

Hughenden Valley Residents Association
CONSTITUTION
Draft

NAME

The name of the Association shall be the Hughenden Valley Residents Association.

AIMS AND OBJECTS

The aims and objects of the Association shall be:

- to promote and encourage community spirit and social activities;
- to be aware of the interests and concerns of residents;
- to seek resolution and make representations, where appropriate, to the various authorities;
- to achieve the broadest based representation of the Community by maximising the membership of the Association.

MEMBERSHIP AND FINANCIAL YEAR

The Annual Account of the Association shall be made up to 5th April each year.

The Membership year shall be from 1st July to 30th June. Subscriptions are to be received on or before 1st July each year to maintain Membership of the Association.

The Annual Account shall be independently reviewed prior to the AGM where possible but in any event no later than 7 months after the 5th April year end.

HOUSEHOLD MEMBERSHIP

Households in the Hughenden Valley, Cryers Hill and Bryants Bottom areas are eligible to join the Association. Other surrounding areas may also be eligible for membership at the discretion of the Executive Committee or by a vote at the Annual General Meeting. A Household shall be deemed to have joined the Association when the subscription, recommended from time to time by the Executive Committee and ratified at the Annual General Meeting, is paid by any resident of the property. Household Membership shall be valid until the end of the Membership Year regardless of whether the property changes hands during that period.

VOTING MEMBERSHIP

Each individual who has attained the voting age laid down by Parliament for Local Government Elections and who is ordinarily resident in a Household for which the subscription to the Association has been paid (hereinafter called "Member") shall have full voting rights within the Association.

OFFICERS

Nominations for the election of Officers of the Association shall be made by the date specified on the Nominations Form and communicated to the Chairperson of the Association. If no nominations have been received by that date they can be made at the Annual General Meeting and communicated to the Chairperson of the Association. The Officers of the Association shall be proposed, seconded and elected by a simple majority of the Members at the Annual General Meeting. The Officers shall comprise: Chairperson, Vice Chairperson, Honorary Secretary and Honorary Treasurer, all of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting.

ROAD REPRESENTATIVES

Road Representatives are appointed from within the Membership of the Association by the Executive Committee with a view to providing all residents with a convenient conduit for receiving information from and transmitting information to the Association. Each appointment is of indeterminate duration and may be withdrawn at any time by the Executive Committee having due regard to the views and interests of the residents concerned. The role of Road Representative is to pass on the views of the residents in their area and raise any subject requested by a resident at the next Executive Committee Meeting. In addition, Road Representatives are responsible for maximising membership in their designated area and for collecting subscriptions. Each Road Representative may nominate a Member to aid them in the execution of their duties on behalf of the Association and to represent them in their absence.

EXECUTIVE COMMITTEE

The Executive Committee shall comprise the Officers and the Road Representatives. The Executive Committee shall have the power to co-opt members of the Association onto the Committee.

The Executive Committee shall be responsible for the running of the affairs of the Association and may take decisions on its behalf.

The Executive Committee shall have the power to appoint Honorary Life Members of the Association who shall enjoy the rights and privileges accorded to Members.

EXECUTIVE COMMITTEE MEETINGS

The Executive Committee shall meet on the first Tuesday of each month, excluding August, and more frequently should the Executive Committee deem that to be appropriate. Quorum for a Meeting of the Executive Committee is seven Members of the Committee including at least one Officer.

All Members of the Association have the right to attend Executive Committee Meetings but may not participate in the Meeting unless expressly invited to do so by the Chairperson of the Meeting. Should a Member wish to be heard on an issue at an Executive Committee Meeting this will be arranged by the Road Representative informing one of the Officers three days in advance of the Meeting. A maximum period of 15 minutes in any one meeting will be allocated for Members' submissions.

ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held as far as possible before the end of May of each year to receive the Executive Committee's Report and Annual Accounts and to elect the Officers of the Association.

Public Notice shall be given twenty-one days before the Annual General Meeting announcing the date, time, venue and agenda of the Meeting.

Quorum for the Annual General Meeting shall be 5% of the Household Membership. A simple majority of Members attending the Annual General Meeting shall determine the outcome of all votes that take place.

EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called, for the discussion of a single agenda item, either by a simple majority of the Executive Committee or by a petition, signed by Members from thirty Households, being submitted to the Chairperson of the Association. The Chairperson of the Association shall organise the Extraordinary General Meeting to take place at the earliest opportunity but within six weeks of receipt of the valid call for it to happen.

Three weeks' Public Notice shall be given of the date, time and venue of the Extraordinary General Meeting and its single item agenda. No further agenda items shall be discussed at the Extraordinary General Meeting.

Quorum for an Extraordinary General Meeting shall be 15% of the Household Membership. A simple majority of Members attending the Extraordinary General Meeting shall govern the outcome of all votes that take place.

APPEALS

The Executive Committee is empowered to make appeals, solicit donations and canvass monies for specific purposes within the Aims and Objects of the Association. Any such monies so collected shall be held and reported separately in the Annual Accounts until such time as a General Meeting approves its application for an alternative purpose.

EXPENSES OF ADMINISTRATION

The Executive Committee shall, out of the monies received by the Association, pay all proper expenses of administration and management of the Association and shall use the residue of such monies as it thinks fit for or towards the Aims and Objects of the Association.

The Honorary Treasurer shall advise the Executive Committee of all payments made on behalf of the Association. The Honorary Treasurer shall handle the day to day finances of the Association including making payments by on-line banking. Any payments exceeding £2,000 shall require the signatures of a minimum of two Officers.

The Executive Committee shall draw up and review from time to time authorisation limits and procedures for the commitment of funds of the Association.

INVESTMENT

All monies at any time belonging to the Association and not required for immediate application for its Aims and Objects shall be invested by the Honorary Treasurer on instructions of the Executive Committee upon such investments, securities or property as the Executive Committee thinks fit.

AMENDMENTS

The Constitution may be amended by the Executive Committee as may be required from time to time and ratified at an Annual General Meeting.

WINDING UP

In the event of the winding up of the Association, the available funds of the Association shall be transferred to one or more local charitable bodies having Aims and Objects similar or reasonably similar to those herein declared as may be approved by an Extraordinary General Meeting.

This Constitution was adopted at an Annual General Meeting of the Association held on

Witnessed, during the aforementioned Annual General Meeting, by the Officers of the Association:

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