



Constitution of Chatsworth Road Traders & Residents Association

As drafted and agreed at a public meeting called for **14 September 2009** and then amended at the CRTRA's first general meeting on **13 October 2009** at which a vote was taken to ratify the document as the agreed constitution

1. Name of the Association: The name of this Association shall be "Chatsworth Road Traders & Residents Association" hereinafter referred to as "CRTRA".

2. Location: The place of business for the meeting of the CRTRA will be decided by the Executive Committee.

3. Membership:

- Members can be shop traders on Chatsworth Road and Brooksby's Walk
- Members can be Licensed Traders of Chatsworth Road Market
- Members can be Named Trading Assistants of Chatsworth Road Market
- Licensed Traders can hold Full or Casual Chatsworth Road Street Trading Licences
- Members can be stallholders
- Members can be residents of the local area
- Membership is voluntary

3.1 New members may join by applying either verbally or in writing to the CRTRA Chair, Vice Chair or Secretary.

3.2 The decision on acceptance of individual membership application is the responsibility of the Executive Committee. Refusal to accept an application for membership must be given to the applicant by the Chair or the Vice Chair, including a reason for refusal.

3.3 The Secretary shall be responsible for the maintenance of an up to date list of members.

3.4 The list of members shall be made available for inspection to members provided three weeks notice is given to the Secretary.

3.5 Lists of members are the sole ownership of the CRTRA. Any outside organisation or individual that is not a member of the CRTRA must request a list of members to the Secretary in writing. The request must include the reasons for requesting the list. It is the Executive Committee's decision on whether the request is accepted or refused. No decision on refusal needs to be given.

3.6. Members may be excluded from the CRTRA. It is only the Executive Committee that has authority to exclude a member and must be authorised by the CRTRA Chair. Exclusion and reasons for exclusion to be given in writing to the excluded member by a member of the Executive Committee.

4. Objectives:

4.1 To watch, promote, safeguard and further the interests, rights and privileges of its members.

4.2 To preserve and improve the built environment, streetscape and community, local to the high street.

4.3 To be the central point of contact (stallholders only) on all communication and consultation between the CRTRA and Hackney Council and any other external organisation or individual on matters concerning change of:

Trading Rules and Regulation / Market Operation / Market Charges / Any other Market Business

4.4 To provide for the members any or all of the following benefits:



- To evaluate, support and assist individuals members on any problem or grievance that they may have which directly impacts on their ability to trade.
- To communicate with members on any changes or proposed changes that may affect trading
- Relief in victimization or disputes and such other aid in connection with their employment
- To act as a mediator between traders & residents when appropriate

4.5 To support and take all actions necessary to further the creation of a market, including any training of traders, and to further the creation of a market including the setting up of a CIC (Community Interest Company) if considered appropriate to furthering this aim.

5. Management

5.1 The CRTRA will be managed by a CRTRA Executive Committee.

5.2 The CRTRA Executive Committee will comprise of the following officers:

- Chair
- Vice Chair
- Secretary
- Treasurer

The CRTRA Executive Committee will comprise of all officers plus an additional six non-executive members, at least four of which are to be non-trading residents, and at least four to be traders, with a balance of traders and residents as far as possible.

All Executive Committee members must be current members of the CRTRA.

Executive Committee members shall be deemed to have resigned if they fail to attend three consecutive regular committee meetings, unless they have a reason that is acceptable to the Committee.

5.3 Executive Committee Roles:

Chair:

- Shall be the chief presiding officer and chairperson for the Executive Committee, Committee and General meetings with a casting vote in any tie of votes only
- Shall lead the CRTRA in all communication and business with external organisations and individuals, including monitoring the CRTRA email account
- Shall lead the evaluation of any grievance, be they grievance by an individual trader or all traders
- Shall attend all meetings with Hackney Council
- Shall provide leadership and motivation
- Shall enforce the Constitution

Vice Chair:

- Shall be the Chair's alternate in his/her absence
- Shall be responsible for organising, meetings, conferences etc.
- Shall be responsible for contact with the press and the electronic media.
- Shall prepare leaflets, pamphlets and other publicity material, including updating and monitoring the CRTRA website
- Shall organise the distribution to traders of all CRTRA written communications
- Shall attend all meetings with Hackney Council

