



ST PETER'S NEIGHBOURHOOD ASSOCIATION CHARTER

1. The Name of the Group:

St Peter's Neighbourhood Association (The Association)

2. The Aims of the Association

The aims of the Association are to represent and further the interests of St Peter's Neighbourhood area, in particular:

- To campaign for something (e.g. directional road signage or speed humps)
- To campaign against something (e.g. antisocial behaviour, development, river and land use issues)
- To gain a greater voice than an individual or smaller group would have when talking to the Council and other bodies about changes and funding
- To provide a focus point for individual development groups and businesses in the Neighbourhood area and areas that are nearby.
- To try to keep people in the membership area informed of issues that affect them
- To help develop talents of community members
- To gain or support a sense of 'community' by meeting and helping other people within the Neighbourhood area and areas that are nearby
- To arrange outings and social events
- To benefit from the talents of community members
- To try to enhance and sustain the attractiveness of the Neighbourhood
- To facilitate the growth and management of a positive reputation of the Neighbourhood
- To facilitate a strong sense of shared-community and Neighbourhood
- To try to represent all Neighbourhood area constituents ,

The Association will be non-political. It will not deal with problems arising from individual lease or tenancy conditions. It will not be involved in third party property issues.

3. The Membership of the Association

Membership of the Association is open to all residents, property owners and representatives of businesses in the following area (defined by building, development or organisation):

Anzio House (MOD);	BEL Valves;	Merchants Wharf;	Churchill Mews;
Rowes Mews;	Jewsons;	Dobson Crescent;	Foundry Court;
St Peter's Wharf (Apartments)	St Peter's Wharf (Businesses);	St Peter's Marina; (Inc. Marina Residents)	Chandlers Quay;
The Moorings	Trinity Courtyard;	The Ropery	

The Membership acknowledges that the Association Committee may take whatever action is necessary, on behalf of the membership, within the Aims of the Association.

Membership of the Association does not preclude any member from taking their own action in relation to any matters that affect them.

4. The Committee – Composition and Election / Re-election and Resignation

The Association shall have a Committee of Management (The Committee) which shall manage the business of the Association. The Committee shall in all things act for and in the name of the Association.

Composition of the Committee

The Committee shall have 4 executive members and not more than 16 members, one of whom will be an elected Councilor. The Executive Members shall be:

- A Chair, who will oversee the day-to-day running of the Association, as well as conduct the AGM and all Committee meetings and hold casting vote
- A Vice Chair, who will act in the absence of the Chair
- A Secretary, to maintain membership details, call meetings and record decisions of meetings
- A Treasurer, who will maintain a financial record of all monies paid in and out of the Association Account and report on the position of finances at the AGM.

The 16 member's seats will be split: Neighbors x 10; Businesses x 5; Elected Byker Councilor (as available) x 1

From time to time, with the agreement of a majority of the Committee members, other members, who can bring specific knowledge or experience, may be co-opted onto the committee

Election / Re-election

Executive members must volunteer and be seconded in writing at least 14 days before the AGM. A mini CV (that will be provided to the membership at the AGM if there is a competition) should be submitted stating:

- Which post they wish to apply for
- Elements of their life and experiences that bring defining qualities to the post
- Defining experience in working in voluntary organisations or committees
- The name of the seconder and supporting sentence.

Committee members are drawn from those in the Neighbourhood and they should volunteer their names to the Secretary prior to the AGM, they need not be seconded. If the number of volunteers for the Committee exceeds 15, then the Executive will organise an election. If the number of volunteers is below 15, additional volunteers can be accepted at the AGM, up to a maximum of 15; an election will be held at the AGM if necessary. The 16th Committee member will be an elected Byker Ward Councillor.

Resignation

The committee will normally serve for 1 year from the AGM. At the next AGM, the committee is considered to have retired but may stand for re-election.

