

# CONSTITUTION

## 1. NAME

The residents association is to be known as:

St Stephens Residents Association

## 2. AIMS OF THE ASSOCIATION

- a) To promote the interests of all residents of the area and assist in promoting and maintaining good relations between the community and within the designated area.
  - i) The designated area comprises:  
Up from the bottom of St Stephens Hill and then on to the B3254 to the 30 mile speed limit (as you head towards Werrington), St Cuthberts Close, Church Lea, Maine Close, Pendennis Gardens, Hollies Estate, Underhayes Lane, Duke Street, North Street, Gallows Hill, Beech Tree Close, Duke Terrace, and Roydon Road down to just past the entrance to Bickford Road, Brookside Close and Gendalls Way and inclusive of those roads.

## 3. MEMBERSHIP

- a) Membership is to be clearly open to all residents, tenants and leaseholders and freeholders. Membership will embrace all adult members of the family residing in the area and roads listed above who are 18+.
- b) Membership will be free.
- c) Voting shall be one member, one vote.

## 4. MANAGEMENT COMMITTEE

- a) The management of the Association including the control of accounts is to be elected each year at the AGM and is to be vested in a committee comprising:-
  - Chairperson**
  - Vice Chairperson**
  - Treasurer**
  - Secretary**
- b) The committee shall be made up of 6 ordinary members, four officers, making a total of 10 voting members
- c) The committee shall be able to co-opt up to 2 members
- d) A quorum for Committee meetings should be 6

- e) The committee shall meet not less than 4 times a year

## 5. ANNUAL GENERAL MEETINGS

This is held once a year when the committee reports on the activities of the group for the previous year and some members may resign and others be elected.

- a) An Annual General meeting is to be held in October of each year  
14 days notice is to be given and an Agenda is to be sent with the Notice calling the meeting and it will include:
  - (i) The report of the Committee.
  - (ii) Financial statements relating to the affairs of the Association for the previous year.
  - (iii) Election of the Committee.
  - (iv) To consider any proposals to change the Constitution, notice of which will have to be given to the Secretary in writing at least 14 days prior to the AGM.
  - (v) Nomination for election to the Committee is to be made only by members present at an Annual General Meeting or on prior written notice.
  - (vi) Voting at an Annual General Meeting is to be by a show of hands or by a ballot, based on one member one vote.

## 6. GENERAL MEETINGS

- a) A minimum of **FOUR** general meetings per year are to be held.  
Minutes of meetings will be circulated to all members.
- b) A special general meeting may be called by: -

The Management Committee or, by written request, by at least **SIX** members and this meeting must be held within 14 days of receiving written notice.

## 7. **VOTING**

- a) Any member may make a proposal. In order for it to be voted on it must be seconded by someone else.
- b) Only members present may vote.
- c) Before voting any member may propose an amendment which must be seconded.
- d) No member can vote more than once.
- e) In the event of an equal vote Chair will have the casting vote.

## 8. **GENERAL**

- a) The Association is to remain at all times independent of political and religious organisations or activities.
- b) The association should ensure information on the group is made widely available to all residents, tenants and leaseholders.

## 9. **CONDUCT OF BUSINESS**

- a) The association's Constitution will be freely available to all members of the association.

## 10. **FINANCE**

The association will maintain open financial records, which will be submitted at the AGM each year for inspection.

- a) All money raised by the Association is to be used only to further the aims of the Association.
- b) The Treasurer shall open a bank account in the name of the Association.
- c) The Committee will nominate cheque signatories. There shall be 2 signatories.

- d) All cheques shall require two signatures (not related or from the same household).
- e) The Treasurer shall have the accounts checked by an independent person with adequate financial experience at the end of each financial year and submitted to the members each year at the AGM

## **11. ALTERATIONS TO THE CONSTITUTION**

- a) The Constitution may only be altered at the AGM or SGM. All proposed changes must be submitted to the Secretary at least 14 days before the meeting, a copy of which should go out with the invitations to the meeting.
- b) Any changes to the Constitution must be agreed by at least two thirds of the members present who are eligible to vote.

