



THE ASSOCIATION OF REDBRIDGE
AFRICAN CARIBBEAN COMMUNITIES

The Constitution

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1. Name of Association

The Association shall be known as The Association of Redbridge African Caribbean Communities and herein after be known as TARACC.

2. Background

In February 2017, at Redbridge Central Library a number of African Caribbean individuals came together at an informal meeting held, to explore how to strengthen and enhance cohesion and to promote, inspire and support the interests of Redbridge's African Caribbean Community. A number of these individuals agreed to meet monthly, to discuss/develop ideas for community engagement and advancement. Attendees at these meetings covered all costs.

3. Status

TARACC is an unincorporated community association, run by members for its members.

4. Area of Operation: Redbridge and surrounding Boroughs

5. Mission Statement

Promote the interests, health, well-being and improve the cohesion of the African Caribbean community in Redbridge and surrounding Boroughs. To provide a platform that will enhance the lives of the people. As well as to elevate, encourage and support self-reliance within the community.

6. Powers and key responsibilities

In order to achieve its mission TARACC may:

- Raise money
- Open a bank account
- Take out insurance
- Obtain and pay for goods and services necessary to run the Association
- Hire, rent or lease premises to run the association's activities and manage its business
- Organise activities and events
- Work with similar associations/groups (local and pan London)
- Do anything that is lawful which will help it to fulfil its mission

7. Membership

- Open to individuals over the age of 16 years, interested in the development, promotion and advancement of TARACC
- Have paid an annual membership fee
- Every full member will have one vote.
- All members will be subject to the terms of the constitution and by joining, will be deemed to have accepted the code of conduct that the Association has adopted and its policies and rules.
- If a member is absent on 3 consecutive months from meetings without apology it shall be deemed that they have resigned.

8. Membership Options:

- Family membership (max. 4 individuals)
- Young adult membership over 16 years
- Adult membership (Redbridge and surrounding Boroughs)
- Concessionary membership (discounts for seniors/unemployed)
- Associate membership - other voluntary community groups/ charities/SME's, etc.

9. Membership Fees

- a. The preferred method of payment will be by Direct Debit into a Bank Account set up by the Association, for this purpose. Payment by cash will be accepted, subject to prior agreement with the Treasurer.

10. Conduct and Values

TARACC's leadership commits itself and all members to behaving with:

- a. **Selflessness**
- b. **Integrity**
- c. **Objectivity**
- d. **Accountability**
- e. **Openness**
- f. **Honesty**
- g. **Leadership**

11. Structure and Committees

The Association will conduct its activities through the Leadership Committee and supported by Sub-Committees which shall be elected at the Annual General Meeting.

The Leadership Committee will consist of the following core members. This Committee will be made up of a Chair, Vice-Chair, Secretary, Treasurer and Sub-Committee Lead, subject to ratification at the AGM.

Additional co-opted members not exceeding 3 may be appointed who in the opinion of the Leadership Committee have special skills or knowledge to contribute to the Association, subject to ratification at the AGM.

The Leadership Committee and Sub-Committee's will have responsibility to:

- Act within the constitution at all times and safeguard the mission, values and reputation of the Association, considering what is best for its members and beneficiaries, avoiding bringing TARACC into disrepute.
- Have a clear understanding of their roles and responsibilities, both individually and collectively
- Manage conflict effectively by declaring, registering and resolving.
- Respect confidentiality, understanding what this means in practice
- Prepare fully for meetings and all work for TARACC, reading papers and thinking through issues in advance
- Attend meetings, events as well as other ways of engaging with its members/stakeholders.
- Develop and agree strategy, operational plans and budgets as well as monitoring and evaluating to assess outcomes and impact.
- Review performance and ensure that board skills match the Association's operational requirements/ purpose
- Listen and respond to the views of members
- Must declare any conflict of interest, be it personal/professional/business interest.

The Leadership Roles

The Chair

Role of the Chair - A leadership and responsibility role, ensuring that its aim are met and that everything relating to the Association and its Constitution runs in a smooth and orderly manner.

The Chair will:

- Set agendas for the meetings and chair all meetings
- Ensure that any decisions made at the meetings are implemented and carried out
- Liaise with other committee members and keep an overall picture of TARACC's activities and provide support where appropriate
- Encourage and support members and new members within the Association
- Address and resolve conflicts that arise within the Association
- Represent TARACC at various functions and events
- Encourage working partnership with community

The Vice Chair - Deputises in the Chair's absence and carries out a similar role. Will also work with the Secretary.

