

- 11.1 Any changes to this Constitution must be agreed by at least two-thirds of LCA members present and voting at a properly constituted and quorate AGM or EGM. The text of any proposed change to the Constitution must be notified to LCA members at least ten days before the date of any AGM or EGM.

12 Dissolution

- 12.1 The LCA may be dissolved if agreed by the vote of at least two-thirds of LCA members present at a properly constituted and quorate AGM or EGM. In this event any funds and other assets remaining after all liabilities of the Association have been met will be transferred to one or more community and/or voluntary groups in Levenshulme as determined at the same AGM or EGM.

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NOTES

The previous constitution was amended and this constitution was adopted as a completely new version on 8th March 2014 at the Annual General Meeting of the Levenshulme Community Association.

This version was written by the 2013-14 LCA Officers:

Chair	Peter Naughton
Secretary	Jeremy Hoad
Treasurer	Malcolm Cowen