

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 *2.5% of the Household Membership and those attending shall add their name and address on the Attendance Sheet*. A simple majority of Members attending the Annual General Meeting shall determine the outcome of all votes that take place.

AGM ATTENDANCE

Ordinarily, should you wish to attend the AGM in person, you should arrive at the venue in good time to allow your attendance to be registered. It is advisable to have some form of identification with you as you might be asked to provide evidence of your identity by the Secretary.

APPOINTMENT OF A PROXY

Members are entitled to appoint a proxy to exercise all or any of their rights to attend, speak and vote at the AGM. A proxy need not be a member of the Association but must attend the AGM to represent the member. To be validly appointed, a proxy must be appointed using the procedure set out in these notes and in the notes to the accompanying Proxy Form. If members wish their proxy to speak on their behalf at the meeting, members will need to appoint their own choice of proxy (not the Chairman of the AGM) and give their instructions directly to him/her. The Association strongly encourages members who might be in doubt of attending or do not wish to speak at the AGM to appoint the Chairman of the AGM as their proxy and submit any questions they might have in advance.

A member may instruct their proxy to abstain from voting on any of the Resolutions to be considered at the meeting. It should be noted that an abstention is not a vote in itself and will not be counted in the calculation of the proportional votes for and against the relevant Resolution.

The appointment of a proxy will not prevent a member from attending the AGM and voting in person.

A member who has instructed the Chairman to vote on their behalf may change that instruction at any time up to the AGM or may attend themselves and speak and vote accordingly.

APPOINTMENT OF A PROXY USING A PROXY FORM

A Proxy Form for use in connection with the AGM is attached to the Notice with an Agenda. To be valid, any Proxy Form appointing a proxy must be received by the Secretary by no later than 48 hours (excluding non-working days) before the time of the AGM or any adjournment of that meeting.

CODE OF CONDUCT AT MEETINGS, INCLUDING THE AGM and EGM

Those attending HVRA Meetings, including the AGM and EGM, must not interrupt the Agenda or act in a way that prevents a) the proper functioning of the meeting, b) may harm the good reputation of the Association c) involves any illegal activity. Any offensive behaviour, including racist, ageism, sexist or inflammatory remarks will not be permitted. Those contravening any of the above will be asked to cease that interruption or behaviour and, if not, they must leave the meeting.

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 2.5% of the Household Membership and those attending shall add their name and address on the Attendance Sheet. 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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