

SBALC CONSTITUTION

Constitution and Name

The Association shall consist of Parish and Town Councils and Parish Meetings in the geographic area within the boundaries of the former South Bucks District Council, and such other Town and Parish Councils in the South of the County as may be approved by two thirds of the Executive Committee, (“SBALC Members”), and shall be formally named “South Buckinghamshire Association of Local Councils (“SBALC”).

Objectives

The objects of SBALC shall be to support its Member Councils in

- protecting and promoting the interests, rights and functions and privileges and quality standards of all Parish and Town Councils and Parish Meetings within SBALC’s geographic boundaries, and
- representing the views of its Member Councils to the Buckinghamshire Council, the Buckinghamshire and Milton Keynes Association of Local Councils (“BMKALC”) and other local Associations and voluntary organisations within or immediately adjacent to the SBALC boundaries

Membership

Every Town and Parish Council and Parish Meeting in the geographic area lately included within the boundaries of the former South Bucks District Council, and such other organisations as may be approved shall be invited to become Members of SBALC. Membership shall be subject to the terms and conditions set from time to time by the Executive Committee. Membership may be terminated if a formal resolution is passed by a two-thirds majority of the Executive Committee.

Officers of the Association

There shall be a Chairman and Vice-Chairman (who will also act respectively as Secretary and Treasurer of SBALC), each of whom shall be elected at the Annual General Meeting in each year and shall respectively be eligible for re-election. The Association shall, to the level of its unencumbered funds, indemnify the proper actions of its Officers.

The Chairman shall preside at all meetings of the Association or, in his absence, the Vice-Chairman. In the absence of both the Chairman and Vice Chairman, the meeting shall appoint some other person from their own number to preside. Nominations for the offices

of Chairman and Vice-Chairman, shall be received ten clear days before the meeting or received at the Annual General Meeting, subject to the prior written consent of all nominees.

The tenure of office of the Chairman and Vice Chairman will be 3 years. It can exceed 3 years only if approved by the Annual General Meeting. Casual vacancies in any of the offices shall be filled by the Executive Committee.

An independent Secretary or Treasurer may be appointed if deemed necessary by a simple majority of the Executive Committee at any time.

The Executive Committee

There shall be an Executive Committee consisting of:

- the Chairman, Vice Chairman and Treasurer (if appointed) by virtue of their offices
- one voting person for each Member Council elected at the AGM
- up to 2 non-voting persons as observers for each Member Council (one of whom may act as proxy if the voting member is not present).

All members of the Executive Committee retire together at the moment when the election of a new Executive Committee is declared by the person presiding at the AGM. At executive committee meetings, the quorum should be one third of those entitled to vote.

The Chairman, Vice Chairman and up to such number of representatives as may be determined by the Constitution of BMKALC shall be nominated by the SBALC Executive Committee to serve on the BMKALC Executive Committee. These representatives must be serving councillors, or who have served on the SBALC Executive Committee within the previous 3 years.

Terms of Reference.

Subject to the provisions of this Constitution, the Executive Committee may provide for the conduct, management, control and administration of the affairs of the Association and may take such steps, incur such expenses, acquire and dispose of such assets, enter into such commitments or arrangements and employ such servants or agents as may be suitable for carrying the policy of the Association into effect.

The Executive Committee shall present an annual report and, when appropriate, submit accounts to the Annual General Meeting, and

- will control the banking and investment of the Association's funds.

- may seek subscriptions from Member Councils in order to cover the cost of the administration of the Association, but may not borrow money without the consent of two-thirds of the Members of the Executive Committee.

Annual General Meetings

The Chairman of the Executive Committee shall call an Annual General Meeting of SBALC in each year after the end of April and before the end of November of that year.

Each Member Council and Parish Meeting will be invited to send 1 named representative, with one vote, and 2 named observers who will not be entitled to a vote.

The named representative of each Member Council shall be given not less than 21 clear days' notice of the date, time, and place of the meeting, The quorum at meetings where business is to be transacted shall be one-third of the Member Councils. If at an Annual General Meeting no quorum is present half an hour after the time appointed for the commencement of business, the meeting shall stand adjourned.

Extra-Ordinary General Meetings

Extraordinary general meetings, of which not less than 14 clear days' notice shall be given to each Member Council stating the objects of the meeting, may be called at any time by the Executive Committee, or shall be called by the Chairman after the receipt of a requisition in writing signed by no fewer than one third of Member Councils.

Omission to Give Notice of Meeting

The accidental omission or failure to give notice of any meeting of the Association or any of its committee to no more than 50% of the voting members shall not invalidate the proceedings at any such meeting.

Voting

At all meetings every question may be resolved by a show of hands if demanded unless at least one-third of the persons present and entitled to vote demand a ballot. The Chairman shall, in addition to his or her own vote have a casting vote in the case of an equality of votes.

Provision for Winding-up

The Executive Committee may propose a motion, with not less than 28 day's notice, that the Association be wound up and funds distributed to Member Councils, such motion to be approved at an Extra-ordinary General Meeting by not less than a two-thirds majority.

Alterations to the Constitution

This Constitution shall only be amended at a future Annual General Meeting of the Association.

Approved at AGM Oct 2022

..... **Chairman**