

# Cardiff Hackney Alliance

# Constitution



## 1. Name

The name of the Association shall be **The Cardiff Hackney Alliance** hereinafter referred to as the "Association"

## 2. Aims

The aims of the Association will be:

- To actively promote, represent and protect the interests of members, in particular the Hackney Carriage Drivers community in the Cardiff area.
- To represent the interests of members as they are affected by legislation both at Local, National, European and Global level.
- To achieve statutory recognition for members for their value and contribution to the economy of Cardiff.

## 3. Membership

Membership is open to anyone who:

- Is a licenced Hackney Taxi Driver
- Works in the Cardiff area; and
- Supports the aims of the Association

Membership will begin as soon as the membership form and first annual payment has been received.

Upon application, a member must offer proof to the association that they hold a current Cardiff Hackney Carriage driver's license along with their full name and contact details. The applicant will be notified within 21 days.

If the an application is refused the applicant will be provided with the reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal.

The Association shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

Membership fee is set at £10 subject to review and will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

Annual subscriptions will be invoiced on 1 July each year and will be payable within 30 days.

Membership will lapse if subscriptions are not paid by 31 December each year. Members joining after 1 January shall pay for only six months.

The financial year for the Association shall run from 1 July to 30 June.

A list of all members will be kept by the membership secretary.

## **Duty of members**

It is the duty of each member of the Association to exercise his or her powers as a member of the Association in the way that would be most likely to further the purposes of the Association.

## **Ceasing to be a member**

Members may resign at any time in writing to the secretary. Subscription fees will not be refunded. Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

## **Expulsion**

The Committee shall have the power to expel a member at any time.

Before any decision to remove someone from membership of the Association the member will be informed of the reasons why it is proposed to remove membership and will give the member at least 21 clear days' notice in which to make representations to the management committee as to why they should not be removed from membership.

A duly constituted meeting of the Association will consider whether or not the member should be removed from membership and consider at that meeting any representations which the member makes as to why the member should not be removed. The member or the member's representative will be allowed to make those representations in person at that meeting, if the member so choose.

## **4. Equal Opportunities**

The Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **5. Officers and committee**

The Management Committee shall act as Trustees on behalf of the Association. The business of the group will be carried out by a Management Committee elected at the Annual General Meeting.

The Management Committee shall have the power to open bank accounts in the name of the Trustees and to accept, borrow or raise money by any legal means, in the name of the Trustees for the purpose of the objectives of the Association.

The Management Committee in the name of the Trustees shall have power to enter into Agreements with local authorities, local resident and community groups on behalf of the Association.

The Management Committee will meet as necessary, not less than four times a year and will consist of 8 members, 4 officers (Chairman, Vice Chairman, Secretary and Treasurer) and 4 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The Committee shall meet as regularly as deemed necessary but not less than six times during the year.

Voting at Committee meetings shall be confined to those present. A simple majority will be sufficient to carry any motion. In the event of a tie the Chairman shall have a casting vote.

Members shall declare an interest in any item where appropriate and withdraw when the vote is taken should the meeting so decide.

The Committee shall have responsibility for all monies received and all expenditure Incurred on behalf of the Association. All funds shall be expended for purposes/objectives of the Association.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of the Association wishing to attend, who may speak but not vote.

## **6. Meetings**

### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within 15 months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of the association over the year.
- The Committee will present the accounts of the Association for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

### **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

## **6.3 General Meetings**

General Meetings are open to all members and will be held at least once every 3 months or more often if necessary.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

## **6.4 Committee Meetings**

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

## **6.5 Minutes and Accounts**

The Secretary shall maintain minutes of proceedings at General Meetings. These minutes shall be open to the inspection of any paid up member giving the Secretary reasonable notice in writing.

Accounting records shall be maintained by the Treasurer and shall be open to the inspection of any paid up member giving the Treasurer reasonable notice in writing.

## **7. Rules of Procedure for meetings**

The Chairman shall preside at meetings, or in his/her absence the members shall nominate a member to act as Chair. No business shall be transacted unless a quorum is present. If no quorum is present, the meeting shall stand adjourned to a date to be advised which shall be not more than 60 days from the date of adjournment. If a quorum is not present at the reconvened meeting then those present shall constitute a quorum.

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finances**

An account will be maintained on behalf of the Association at a bank agreed by the committee.

Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.

- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.  
All money raised by or on behalf of the Association is only to be used to further the aims of the group, as specified in item 2 of this constitution.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the Association on:-

Date 25 / 09 / 2018

Name and position in group TARIQ MASIH (Chairman)

Signed [Signature]

Date 01 / 10 / 2018

Name and position in group Vice Chair MOHAMMED ABDUL HIF

Signed [Signature]

Date 1<sup>st</sup> / Oct / 2018

Name and position in group Equity officer / Secretary

Signed [Signature]

Date 01 / 10 / 2018

Name and position in group ABRAMAN B HAGGAR (TREASURER)

Signed [Signature]