**Secretary:**

- Shall be responsible for maintaining all meeting records and minutes
- Shall be responsible for the conduct of correspondence
- Shall be responsible for communications with all external organisations and individuals
- Shall attend all meetings with Hackney Council

Treasurer:

- Shall be responsible for maintaining all budgetary records
- Shall be responsible for maintaining the Bank Account
- Shall be responsible for the publication of annual CRTRA statement of accounts

5.4 Removal from Office

- No Executive Committee member shall be removed from office except on a resolution passed by at least two thirds of the full Executive Committee (requiring 7 out of ten to be present) at a Committee Meeting.
- The Executive Committee shall have the power to suspend any such person based on that vote and bring her/his case for further action or ratification to a General Meeting.

5.5 Resignation from Office

An Executive Committee Member who wishes to resign from office will give no less than four weeks notice to the CRTRA Chair. The Chair or Vice Chair will then be responsible for nominating a replacement. The nomination will be presented to the Committee for agreement and ratified at the next general meeting.

5.6 Elections

At the Annual General Meeting all members will be given the opportunity to ratify the members of the Executive Committee. Where members wish to remove a current member of the Executive Committee from office this must be raised at the AGM giving 21 days notice beforehand. The motion needs to be authorised by two thirds of members present. No member may be nominated to the Executive Committee unless they have completed a minimum of six months as an association member (suspended until following the completion of the launch AGM.).

5.7 From time to time sub-groups or working parties can be formed to carry out a specified task, or tasks, on behalf of the Association, with membership coming from the association's membership. The CRTRA Chair and Secretary will be ex-officio on any such group. Any such group will be required to produce regular reports of its activities to the Executive Committee and general membership until such time as it has completed its remit.

5.8 From time to time co-option of up to 2 non-voting people with full speaking rights can be made to the Executive Committee on a vote of two thirds of the full Executive Committee membership and must be ratified by the next general meeting.

6 Meetings:

6.1 General Meetings will be scheduled twice per year, timed from the launch month of the AGM. All members will be invited. Minutes will be produced and be available to members within two weeks of the scheduled meeting.

6.2 The Executive Committee will meet at least once every two months. Minutes will be produced and be available to all members within two weeks of the scheduled meeting. Association members can attend as observers with at least one week's prior notice to the Chair or Secretary.



6.3 Members can propose themselves at General Meetings or the AGM for the Executive Committee and be elected by a simple majority. In the event of any competition, the vote will be held by secret ballot in the meeting.

6.4 A Quorum of two thirds of the full Executive Committee of ten (7 out of ten) are required for any major decisions including removal from office, constitutional amendments, agreement and variations to the annual budget, removal or refusal of membership.

6.5 Extraordinary meetings of the association called to discuss any issue require a handsigned petition by 20 members to be given to the Chair at least 21 days before the date of any such meeting.

6.6 The standard rules of debate apply to any meeting of the association with special care being paid to allowing everyone the opportunity to speak.

7 Finance:

7.1 Membership of the CRTRA is voluntary and free. Donations are encouraged.

7.2 In terms of signing cheques, the protocol is any two signatories from that of the four officers of the Executive Committee.

8 Legal Assistance:

8.1 Where a member has a grievance or issue that is directly related to his/her ability to trade in Chatsworth Rd Market, the issue will be raised by the member either verbally or in writing to an Executive Committee member. The Chair will then lead an evaluation of the issue. Where the Chair or Executive Committee identify, following the evaluation, that the issue is relevant to the member's ability to trade and requires legal advice, the member will be given the opportunity to consult with a CRTRA nominated solicitor.

Where the evaluation identifies that the issue is either:

- not relevant to trading
- or does not require legal assistance

The member will be given the results of the evaluation by an Executive Committee member either verbally or in writing, in not more than one month from the time the grievance or issue is raised.

9 Constitution Amendment:

This Constitution shall become effective upon approval by the first General Meeting following which officer elections and other association business will take place.

Hereinafter, this Constitution may be amended at a meeting of the general membership by a two-thirds majority vote of those members present. Proposed amendments must be submitted with a seconder in writing at least twenty-one days before the meeting.

10 Dissolution:

The CRTRA may be dissolved and the funds after meeting all debts and liabilities legally incurred on behalf of the CRTRA, disposed of as decided by a resolution passed by two thirds of the members present and eligible to vote at a special general meeting convened for that purpose.