

**CHESHIRE
ASSOCIATION OF
LOCAL COUNCILS**

CONSTITUTION

1. Constitution and Name

The Cheshire Association of Local Councils shall consist of Town and Parish Councils (hereinafter referred to as 'Local Councils') within the administrative areas of Cheshire East Council; Cheshire West and Chester Council; Halton Borough Council; Warrington Borough Council, Stockport, Tameside and Trafford Metropolitan Borough Councils and shall be known as the **Cheshire Association of Local Councils**, hereinafter referred to as 'ChALC' and having a constitution which shall not be inconsistent with the provisions of the constitution for the time being in force of the National Association of Local Councils (hereinafter referred to as "the National Association") and duly submitted to and approved by that Association.

2. Aims and objectives

ChALC exists to: -

- (i) protect and promote the interest, rights, functions and privileges of Local Councils;
- (ii) advise, assist and train Local Councils in the performance of their duties; and
- (iii) promote a widespread and well informed interest in local government.

3. Membership

Local Councils and Parish Meetings within the administrative area set out at 1. above and who have paid the appropriate Affiliation Fee.

4. Membership of the Executive Board

The Executive Board will consist of:

- (i) Twelve individuals nominated by Local Councils (with no more than six nominations from any Principal Authority Area), voted for by representatives attending the Annual Meeting and elected to serve a four year term;
- (ii) A Chairman and a Deputy Chairman from (i) above;
- (iii) A President and up to three Vice-Presidents nominated by the Executive Board and confirmed by the Annual Meeting;
- (iv) One representative appointed by each Partner Organisations including (but not exclusively) Cheshire West and Chester Council; Cheshire East Council and Cheshire Community Action;
- (v) The Chief Officer of ChALC.

5. Functions of the Executive Board

The Executive Board will manage the interests of ChALC in accordance with the Terms of Reference. In addition to the obligation to elect members to a Finance Committee, the Executive Board will have the power to:

- (i) Appoint committees and make rules for the transaction of their business,
- (ii) Appoint representatives to NALC Council and to external bodies, and
- (iii) Delegate any of its functions to such committees.
- (iv) Make arrangements to fill such vacancies as arise from failure to elect sufficient members at the Annual Meeting or where a vacancy arises mid-term.

6. Chairman and Deputy Chairman of the Executive Board

The Chairman and Deputy Chairman will be elected by the Board at the first meeting following the Annual Meeting.

If the Chairman has served as such for four consecutive years, s/he shall not be eligible for re-election until a period of no less than 1 year has passed.

7. Annual Meeting

There shall be an annual meeting of ChALC held as the Executive Board shall decide. The Chief Officer of ChALC shall give to each Member Council not less than twenty-one clear days notice of the date, time and place of such meetings. Member Councils may appoint up to three representatives (one of whom may be an Officer) to attend, speak and vote.

8. Proceedings at Annual or Special Meetings

No business shall be transacted at any annual or special meeting unless there is a quorum (consisting of fifteen persons entitled to vote) present at the time when the meeting begins. If a quorum is not present, the meeting will stand adjourned to an alternative date. If at the adjourned date a quorum is not present, if no fewer than six are present the meeting will be deemed to be quorate and the meeting may proceed.

9. Reports and Accounts

The Executive Board shall present to the annual meeting an Annual Report and an Annual Statement of Accounts.

10. Special Meetings

Special Meetings of ChALC may be called at any time by the Executive Board. Member Councils may appoint up to three representatives (one of whom may be an Officer) to attend, speak and vote at such meetings. Fifteen such representatives may also requisition a meeting in writing, stating the object of the meeting. In both cases there will be no less than 21 days notice.

11. President, Vice Presidents, Chairman, Deputy Chairman

- (a) There shall be a President and up to three Vice Presidents nominated by the Executive Board and endorsed at the annual meeting each year and shall be eligible for re-election.
- (b) The President shall take the chair at the Annual Meeting and any Special Meetings of ChALC. If at any meeting, the President, Chairman and Deputy Chairman are absent, the meeting shall proceed to elect a Chairman for that meeting from among their own number.
- (c) No person shall be proposed for election at the Annual Meeting as President or Vice-President unless notice of such proposal has been put to the Chief Officer of ChALC in writing, at least 21 days prior to the Annual Meeting.
- (d) Casual vacancies in any of the said offices may be filled by the Executive Board.

12. Voting

- (a) At meetings of ChALC, every question shall be determined by a show of hands unless a ballot is requested by the majority of those present and voting.
- (b) The person presiding at a meeting of the Executive Board, or of its committees shall, in addition to their being entitled to vote in the first instance, have a second or casting vote in the case of an equality of votes.
- (c) The President, Vice Presidents and Chief Officer attend ex officio and have no voting rights unless chairing the Annual Meeting in which case they may exercise the casting vote.

13. Affiliation Fees

- (a) Each Member Council shall pay to ChALC on demand in each financial year commencing on 1st April a subscription, which shall be based on the member council electorate. Such

subscription shall be paid by 1st July of the year in question. The scale of subscription shall be fixed by the Annual Meeting of ChALC.

- (b) ChALC shall pay to the National Association the annual subscriptions due upon request.
- (c) When a Local Council joins ChALC part way through a financial year, the initial subscription payable for the part year shall be calculated on a pro-rata basis from the first full month of membership.
- (d) Any Local Council wishing to resign from ChALC shall give notice in writing to the Chief Officer of ChALC on or before 31 December in any year and such notice shall become effective as from the succeeding 31 March.

14. Financial Provisions

- (a) The Executive Board will ensure provision for the operation of a standing Finance Committee.
- (b) It shall have the power to incur all necessary expenditure and enter into such commitments as it deems necessary.
- (c) The personal expenses of persons whilst engaged upon ChALC's business may, at the discretion of the Executive Board, be met wholly or partly from the funds of ChALC.
- (d) All banking arrangements, for and in respect of, the affairs of ChALC, including arrangements for the placing of money and deposit in any bank, shall be within control of the Executive Board.
- (e) The Executive Board shall have the power to approve arrangements for the investment of any money belonging to ChALC in any investment permitted by law. The Board may also vary such investments.

15. Alteration to the Constitution

Alterations to this constitution may be made:-

- (a) By a recommendation of the Executive Board confirmed by two thirds of the votes cast at the following Annual Meeting;

OR

- (b) By an ordinary resolution supported by two thirds of the votes cast at a General Meeting provided that at least four weeks notice of the Resolution has been given to the Chief Officer and they have given at least three weeks notice to each member eligible to attend the Annual Meeting.