

# **HAFSA Constitution**

**approved at HAFSA AGM on Feb 8th, 2025**

## **1. Name**

The association shall be called: “Hanwell Friends of Sabastiya” (herein after called “HAFSA”.)

## **2. Aims**

2.1 To promote and foster friendship and understanding between the people of Hanwell in the London Borough of Ealing, UK and beyond, with those of Sabastiya in the Governorate of Nablus, Palestine.

2.2 To encourage visits by individuals and groups to and from Sabastiya and Hanwell, and the development of personal contacts, and by doing so, to broaden mutual understanding of cultural, recreational, educational and commercial activities.

2.3 To organise fund-raising activities to foster the aims of HAFSA.

2.4 To organise cultural events (ie films, music, talks) to raise awareness of the situation in Palestine in Ealing and beyond.

2.5 To create, promote and encourage projects between HAFSA and Sabastiya.

## **3. Membership**

3.1 Membership of HAFSA shall be open to all persons or organisations interested in promoting the aims of the link between Hanwell and Sabastiya. There shall be two categories of membership – individual membership and family membership being open to all members of a family, over the age of 18 years.

3.2 All members shall pay such annual subscription as shall be fixed from time to time by the Managing Committee. The annual subscription for the succeeding year will fall due at the beginning of the Association’s financial year.

## **4. Managing Committee**

4.1 The affairs of HAFSA shall be administered by a managing committee elected from amongst the members of HAFSA, at each Annual General Meeting. The Managing Committee will consist of a minimum of 6 and a maximum of 15 members.

4.2 Subject to the terms of this constitution, the Managing Committee shall have full authority to take any action which they consider desirable to further the objectives of HAFSA. The Managing Committee shall also have power to withdraw membership from any members of the association. Any proposal to withdraw membership shall be dealt with at a Special Meeting of the Committee called for that purpose and a notice calling the meeting shall specify the name of the member concerned. That member shall have the right to be

heard at the meeting and any motion to withdraw membership shall only be effective if there is a two-thirds majority of those present and voting at the meeting in favour of the motion.

4.3 Nominations for membership of the Managing Committee shall be made verbally or in writing at the Annual General Meeting. The nominee shall require to consent to the nomination verbally or in writing before election. In the event of there being no more nominations than there are vacancies all of the nominees shall be declared duly elected. In the event of there being more nominations than vacancies, the members of the Committee shall be elected by a simple show of hands at the AGM.

4.4 Members of the Managing Committee shall take office at the end of the Annual General Meeting at which they are elected and shall hold office until the end of the next Annual General Meeting, including any adjournment thereof. They shall be eligible for re-election.

4.5 The Managing Committee shall elect from its members a Chairperson, a Vice Chairperson, a Secretary, a Treasurer, a Membership Secretary and such other office bearers, including a Membership Secretary, as the Managing Committee may, in their discretion, consider necessary or desirable. Any two of these offices may, at the discretion of the Managing Committee, be combined. The Managing Committee shall be entitled to delegate to such office bearers such powers as they may deem appropriate. The Managing Committee shall have power to fill any casual vacancy in their number (up to the number approved at the preceding Annual General Meeting) and any member so appointed shall hold office until the end of the next Annual General Meeting, including any adjournment thereof and shall be eligible for re-election.

4.6 The Managing Committee shall have power to appoint, from the membership of HAFSA, such sub-committees as they may from time to time decide and to determine the powers, composition and terms of reference of any such sub-committee. Members of sub-committees shall hold office until the end of the next Annual General Meeting and they shall be eligible for re-election.

4.7 The Managing Committee shall also be entitled to co-opt to the membership of the Managing Committee or any sub-committee such persons, whether or not members of HAFSA, as they consider desirable. Any person so co-opted shall not be entitled to a vote in the event of a division at any meeting of the Committee or sub-committee.

4.8 The Quorum of the Managing Committee shall be 4 members and for meetings of any sub-committee shall be 3 members.

## **5. Meetings**

5.1 The Annual General Meeting of HAFSA shall be held on a date agreed by the Management Committee and it should be held within one month of the agreed date. The Secretary shall, 21 days prior to such date or as soon as possible thereafter, issue to all members notice of such meeting specifying the date, time and place and the items of business to be placed before the meeting and invite members to submit other agenda items. At the Annual General Meeting the Managing Committee shall submit a report of the activities of the Association and present the accounts for the preceding year.

5.2 An Extraordinary General Meeting shall be called by the Secretary on the instruction of the Managing Committee or on a requisition to that effect, signed by not fewer than nine members of HAFSA and specifying the matter(s) to be considered at such a meeting. An Extraordinary General Meeting shall take place within 28 days of such an instruction being given or such requisition being made and shall be called on not less than 21 days notice in writing which notice shall specify the matters to be discussed at the Extraordinary General Meetings.

5.3 Meetings of the Managing Committee shall be held on such dates as may from time to time be approved by the Committee or by the Chairperson. The Secretary shall give all members of the Managing Committee not less than seven clear days notice in writing of the date, time and place of the meeting and of the items of business to be considered.

5.4 The Chair of HAFSA will chair General Meetings and Managing Committee meetings. Failing this, meetings will be chaired by the Vice Chair or by such other member of the Managing Committee as may be decided by the members present at the meeting.

5.5 In the first instance decisions must be arrived at by consensus, until such a time that the Chair decides to call for a vote. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote as well as a deliberative vote.

5.6 The Secretary shall ensure that minutes are kept of all the General Meetings and Committee and sub-committee meetings of HAFSA.

## **6. Finance**

6.1 All monies received on behalf of HAFSA shall be kept in safe custody by the Treasurer and all financial transactions made on behalf of HAFSA by other Committee Members shall be authorised by the Treasurer and one other Committee Member.

6.2 The financial year of HAFSA shall be from 1st April to 31st March or such other date as set by the Managing Committee.

6.3 The Treasurer shall keep proper financial accounts of the finances of the association and shall at the Annual General Meeting submit accounts for the financial year which have been examined by an independent qualified accountant.

6.4 The Treasurer shall open such account or accounts with a bank or banks approved by the Managing Committee as the Committee may consider necessary or desirable.

6.5 Surplus funds from time to time may be invested by the Managing Committee at their discretion in accordance with the aims of HAFSA.

6.6 The Managing Committee shall have no power to borrow money or to incur a bank overdraft without the authority of the Association in General Meeting.

## **7. Voting**

7.1 Only members present at the meeting shall be entitled to vote.

7.2 Each member shall be entitled to one vote.

## **8. Amendment of the Constitution**

A General Meeting of HAFSA shall have power to amend this Constitution provided that the nature of the amendment is specified in a notice to all members setting out the date, time and place of the meeting, is issued not less than 21 days prior to such date and that the amendment is approved by a majority of not less than two thirds of the votes recorded by members present at the meeting.

## **9. Dissolution of the Association**

9.1 A proposal to dissolve HAFSA can only be passed at an AGM or EGM through a majority vote of the membership present.

9.2 If the motion to dissolve HAFSA is successful, the whole funds and assets of HAFSA, after settlement of outstanding obligations, shall be disposed of by the Managing Committee in the spirit of this Constitution to a cause that is similar to that of HAFSA.