

CONSTITUTION OF THE LOUGHBOROUGH JUNCTION ACTION GROUP

1. NAME

The name of the organisation shall be **THE LOUGHBOROUGH JUNCTION ACTION GROUP** (LJAG).

2. OBJECTIVES

To give a voice to the people of Loughborough Junction and to reflect their aspirations and concerns. To promote Loughborough Junction and, in collaboration with the Boroughs of Lambeth and Southwark and with other relevant organisations and individuals, work to sustain and improve the area's economy, environment and the quality of life and amenity of its residents, businesses and visitors.

3. MEMBERSHIP

Membership of the LJAG shall be open to any individual, organisation or business with an interest in Loughborough Junction and in furthering the LJAG's objectives, who accepts and abides by the Code of Conduct for Loughborough Junction Action Group Members' at Annexe 1 of this Constitution and who has registered their membership with the Membership Secretary. Only those members who have registered with the Membership Secretary at least four weeks before the start of an AGM or public meeting of the LJAG at which a vote is taken shall be eligible to vote.

4. MEETINGS

- a. LJAG AGMs and public meetings shall be open to anyone to attend.
- b. An Annual General Meeting (AGM) shall be held in or about June of each year to receive the LJAG Committee's report and accounts and to elect Officers.
- c. The Committee shall decide when other public meetings of the LJAG shall be held. However, there will be a general aim of holding at least three public meetings each year in addition to the AGM.
- d. Information about the AGM and all other LJAG meetings shall be sent to members at least ten days before each meeting.
- e. A quorum for a meeting of the LJAG where a vote is taken shall be 20 eligible members.
- f. Where a motion is to be put to a meeting of the LJAG, copies of that motion shall be sent to members at least ten days before that meeting.

5. OFFICERS

- a. The Officers of the LJAG shall be: Chair, Vice Chair, Secretary, Treasurer and Membership Secretary.
- b. Nominations for electing Officers, supported by a seconder and with the prior consent of the nominee, shall be made to the Secretary before the start of an AGM.

- c. Nominees for election as Officers shall declare at the AGM at which their election is to be considered any financial or professional interest likely to be of concern to the LJAG.
- d. Officers shall relinquish their office every year and shall be eligible for nomination at the AGM.

6. LJAG COMMITTEE

- a. The Committee shall comprise the Officers of the LJAG, plus up to 14 additional members. Up to nine of these shall be representatives invited from the organisations listed at Annexe 2, or representatives of other organisations as from time to time agreed by the Committee; and up to five individual LJAG members.
- b. The Committee shall be responsible for managing and administering the LJAG.
- c. The Committee shall hold at least eight meetings each year.
- d. All Committee meetings shall be minuted, minutes circulated to Committee members and be available to LJAG members.
- e. Nominations for the five individual Committee members shall be made at each AGM. Each individual member shall stand down before the AGM, but may seek re-nomination.
- f. The Committee may fill any vacancies that may arise amongst its membership during the year.
- g. All Committee members shall have the right to vote.
- h. One third of the Committee's members shall constitute a quorum.
- i. The Chair shall not have a vote, except that in the event of an equality of votes cast at a Committee meeting, the Chair shall have a casting vote.
- j. Where it would help further its objectives, the Committee may seek the LJAG's membership of other organisations and nominate individual members to represent the LJAG in such organisations.

7. SUB-COMMITTEES

The Committee may set up sub-committees as it deems necessary. The Committee shall appoint a Chair and a Secretary of each sub-committee. All actions and proceedings of each sub-committee shall be reported to and be approved by the Committee at the earliest possible opportunity. LJAG Officers, who shall have the right to attend Sub-Committee meetings ex-officio, shall be advised in advance of the dates, venues and agendas of all such meetings. Members of the Committee may be members of any sub-committee. Membership of a sub-committee shall be no bar to appointment to the LJAG Committee. Sub-committees shall be subordinate to and may be regulated or dissolved by the LJAG Committee.

8. DECLARATION OF INTEREST

Every member of the LJAG Committee or any sub-committee who is present at any meeting and who has any direct, indirect or potential financial, professional or political interest in any item discussed shall declare such interest. He/she shall not discuss any such item (except by invitation of the Chair) or vote thereon.

9. FUNDING AND EXPENDITURE

- a. The LJAG Committee may raise funds and invite and receive grants, subscriptions and donations
- b. The Committee may open and operate bank accounts in the name of the LJAG.
- c. The Committee shall, out of the LJAG's funds, pay all properly authorised administrative and management expenses. After paying these expenses, the remaining funds shall be applied by the Committee to further the LJAG's objectives.
- d. No expenditure shall be made or financial commitment entered into without the prior agreement of the Committee.
- e. The LJAG Treasurer shall keep proper accounts, monitor income and expenditure, reporting as required to the Committee and presenting annual accounts to the LJAG AGM.
- f. The LJAG's financial year shall run from 1st April to 31st March.
- g. The LJAG Treasurer shall prepare annual accounts and arrange for these to be independently audited or examined, as required, and presented to the LJAG AGM.
- h. Up to three members of the Committee shall be empowered to sign cheques drawn on the LJAG's bank account(s). Signatures of two of these members shall be required on each cheque drawn.