The Treasurer

Role of Treasurer: Responsibility for the Financial Management of the Resources within TARACC.

Duties:

- To be an active member of the Leadership Team.
- Responsibility for Finance Regulations, Policies and Rules
- To prepare the financial systems, processes and guidelines for TARACC
- Prepare systems for procurement and sales including invoicing and petty cash
- To ensure the probity of the Association's Financial Systems
- To be a joint approver of all financial transactions within the association and ensure that all cheques drawn against Association funds should hold the signatures of the Treasurer plus up to two other Leadership Members
- To set the annual budget and agree it with Leadership Team
- To set up and maintain association's bank account(s)
- To ensure that all Association monies are banked in an account held in the name of the Association
- To monitor all financial transactions ensuring that all activities are within financial regulations
- To monitor financial performance against budget on bi monthly basis
- To ensure that all accounts are balanced on a periodic basis agreed with Leadership Team
- To seek funding to ensure the sustainability and success of the association
- To be the Source of information regarding all financial matters within TARACC
- To prepare the statement of annual accounts and present it at the Annual General Meeting.

The Secretary - Works closely together with the Chair and may share some of the tasks outlined below with the Vice-Chair:

- Taking minutes of meetings.
- Keeping records of past minutes and reports.
- Letting people know when and where the next meeting is and what it is about.
- Helping the Chair to prepare agendas for meetings.
- Writing and receiving letters/correspondence on behalf of the Association
- Keeping members informed of correspondence sent and received.
- Keeping a record of membership.
- Keeping a record of important phone numbers/ contacts.

Sub Committee Lead – Works closely with the Leadership Committee:

- Be an active group member of the Sub Committee
- Keep the Leadership Committee up-to-date with all the sub committee's activities
- Be involved in planning social activities

Sub Committees consisting of 3 areas of focus:

i. Social, Culture and Heritage Sub-Committee

- Aims to empower, support, develop and extend cohesion within the African Caribbean communities in Redbridge and surrounding boroughs.
- Cultivate and share the collective wisdom, history and life experiences for the well-being of TARACC members.
- Promote the cultural contribution of TARACC through social and cultural events that foster pride in our unique languages, visual arts, music and history. Using these activities to enrich our cultures, display and share the talents within TARACC in fresh new ways.
- Encourage members to connect with the existing cultural and social provision in Redbridge and surrounding boroughs.

ii) Business Development, Enterprise and Leadership Sub-Committee

Aims to empower, support and capacity build the development of black enterprise, entrepreneurship and leadership, through education, mentoring, business networks, social events, while fostering a sense of community engagement and partnership.

Goals and Outputs:

- a) Creating an effective annual Operational Plan
- b) Horizon scanning and sharing - business opportunities, trends and networks
- c) Creating an Enterprise and Leadership Programme
- d) Recruiting Sponsors and Mentors
- e) Planning and event management
- f) Developmental support connected with the sustainability and growth of the Association

iii. Health and Wellbeing / Youth Sub- Committee

Aim to improve the Health and Wellbeing of the local African Caribbean community - focussing on their physical, mental & emotional health.

Objective: To empower and enrich their quality of life - encouraging individuals to take responsibility for their health through knowledge.

Youth

The youth group will focus on young people post GCSE and will look to explore the best ways to engage with them and the approach required to tackle the many needs and challenges they have.

12. General Regulations, Policies and Rules

- The Leadership Committee meeting will be convened by the Secretary of the Association and held no less than SIX times per year.
- The quorum required for business to be agreed at meeting will be 60%. Sub Committee Leaders can nominate a deputy to attend providing the Secretary has been given 48 hour notice.
- The Leadership Committee will be responsible for adopting new policy, codes of conduct and rules to ensure the efficient and effective running of the Association.

- The Leadership Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Leadership Committee as necessary to fulfil its mission.
- The Leadership Committee may end the membership of any member who behave in ways inconsistent with the code of conduct or values of the Association for gross misconduct by a majority vote at a committee meeting. The person will have the opportunity to make their case to the committee before they make their decision.
- The Leadership Committee will be responsible for disciplinary hearings of members who infringe the Association's constitution.
- The Leadership Committee will be responsible for taking any action of suspension or discipline following such hearings.
- Decisions will be made by a majority of the Leadership Committee Members, present and voting.

