

CONSTITUTION

NAME

1. The Association shall be known as the **Waltham Forest 4 Dogs** hereafter referred to as the Association.

OBJECTIVES

2. The objectives of the Association shall be:
 - To promote responsible dog ownership.
 - To promote awareness and consideration of other users of public spaces.
 - To encourage consultation with other groups in Walthamstow that use public amenities and ensure equitable access.
 - To provide a unified voice and single point of contact for liaison with the London Borough of Waltham Forest.
 - To promote education of dog ownership and behaviour towards dog across the Borough of Waltham Forest.
 - To liaise with the Dog Enforcement Team on the use and abuse of public spaces.
3. The Association therefore seeks to implement a programme of positive action to make this fully effective, by ensuring no member receives less favourable treatment on the grounds of age, race, colour, gender, marital status, ethnic or national background, being lesbian or gay, disability, education, religious belief, political belief, trade union activity, dependency, unrelated criminal conviction or unemployment.
4. The Association shall have the power to affiliate to any body whose objects may be of benefit to its membership.
5. Monies raised by or on behalf of the Association shall only be applied in furtherance of the objects of the Association.

MEMBERSHIP

6. Membership is designated by approved membership of our Facebook page and/or signing up to receive the WF4D Newsletter.
7. It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association. Any member may be excluded for breach of this condition, or for any other conduct contravening the objects of the Association, by a majority of those present and voting at any Association Meeting or Annual General Meeting. Any member so excluded shall have a right to appeal.

CONDUCT OF BUSINESS

8. The business of the Association shall be conducted by a Committee elected at the Annual General Meeting, which shall consist of a

- ◆ Chairperson elected every year.
- ◆ General Secretary elected every year.
- ◆ Treasurer elected every year.
- ◆ Up to an additional 3 committee members

All members are required to declare any personal, private or prejudicial interests they may have in any matter which is to be considered by the Association.

9. The election or removal of Officers or members may only be carried out by a General Meeting of the Association. The Committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next General Meeting of members.

COMMITTEE MEETINGS

10. The Committee shall meet as necessary and not less than quarterly in each year. Committee meetings shall be open to any member of the Association wishing to attend who may speak but not vote.

VOTING PROCEDURE

11. The decisions of General Meetings of the Association shall be binding on the Association. All decisions shall be taken by a simple majority of members present and voting. The Chairperson will have a casting vote. All members shall be given not less than fourteen days' notice of any General Meeting.

ANNUAL GENERAL MEETINGS

12. The Committee shall call an Annual General Meeting of the Association each year in the month of **MAY** Not less than 28 days notice of the Annual General Meeting shall be given to all members.

At this meeting:

- The Committee shall present an annual report of the Association;
- Sub Groups shall present an annual report and accounts of their activities;
- The Committee shall present the accounts of the Association for the previous year;
- The Committee and Officers for the next year shall be elected; and
- Any proposals submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.

SPECIAL GENERAL MEETING

13. The General Secretary shall call a Special General Meeting at the request of a majority of the Committee, or on receipt of a written petition by not less than 20% of paid up members of the Association giving reasons for their request. The General Secretary shall give not less than seven days' notice of the holding of a Special General Meeting, which shall take place within 21 days of the receipt of the request or petition.

QUORUM

14. The quorum for Committee Meetings of the Association shall be five of its elected membership.

NOTICE OF MEETINGS

15. Notice of all meetings where required shall be sent to each member's dwelling and shall include the date, time and place of the meeting and an Agenda of matters to be discussed. Minutes of meetings will be circulated within 14 days of the date when the meeting was held.

SUB GROUPS

16. The Committee may appoint such Sub Groups as may be required to carry out the activities of the Association. Such Sub Group shall agree in advance the terms of reference of any Sub Group. The Chairperson and Treasurer of the Association shall be ex-officio members of any Sub Group.

DUTIES OF OFFICERS

17. **THE CHAIRPERSON** (or in his/her absence other Committee Member) shall conduct the meetings of the Association. Will be the public face of the Association and liase with the London Borough of Waltham Forest.
18. **THE TREASURER** shall open and maintain an ethical banking account in the name of the Association. All cheques shall be signed by the Chairperson, Treasurer and one of either the General Secretary or Membership Secretary as signatories. The Treasurer shall keep proper accounts and income and expenditure and report on them or deliver them up as required by the Committee or General Meeting. Such accounts shall be audited by a qualified accountant or a non-member of the Association appointed by the membership at the Annual General Meeting.
19. **THE GENERAL SECRETARY** shall be responsible for the convening of all meetings and the giving of the prescribed notice to members. She/He will be the central point of contact of the Association. She/He will ensure the Constitution is applied. She/He will also ensure that a proper record is kept of all meetings of the Association its Committee and Sub Groups in the form of minutes; and shall deliver up such records as required by the Committee or General Meeting. She/He shall permit the minutes to be examined on receipt of not less than 7 days notice by any 2 members of the Association.

20. Any member(s) or Officer(s) delegated to represent the Association in consultation with any other body shall act on the instructions of the Association and shall report back to the following Committee or General Meeting, whichever is the sooner. Only Committee Members of the Association shall be delegated to consult with the local authority on matters of greenspace management.

ALTERATIONS TO THE CONSTITUTION

21. Any proposal to alter this Constitution must be submitted to the Secretary of the Association not less than 28 days before the meeting at which it is to be discussed. Not less than 14 days notice shall be given of such a meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two-thirds of those present and voting at the meeting.
22. If the Committee, or if a Committee no longer exists, any ten members of the Association, shall decide that the Association should be dissolved, they shall give at least 14 days notice to all those eligible for membership of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply, and the Association may be dissolved by a two-thirds majority of those present. The assets, financial and otherwise, remaining when the Association has satisfied its liabilities, shall be applied for such purposes of benefit, as the meeting shall decide.

BENEFICIARIES

23. On dissolution of the Association any existing creditors will be reimbursed from the Associations funds in the first instance. Any remaining funds in the bank account and cash in hand will be donated to The Dogs Trust.

Waltham Forest 4 Dogs

Signed



Name: M Fisher

Position CHAIR

Date 1/4/15