10. AMENDMENTS

This Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a public meeting. The notice of the public meeting must include notice of the resolution, setting out the terms of the alteration proposed.

11. NOTICES

Any notice required under these rules shall be deemed to be given if left at or sent by prepaid post, by Email or by text message to the address of that member last notified to the Membership Secretary.

12. WINDING UP

The LJAG may be dissolved by a two thirds majority of eligible members voting at an AGM or a General Meeting. If a motion for the LJAG's dissolution is to be proposed, specific reference shall be made to this motion when giving notice of the meeting. In the event of dissolution, the LJAG's available funds shall be transferred to one or more organisations having similar objectives, to be chosen by the Committee. However, any unspent or uncommitted funds given for a specific purpose shall, wherever practicable, be returned to the donor. On dissolution the LJAG's minute books and other records shall be deposited with the Lambeth Archives.

Annexe 1

LOUGHBOROUGH JUNCTION ACTION GROUP:

Code of Conduct of LJAG Members

1. All Loughborough Junction Action Group members must conduct themselves in a way that does not cause offence to others or bring the LJAG into disrepute.
2. Members must treat others with respect and must avoid racist, sexist or other derogatory remarks or actions.
3. Members must allow others to speak without interruption or other inappropriate behaviour.
4. Members must be sensitive to the needs of those who may not be used to speaking in public or whose first language is not English.
5. Members who feel that this Code of Conduct has been breached should raise the matter with the Chair at the earliest opportunity, for the Chair to take appropriate action.

Annexe 2

Organisations entitled to be represented on the LJAG Committee:

Annexe 3

(NB. This Annexe does not form part of the Loughborough Junction Action Group Constitution).

Officers' Duties

Chair

- Provide leadership to the Committee and the LJAG
- Chair public meetings of the LJAG and meetings of the LJAG Committee
- Represent the LJAG at meetings of other organisations and public bodies.
- Act as the public face and spokesperson for the LJAG.
- Produce an annual report of the LJAG's work, for presentation at the AGM.
- Act as the main point of contact between the LJAG and local authorities, as well as with London and national Government representatives.
- Prepare agendas for LJAG Committee meetings, in consultation with the Secretary and Vice-Chair.
- Prepare agendas for the public meetings, in consultation with the LJAG Committee.
- Approve minutes of Committee and public meetings.

Vice Chair

- Act as the deputy to the Chair and deputise for the Chair in his/her absence.
- Provide general support for the Chair.
- Agree agendas for Committee meetings with the Chair and Secretary.

Secretary

- Arrange meetings of the LJAG Committee and public meetings, including booking the venues and, if necessary, arranging crèche facilities.
- In consultation with the Chair and Vice-Chair, prepare and publish agendas as appropriate.
- Arrange publicity for public meetings, including leaflet drops and press releases.
- Organise speakers for public meetings, ensuring they are familiar with the LJAG and with what is expected of them.
- Arrange any necessary public address, projection and sound recording systems required by speakers.
- Arrange for all meetings to be minuted and for minutes to be approved by the Chair and published.
- Ensure that all agreed actions are carried out.
- Arrange for venues to be set up before the meeting.

Treasurer

- Ensure the LJAG's financial viability and that resources meet current and future needs.
- Maintain accurate records of all items of income and expenditure.
- Maintain the LJAG's bank accounts.

- Ensure that the LJAG carries adequate and appropriate insurance cover for its meetings and for those undertaking activities on the LJAG's behalf.
- Report on the LJAG's finances to all Committee meetings.
- Prepare an annual statement of accounts, arranging for its independent examination or audit, as appropriate.
- Present a financial report to the AGM.
- Pay all agreed LJAG expenses as appropriate.
- Prepare and send out invoices and ensure payment.
- Ensure, where necessary, that speakers' expenses are paid.
- Arrange 'collections' at public meetings.

Membership Secretary

- Ensure that details are recorded of anyone attending a public meeting who wishes to register their membership of the LJAG.
- Maintain accurate membership records, ensuring that the requirements of the relevant data protection legislation are met.
- Using the membership database, circulate information on meetings and other relevant information to members.
- Ensure members' eligibility where a vote is to be taken.

Committee Members

- Ensure that the LJAG complies with its constitution and any statutory and other obligations.
- Ensure that the LJAG's financial stability and use of its resources only in accordance with its objectives.
- Contribute actively to the LJAG's work, supporting the Officers and participating in Committee and public meetings.
- Volunteer to take on specific duties as the need arises.