

CONSTITUTION OF THE HART DISTRICT ASSOCIATION OF PARISH AND TOWN COUNCILS

1. Constitution and Name

The Association shall consist of parish and town councils in the District of Hart and shall be known as the Hart District Association of Parish and Town Councils. (The Association or HDAPTC)

2. Aims and Objects

The aims and objects of the Association are to take all such steps as may be necessary or desirable in the interest of parish and town councils including but not limited to:

- (a) protect and promote the interests, rights, functions, and privileges of Member Councils.
- (b) assist Member Councils in the performance of their duties and to promote and develop the social, cultural and recreational life of parishes and towns.
- (c) promote a widespread and well informed interest in Local Government.
- (d) promote effective Local Government.
- (e) promote good relations and understanding with other bodies including but not limited to The Hampshire Association of Local Councils, Hart District Council and Hampshire County Council who will be encouraged to appoint representatives to attend and report to General Meetings held by the Association.

3. Membership

Every Parish/Town Council and Parish Meeting in the District of Hart is eligible for membership of the Association subject to their being members of and having paid the appropriate annual subscription to the Hampshire Association of Local Councils (HALC).

4. Definition of Member Council

The term 'Member Council' means a Parish or Town Council or a group of Parishes and includes Parish Meetings.

5. Annual General Meeting

- (a) There shall be an Annual General Meeting of the Association. Every Member Council shall be entitled to appoint, and be represented at the Annual General Meeting by two persons with one vote per Member Council.
- (b) The Annual General Meeting will normally be held during the month of June each year or as the Member Councils shall direct and may be held prior to or as part of a General Meeting.

6. General Meetings

- (a) There shall be General Meetings of the Association. Every Member Council shall be entitled to appoint, and be represented at a General Meeting by two persons with one vote per Member Council.
- (b) The General Meetings will normally be held on a quarterly basis or as the Member Councils shall direct.
- (c) Additional General Meetings shall be called by the Officers or Secretary after the receipt of a requisition in writing signed by not less than one third of the number of Member Councils.

7. Voting

- (a) At all meetings the quorum (subject only to the provisions of clause 14) shall be not less than one third of the number of Member Councils. If at an Annual General Meeting no quorum is present within half an hour of the time appointed for the commencement of business any voting shall be adjourned to a subsequent meeting.
- (b) At all meetings voting shall normally be determined by a show of **cards** or exceptionally by secret ballot if not less than one third of the Member Councils present demand such a ballot.
- (c) The Chairman presiding at a Meeting shall have a casting vote in the case of equality of votes.

8. Officers of the Association

- (a) The Association shall at the Annual General Meeting appoint a Chairman, Vice Chairman and Treasurer. The Officers shall each hold office during the pleasure of the Association and shall respectively be eligible for re-election.
- (b) The Chairman shall take the chair of the meetings whenever he/she is present. The Vice-Chairman shall perform the duties of the Chairman in his/her absence. If at any meeting the Chairman and Vice-Chairman are absent, the Members present shall elect a Chairman for that meeting from among those present.
- (c) Nominations for the posts of Chairman, Vice Chairman and Treasurer must be submitted in writing to the Secretary of the Association not less than **seven days** before the Annual General Meeting. Any such nominations must have the prior approval of the person being nominated.
- (d) In the absence of any nominations as set out above the current post holders will be re-elected.
- (e) Casual vacancies shall be filled at the next General Meeting of the Association.

9. Secretary

- (a) The Association shall appoint a Secretary to carry out the administrative work involved in maintaining the Association including the preparation of Agendas, the taking of minutes and writing of letters.
- (b) The Secretary will be paid an Honorarium for each meeting attended the rate for which will be agreed in advance at an Annual General Meeting
- (c) All out of pocket expenses for the provision of stationary, postage and telephone calls will be reimbursed from Association funds.

10. Examiner of Annual Accounts
The Association shall at the Annual General Meeting appoint an Independent Examiner of Accounts for the forthcoming year
11. Functions of the Chairman, Vice Chairman and Treasurer
(a) Subject to the provisions of this Constitution, the Chairman, Vice Chairman and Treasurer may provide for the procedures, management, control and administration of the affairs of the Association and may take such steps to raise funds, incur such expenses, acquire and dispose of such property, 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
(b) The Chairman, Vice Chairman and Treasurer shall control the banking and investment of the Association's funds. The Association's bank accounts shall be operated on signatures from any two.
(c) The Chairman shall present a report to the Annual General Meeting.
(d) The Treasurer shall present independently examined accounts to the Annual General Meeting.
(e) The financial year of the Association will end on 31st March each year.
12. Omission of Due Notice of Meeting
The accidental omission of, or failure to give, due notice of any Meeting of the Association to any Member Council or person entitled to receive the same or the non-receipt of any such notice shall not invalidate the proceedings of any such meeting.
13. Agendas and Minutes of Meetings
(a) Whenever possible Notices and Agendas for meetings shall be sent to all member councils and other persons entitled to receive them at least fourteen days before the meeting.
(b) Whenever possible minutes of meetings shall be circulated to all member councils and other persons entitled to receive them within **fourteen** days of the meeting taking place.
(c) The target dates contained in items (a) and (b) above are set as a guide to good practice only and failure to comply strictly with these targets will not invalidate any proceedings of the Association.
14. Resignation from Membership
Any Member Council wishing to terminate its membership of the Association may do so in writing to the Secretary. Resignation from or failure to pay an annual subscription to the Hampshire Association of **Local** Councils will be taken as a resignation from the Association.
15. Amendment of this Constitution
(a) Notice of an amendment to the Constitution must be given in writing to the Secretary of the Association not less than one calendar month before the Annual General Meeting. A copy of such notice shall be sent to every Member Council at least fourteen days before the meeting at which it is to be considered.
(b) Any amendment to the Constitution shall be made at an Annual General Meeting by the approval of a majority of not less than two-thirds of the Member Councils.

Temporary Agreed Amendment to the Constitution

Agreed at the Association meeting held on 7th April 2009

to allow for representation by the Shadow Parish Councils being formed in Fleet and Church Crookham.

During an interim period up to elections in 2010, two representatives from each of the Shadow Parish Councils, Fleet Civic Society and the Fleet Planning and Advisory Group may attend and take part in Association meetings as observers without a vote on Association matters.”

Adopted 07/07/2009