Should a vacancy arise on the Executive or the Committee between AGMs, the Committee will decide whether there is a necessity to fill that vacancy, and the mechanism for filling it

Should a committee member or executive member be deemed to act contrary to the Aims of the Association, any committee member may table a Motion of Unsuitability and the vote to retire the member or not, will be decided by a quorum majority (the individual may not vote).

5. Quorum and Voting

A Quorum shall be 25% of the total committee members at the time of any vote.

Committee members present, less the meeting Chair will vote on all propositions. The meeting Chair will have a deciding vote if required.

6. The functions of the Committee

The functions of the Committee are as follows:

- To keep and maintain a record of the membership of the Association
- To ensure that the composition the committee is fairly representative of the “sub areas” (Para 3) of the membership, in line with the aims of the association

- To receive and process information relevant to the Association.
- To consult regularly with the council and other statutory bodies as appropriate
- To receive from member's details of matters requiring the attention of the Association, to decide a course of action and arrange for the implementation of such action
- To assist and support the known and discussed activities of volunteer groups acting in the delivery of the Association's stated aims, e.g. applying for external funding.

7. Frequency of meetings

The Committee should normally meet every eight weeks, but not less than four times per year. Except in the case of unforeseen circumstances, members will be given at least seven days' notice of Committee meetings.

An Annual General Meeting will be held in October each year, for which at least two weeks' notice will be given. All decisions will be made by simple majority of members attending the meeting.

8. Bank Account and Finance

Finances are to be managed as follows

- Any account in a bank or building society to be in the name of the St Peter's Neighbourhood Association
- All funds generated by or awarded to the Association and any associated volunteer group activity are to be held in the account
- Funds may be used only for the furtherance of the aims of the Association
- Withdrawals are to be sanctioned at a committee meeting (this may include standard delegations to executive members)
- Funds will not be invested
- Should the Association be wound up, any unspent funds will be donated to a charitable cause within Newcastle upon Tyne area with a clear link to the Neighbourhood area and areas nearby to be decided at the final meeting.

9. Equal Opportunities

The Association is committed to all aspects of Equal Opportunities. An Equal Opportunities Statement is at Annex A to this Charter.

10. Amendments to this Charter

Should circumstances dictate that this Charter requires amendment to deliver the aims of the Association, the committee are authorised by the membership to make those amendments which must be ratified at the AGM.

Annex A to St Peter's Neighborhood Association Charter **Equal Opportunities Statement**

Our Commitment

St Peter's Neighbourhood Association (The Association) is committed to the idea of equal opportunities for all. Our policy is to make sure that no member, or person involved or associated with The Association receives less favourable treatment on the grounds of:

- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Sexual orientation
- Age.

The Association is opposed to all forms of unlawful and unfair discrimination. We believe in human rights for all those connected with this organisation and all members of society. No action shall be taken against them by any person connected with The Association which would devalue their contribution to society and to this organisation, or lead to a loss of their own self-respect, or respect for them from others.

Who does the Policy apply to?

All members of the Association are responsible for compliance with this Policy, and for the positive attitude it requires. All external persons connected with The Association are encouraged to hold the same responsibility and commitment.

What will we do?

We will make sure that all our members are aware of our Equal Opportunities Policy, and where applicable will make them aware of their responsibilities.

How will we know if the Policy is working?

The working of the Equal Opportunities Policy will be monitored by the Committee on an annual basis, or sooner if necessary.

Dealing with complaints

It is recognised that many individuals may be unwilling to make a complaint regarding equal opportunities, for a variety of reasons. Such concerns may make a member choose to leave the organisation. The Association regards this as unacceptable. It is important that members should feel able to raise concerns without fear and in the knowledge that their complaint will be taken seriously.

All complaints will receive prompt attention and will be properly investigated. We will seek to resolve them as quickly as possible.

Sometimes it may be possible for a member affected by the behaviour of another simply to ask the harasser to stop, or make it clear that the behaviour is unwelcome. If this is appropriate, then the member should do this. However, such an approach may not be appropriate and members should feel able to raise such matters with the committee at any time.