13. Finance Regulations, Policies and Rules

- All Association monies will be banked in an account held in the name of the Association.
- The Association Treasurer will be responsible for the finances of the Association.
- The financial year of the Association will be the end of September.
- A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- Any cheques drawn against Association funds should hold the signatures of the Treasurer plus up to two other Leadership Committee Members.
- No member of the Leadership committee, sub-committees, or anyone connected to them, shall receive any payment (other than reimbursement of out of pocket expenses).
- The funds belonging to TARACC shall be used only to further its mission, aims and purpose.

14. Annual General Meetings

- Notice of the Annual General Meeting (AGM) will be given not less than 21 clear days to all members.
- The AGM will receive a report from the Leadership Committee and a statement of the accounts.
- Nominations for the Leadership Committee and Sub – Committees will be sent to the Secretary prior to the AGM.
- Annual Elections will take place at the AGM.
- All Full members have the right to vote at the AGM. Voting shall be by a show of hands Mem
- The quorum for AGMs will be 60% of the total membership.
- The Leadership Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- A record of agreed actions and decisions made at these meetings will be taken and made available electronically, by email to all members and posted via website/blog. A register of attendance will be kept.

15. Discipline and Appeals

Misconduct, Discipline and Appeals

Misconduct: is defined as any action which in the opinion of the Leadership Committee is likely to prejudice the good name of the Association.

- a) Allegation/Complaint of Misconduct: A misconduct allegation can be filed by any Member. This should be in writing to the Secretary who shall acknowledge receipt of such communication. An allegation of misconduct can also be instigated by a sub-committee acting on its own volition.
- b) Investigation of Misconduct: The Leadership Committee shall ensure that due process shall apply to all misconduct allegations.
- c) All investigations shall be conducted with transparency, fairness, objectivity and efficiency. All misconduct allegations shall be investigated to determine and consider the evidence. The Leadership Committee shall decide whether to undertake this investigation itself or appoint a sub-committee to do so.
- d) When/if a sub-committee is appointed, the final decision must be ratified by the Leadership Committee. This investigation and decision should be concluded within 30 days.
- e) No Leadership Committee Member or Sub-Committee Lead shall be involved in disciplinary proceedings in a decision making capacity in which allegations have been made against them.
- f) **Sanctions:** Where the Leadership Committee decide that a member has breached its rules, it has the power to apply the following sanctions:
 - i. Reprimand and warning as to future conduct.
 - ii. Termination of Membership - No refund of membership fees shall be made in the event of termination of membership.
- g) The outcome of the disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- h) **Appeals:** A member subjected to disciplinary procedure resulting in the application of a sanction shall have the right to appeal. They shall communicate their intention to use this facility in writing to the Secretary.
- i) The Leadership Committee shall ensure that an Appeals Committee constituting of 3 members in good standing shall meet to review the appeal within 15 days of the Secretary receiving the appeal notice.
- j) No member involved in making the decision at the earlier stage shall be included on the Appeal Committee. The decision of the Appeals Committee will be final and binding.

16. Dissolution of the Association Winding up

A resolution to wind up the Association can only be passed at a Special General Meeting called for that purpose. The proposal to wind up must be advertised 14 days before the meeting.

The decision to wind up will require the approval of 75% of members present and voting at the meeting.

In the event of dissolution, any assets of the Association that remain will become the property of the members and a decision as to what to do with it decided at the final AGM/EGM.

Surplus funds of the Association will be returned to the donor(s) where possible. If this is not possible any funds left over will be donated to an organisation with similar aims following approval by 75% of members present and voting at the final AGM/EGM.

17. Amendments to the Constitution

Alterations to the constitution - The constitution will only be changed through agreement by

- ✚ Majority vote at an AGM or EGM.
- ✚ After a proposal has been circulated to all members with notification of the proposed change and the date, time and place of the meeting at which the proposed amendment will be discussed and voted on.
- ✚ Alterations to the constitution will require approval of the Leadership Committee and 75% of members present and voting at the meeting.

18. Declaration

The undersigned hereby adopts and accepts this constitution as the Association's working manual and the current operating guide regulating the actions of its members, subject to ratification and adoption by full members at the AGM.