

GRAYLINGWELL PARK RESIDENTS ASSOCIATION

CONSTITUTION

1. NAME

The name of the Association shall be Graylingwell Park Residents' Association

2. OBJECTIVES

The objectives of the association shall be to promote and protect the interests of the local residents living in Graylingwell Park.

- To represent the residents of Graylingwell Park ('the development').
- To protect and further the community interest of the residents.
- To make representation to, and negotiate with, the developers, estate management company, relevant housing association(s), Community Development Trust, local councils and other interested parties.
- To monitor services and service charges annually having regard to reasonableness, cost, efficiency and transparency.
- To seek and obtain professional advice from suitably qualified persons as required.

3. MEMBERSHIP

Membership shall be open to any resident of the development aged eighteen or over.

All members of the Association shall have one vote at a general meeting on proof of their being a bona fide resident of the development.

4. SUBSCRIPTIONS

No subscription shall be charged for membership.

5. EQUAL OPPORTUNITIES

Members of the association shall seek actively to represent the needs of the whole community and will not discriminate on the grounds of nationality, race, gender, ability/disability, sexual orientation, religion or belief.

6. CHILD PROTECTION POLICY

The Committee will ensure that any activities the Association is involved in will provide a safe environment for children. If any Association activities are to involve children, then the Committee will ensure that appropriate safeguarding advice is sought prior to the commencement of the activity.

The Committee will be responsible for ensuring that any reasonable advice from a specialist source is followed as far as possible.

7. THE COMMITTEE

7.1. At the Annual General Meeting members shall elect a committee and its officers following a nomination process. The Committee is responsible for the management of the Association.

7.2. The Committee will be made up of the following members; Chair, Vice Chair, Secretary, Treasurer and 12 other members.

7.3. The Committee may co-opt a maximum of 4 other members where there is a specific need identified by the committee.

7.4. All members of the Committee including co-opted members shall have one vote.

7.5. If vacancies occur among the officers of the Committee between AGMs, the Committee shall have the power to fill them from existing committee members.

7.7. The Committee may form sub-groups to deal with specific issues but must report to the Committee for approval.

7.8. The Committee shall meet not fewer than 4 times a year.

7.9. Minutes shall be taken of committee meetings and shall be available to all members including by being published on the Association's website.

8. ANNUAL GENERAL MEETING

8.1. There shall be an Annual General Meeting held every year not more than 15 months after the previous AGM at which the following items will be included as agenda items:

- Annual report from the Committee
- Statement of accounts
- Election of Officers
- Election of Committee
- Amendments to the Constitution (this item may be excluded if there are no recommendations for change).

8.2. The Secretary of the Committee will notify all members of the date no later than 14 days before the AGM.

8.3. All members wishing to stand for election to the committee, including as an Officer will complete a nomination form which must be seconded by another member of the Association. The nomination form will be available on the website, or via the Secretary.

8.4 Officers of the Association shall step down after a period of 5 years to allow another resident to stand. A retiring Officer may stand for re-election if requested by the Committee.

8.5. Committee members shall be appointed by nomination and election at the AGM annually. Members who have failed to attend 50% of the meetings in any year shall usually not be eligible to stand for reappointment.

9. GENERAL MEETINGS

9.1. In addition to the Annual General Meeting the Committee may call other meetings which all members of the Association may attend.

9.2. All General Meetings shall be advertised to members at least 14 days in advance of the meeting date.

9.3. A Special General Meeting open to all members will be held if 10 or more members submit a request in writing to the Secretary.

9.4. The Secretary shall arrange a meeting within 21 days of the receipt of the request for a Special General Meeting.

10. QUORUM

10.1 No General, Special General or Annual General Meeting shall take place if fewer than 15 members are present.

10.2 The quorum for committee meetings should be one half of the total number of current elected members.

11. CHANGES TO THE CONSTITUTION

11.1. The Constitution of the Association may only be altered at the AGM, or Special General Meeting of the Association arranged for that purpose.

11.2. Any suggested changes must be handed to the Secretary 21 days before the AGM.

11.3. Changes to the Constitution must be agreed by two-thirds of the members present at the meeting.

11.4. The Association shall publish, including on its website, any changes to its Constitution within 28 days of the meeting at which the change was agreed.

12. FINANCE

12.1. The Association may raise funds by obtaining grants from other bodies or by fund raising schemes.

12.2. All monies raised by or on behalf of the Association shall be applied to further the objects and aims of the Association and for no other purpose.

12.3. The Treasurer shall open a bank/building society account in the name of the Association.

12.4. The Treasurer shall keep a proper account of the income and expenditure of the Association.

12.5. Three cheque signatories shall be nominated by the Committee.

12.6. Any expenditure over £100 shall be authorised by the Committee and two cheque signatories will be required.

12.7. The Treasurer shall submit the accounts for review to Clarion Housing after the end of each financial year.

13. DISSOLUTION

13.1. The Association may only be dissolved at a Special General Meeting called for that purpose and advertised to all members 28 days prior to the meeting.

13.2. At least 90% of the members present at the Special General Meeting must agree to the dissolution.

13.3. Any funds and possessions shall be donated to a charity or charities of the meeting's choice.

14. STANDING ORDERS

14.1. Members shall at all times conduct themselves in a reasonable manner at meetings.

14.2. Members shall be excluded if they contravene the aims of the Association, use abusive language and/or violent behaviour.

14.3. The Chair shall have a second casting vote in the event of a resolution being tied at any meeting being held.

Agreed at the Annual General Meeting held on

CHAIR:.....Date:.....
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SECRETARY:.....Date:.....
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Revised 2019