

Constitution – Leybourne Park Residents Association

The name of the association is: Leybourne Park Residents' Association

The defined area is: Leybourne Park

The defined area is in Aylesford, Kent.

Aims

The aims of the association are to:

Promote membership to all people eligible to join the association

Promote diversity and inclusion within the community and within its membership, and follow our diversity and inclusion statement

Improve the housing and other services provided to members

Build a partnership and improve communication between landlord and residents

Be non-party political

Promote social, welfare and recreational activities

Regularly consult all members

Represent the majority view of the members

Provide regular information to all members

Monitor the association, its work, finances and membership

Promote training for committee members

Membership

Membership of the association shall be open to all tenants and residents of Leybourne Park

A record of all members in the current year shall be kept by the Secretary of the association.

Any membership fee shall be determined at the annual general meeting (AGM).

The committee may accept any person as an associate member. They shall have all the privileges of membership except the right to vote at meetings and to be elected as members of the committee.

Ending membership

Membership shall end when a member ceases to be a tenant or resident in the defined area, dies or resigns.

In the event of gross misconduct (e.g. a serious breach of the code of conduct or the diversity and inclusion statement), membership can be suspended or ended by a two-thirds majority vote of the committee.

A member whose membership has been suspended shall be entitled to have that suspension reviewed at the next general meeting of the association.

The committee

Any member over the age of 18 shall be entitled to stand for election to the committee.

There shall be at least six committee members and at least 50% shall be Hyde residents.

There shall be no more than two committee members from the same household.

The officers of the committee shall include a Chair, Vice Chair, Secretary and Treasurer.

The duties of the officers shall be defined in the standing orders of the association, produced by the committee, which may be revised from time to time.

The officers shall report to each committee meeting and general meeting on their work.

The officers of the committee shall all be residents; they should be from different households and not related to one another.

The committee may from time to time as necessary create any sub-committees and/or working parties on a permanent or temporary basis. The members of any such sub-committee or working party shall be selected by the committee from among its members. Any such sub-committees or working parties shall report to the committee for decision-making.

The committee shall monitor the work, finances and membership of the association.

The committee may co-opt non-voting members onto the committee in order to fill vacancies that occur during the year or to ensure appropriate representation of all people in the community.

The committee shall stand down at each annual general meeting and may be re-elected.

Committee meetings

There shall be at least two committee meetings each year as and when necessary.

All members shall be given not less than seven days' notice of each committee meeting, at which any members shall be entitled to attend (but not to vote).

General meetings

Each year the association shall hold at least two general meetings (excluding the AGM) which shall be open to the general membership.

All members of the association shall receive 14 days' notice of general meetings.

The annual general meeting (AGM)

The association shall hold an annual general meeting (AGM) once in each calendar year, and not more than 15 months shall pass between the date of one AGM and the next.

The AGM shall:

- Receive an annual report from the committee
- Present audited accounts to members
- Appoint an independent auditor
- Elect the committee
- Consider any resolutions put forward by members
- Vote on any amendments to the constitution

All members shall be given 14 days' written notice of the AGM, and this must include an agenda, minutes of the last AGM, details of nominations to the committee and any resolutions, which include any proposed changes to the constitution.

Any proposed changes to the constitution or nominations to the committee must be notified and sent to the Secretary in writing at least 14 days before the AGM.

Special general meetings

A special general meeting may be called by the committee and must be called by the committee if requested by at least four members or 5% of the membership, whichever is the most, at least 28 days before the date on which those members request the meeting to be held. The Secretary must send to each member written notice of a special general meeting 21 days in advance of the meeting.

Quorum

The quorum for all general meetings (including annual general meetings and special general meetings) shall be a minimum of four members.

Voting

Each member shall have one vote on any resolution put before an AGM, general meeting or special general meeting.

All voting that takes place at a committee meeting, general meeting, annual general meeting or special general meeting shall be counted and recorded in the minutes.

If there is a tie the Chair will have an extra casting vote.

Minutes

All formal meetings including general meetings, committee meetings, annual general meetings and special general meetings must be minuted and the minutes formally approved by the next meeting of the committee or general meeting respectively.

All minutes shall be available for inspection by members of the association.

Finance

The Treasurer shall open a bank or building society account in the name of the association and keep records of the association's income and expenditure. The Treasurer shall report the balance in the account to the committee at each committee meeting.

The committee shall appoint two authorised signatories for any cheques and cheques shall be signed by at least two of the authorised signatories. The signatories should be from different households and not related to one another.

The association's accounts shall be kept up to date and annual accounts for each year shall be independently audited and shall be presented to the annual general meeting.

The accounts of the association shall be available for inspection, by any member of the association who requests to see them, within 28 days. The request for inspection must be made in writing to the Treasurer.

The Treasurer is authorised to pay from petty cash, travel and other expenses to representatives of the association undertaking the association's work providing that each payment is supported by a receipt, ticket or voucher. Each such payment of petty cash shall be signed by the receiver. The Treasurer shall provide a list of petty cash payments to the committee at each committee meeting.

Information

The association shall provide information to all members on things that affect the association and its members.

Every member of the association has the right to receive a copy of the constitution. The Secretary shall give a copy of the constitution to any member requesting a copy. Copies of the constitution shall be made available at the AGM.

Minutes of all general meetings and committee meetings shall be available from the Secretary for all members.

Code of conduct for members

Members should at all times observe the accepted practices while taking part in meetings.

Each member should extend the same courtesy to each individual they would wish to receive.

To seek the best possible solution and to help others solve the problem being discussed.

To represent at all times the views of the association and the community.

Not to speak or write on behalf of the group on matters of importance without prior agreement.

All correspondence sent on behalf of the group must be made available to members of the group.

Members should disclose any interest whether personal or on behalf of any group that they consider may influence their approach to the matter being discussed.

Members should respect all residents' confidentiality on issues that may cause embarrassment or identification of an individual.

Members should seek to work positively and professionally when engaging with other agencies on behalf of the association

To operate within the rules as agreed in the constitution.

Dissolution of the association

The association can only be dissolved by a special general meeting called specifically to consider a motion to dissolve the association.

All members shall be given 21 days' written notice of such a meeting.

The association shall only be dissolved if two-thirds of members present at the special general meeting vote for a motion to dissolve the association.

The special general meeting shall decide on disposal of assets, funds and equipment. Where assets, funds and equipment have been obtained from external donations/grants, the donor/funder will be notified and disposal shall be as agreed and directed.

Signed by _____

Chair

Signed by _____

Committee member

Date _____