## **12. DISSOLUTION CLAUSE**

- a) The Association may only be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting.
- b) A proposal to dissolve the Association shall only take effect if agreed by two-thirds of the members present.
- c) Any assets remaining after the payment of all debts and liabilities shall be given to charitable purposes according to the wishes of members at the meeting.
- d) Any grants to be returned.

Agreed at the Committee meeting of the:

## **St Stephens Residents Committee**

Chairperson :

Secretary :

Dated :

## **STANDING ORDERS**

### **1. GENERAL**

- (a) The Chairperson shall preside at meetings and in his/her absence the Vice-Chairperson shall preside. If neither the Chairperson nor the Vice-Chairperson is present, then those in attendance shall choose one of their number to preside.
- (b) The Secretary shall ensure that minutes of all meetings are taken.
- (c) Meetings shall not start before 6.30pm
- (d) The ruling of the Chairperson on any question of procedure at a meeting shall be final unless a motion challenging such ruling is immediately proposed and seconded and passed by the majority of those voting thereon.
- (e) At all meetings decisions shall be taken by a simple majority of members present and voting.
- (f) In the event of an equal vote the Chair shall have the casting vote.
- (g) Members can not vote by proxy.

### **2. NOTICE**

Seven days' clear notice will be given of Committee Meetings and 14 days' notice of General Meetings and AGM.

### **3. QUORUM**

The quorum for the Committee Meetings shall be stated in the Constitution. If a quorum is not present then the meeting cannot proceed but must be reconvened. If at the reconvened meeting a quorum is not present then the meeting may proceed and any decisions taken will be valid.

**4. NOTICE OF AGENDA TIMES**

All items for the agenda must reach the secretary 48 hours prior to the date of the meeting.

**5. ORDER OF MEETINGS**

(a) The order of business at meetings shall be as follows:-

1. Apologies
2. Minutes of the last meeting
3. Matters arising
4. Correspondence
5. Unfinished business from previous meeting
6. Items for discussion for which notice has been given
7. Any other urgent business
8. Date, time, agenda and place of the next meeting

(b) Items that are not on the agenda may not be discussed except for urgent matters that cannot wait until the next meeting and which the majority of those present at the meeting agree to discuss.

**6. CONDUCT AT MEETINGS**

(a) The conduct at meetings will be carried out in an orderly fashion and will be chaired by the Chairperson.

(b) Members shall only speak when called upon to do so. All speakers shall address the Chairperson. No member shall be allowed to speak more than once on any issue until every other member has had the opportunity to speak.

(c) Speakers shall keep to the subject matter in hand and not wander from the point.

(d) Only one person shall speak at a time and there shall be no private debates.

(e) It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association.

- (f) At all times any offensive behaviour, including racist, sexist or inflammatory remarks, shall not be permitted and will constitute a breach of reasonable behaviour.
- (g) In the event of a “vote of no confidence” being proposed in the Chair, or any other committee member, this must be seconded and if carried by a simple majority of those present and voting, the officer concerned shall cease to carry out his duties for that meeting only.
- (h) The committee members of the association shall ensure any views put forward are those, which have been agreed at properly, convened meetings of the association.

## **7. BREACH OF STANDING ORDERS**

- (a) If at a meeting a member fails to abide by these Orders in such a way as to cause disruption or hinder the Association’s work then the Chairperson shall warn the member that if the disruption continues the following motion shall be put to the meeting:-

“That [name of member] be excluded from the rest of the meeting.”

- (b) If the disruption continues the above motion shall be put to the meeting and, if it is carried by the majority of not less than two-thirds of those present and voting, the member shall be excluded from the remainder of the meeting.
- (c) If the member so excluded refuses to leave the meeting, in the last resort the Chairperson may call the Police and seek their assistance in removing him/her.
- (d) Exclusion on more than one occasion under this rule may be an indication that a member’s conduct has been such that it is liable to prevent the Association from achieving the aims. In such a case any member may put forward a motion that the person be removed from office. Such a motion must be passed by a two-thirds majority.