

CONSTITUTION OF THE

**RESIDENTS' ASSOCIATION
OF CASTLEFIELDS**

1. NAME

The name of the organisation shall be RESIDENTS' ASSOCIATION OF CASTLEFIELDS (hereafter referred to as the Association)

2. OBJECTIVES

To safeguard and promote the interests of the residents living in the area on matters concerning housing and the environment and to help to improve living conditions, community facilities and services. In order to do this, we are committed to representing the views of the residents of the Association's area.

The Association will uphold equal opportunities and work together towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of race, religion, disability, political belief or sexual orientation.

3. MEMBERSHIP

a) Membership shall be open to all residents, irrespective of tenure, living in the area known as the Castlefields Estate.

b) All voting members must be at least 16 years of age.

c) Membership shall cease immediately upon a person leaving the area, as defined in paragraph 3a.

d) Membership shall be free of subscription.

4. THE COMMITTEE

a) A Committee shall be elected at the Annual General Meeting (AGM) of the Association and shall serve for up to 24 months.

b) The 2016 AGM will elect ALL the Committee Members.

c) The first Residents' Association Committee Meeting, following the 2016 AGM, will determine which elected Committee Member will serve for a period of 2 (two) years and which elected Committee Member will serve for a period of 1(one) year.

(This is to ensure that the Residents' Association is never without Officers to conduct it's Business)

d) The Committee shall consist of at least 4 (four) members,(4 shall also be the quorum for Committee meetings) who shall have the power to co-opt, make decisions and appoint other member/s onto the Committee during the course of the year. All members shall have voting rights. The Chairperson will have a casting vote, in the event of a tied vote.

e) The Committee shall elect, from within their number, Officers of the Association, who shall consist of:-

Chairperson

Vice-Chairperson

Secretary

Treasurer

The Committee will have a number of Secretary positions which may vary from time to time, this will be determined by the Committee.

Secretary positions:-e.g. as at 2016

Association Secretary

Minute Secretary

Membership Secretary

Internet Secretary

f) In the event of any Association Officer's position not being filled, then the Committee may, by a majority vote, appoint any member/officer to that position prior to the the following AGM.

g) The Committee, by a majority vote, may appoint any member and/or sub-committee to undertake tasks on behalf of the Committee.

h) Members of Parliament, Prospective Parliamentary Candidates, MEP,s and Candidates, together with Councillors, both County and Borough and Candidates are NOT eligible to hold officer positions on the Committee and/or be Committee Members.

i) If vacancies occur among the Officers of the Association, the Committee shall have the power to appoint a Member/Officer to fill the vacancy, until the next AGM when elections shall take place.

j) There must be at least 4 (four) Committee Members present for any decision to be made at a Committee Meeting.

k) All persons referred to in "e" above, and/or any Association Member may attend any Committee Meeting, as and when invited by the Committee.

l) Committee members can be voted off the Committee if they have not attended three consecutive meetings without good reason.

m) Committee members must declare any interest they may have in the topic under discussion and the Committee will decide, by a majority vote, if they need to forfeit their right to vote on this occasion. The Chairperson will normally maintain their casting vote, if the matter is not their interest.

n) The duties of the Association's Officers are indicated in Appendix 1

5. CONDUCT OF BUSINESS OR STANDING ORDERS

- a) Members to speak through the Chairperson on an informal basis.
- b) The Chairperson will have the casting vote, in addition to their own, in the event of any tied vote, at ANY meeting associated with the Residents' Association of Castlefields, except as in 4 m) above.
- c) Meetings will end at the time agreed by the Committee unless, the majority present agree to extend the meeting.
- d) ANY offensive behavior including racist, ageist, sexist or inflammatory remarks will not be permitted. The offending member/s may be required to leave the meeting if the Chairperson so rules.
- e) Any Member/s who bring the Association into disrepute or refuses to comply with the Constitution shall be expelled on a majority vote of the full Committee.
- f) Any such member's will have the right to appeal, within 28 days of the expulsion. The appeal shall be heard at a Special General Meeting called for that purpose.
- g) The Association Secretary shall deal with all correspondence.
- h) Agendas may be distributed to the Membership at least 4 days before a meeting, where possible, copies will be available at the meeting. Items for the Agenda should be received by the Association Secretary seven days prior to the meeting where possible.
- i) Minutes will be distributed to Members prior to the next meeting.

6. FINANCES

- a) The Association may raise funds by obtaining grants from other bodies or by fund raising schemes. All money raised by or on behalf of the Association shall be applied to further it's objectives.
- b) All funds shall be kept in a Bank Account that shall be opened in the name of the Association.
- c) The Association Chairperson, Secretary, Treasurer and Vice-Chairperson shall be the signatories on the Account and all cheques shall require 2 (two) of these signatures.
- d) Accounts shall be kept by the Treasurer and brought to every Committee meeting where they may be inspected. Failure to bring the books to a meeting on 3(three) consecutive occasions will mean that the Treasurer shall be asked to resign.
- e) All expenditure shall be agreed and controlled by the Committee. Receipts should be acquired for all expenditure.

f) All payments over £10 shall be made by Cheque/Bank transfer, not cash. Any exception to this rule shall be discussed and agreed by the Committee.

g) No Officer shall sign a blank cheque --- all cheques to be filled in before signatures are added.

h) Once a year , the accounts will be audited and presented to the Annual General Meeting of the Association. The Auditors will be 'Independent,' suitably qualified person/s and/or Organisation.

i) All financial correspondence of the Association, including the Bank statements shall be addressed to the Association Treasurer, who will ensure that the Association Secretary is provided with a copy.

7. RESIDENTS MEETINGS

a) Residents meetings of the members shall be regularly held to discuss matters of importance and to keep members fully informed of the Association's activities.

b) Members shall be given 14 days notice of any residents meeting. The quorum for residents meetings shall be 10.

c) All votes shall be decided by a simple majority of the members present, except for a change to the Association's Constitution which will require a 2/3rds (two thirds) majority, of those present and able to vote. The Chairperson will retain their casting vote, at all meetings.

d) Any member, having the written support of 20 other members, may request the Committee to call a Special Residents Meeting of the Association. The Committee (having verified the Association membership of the 20 members) shall call a meeting within 21 days following the completion of the verification.

e) The Chairperson's casting vote provisions within this Constitution, will apply to any and all Special Residents Meetings.

8. AGENDA

a) Chairperson's opening remarks and welcome to the meeting. (The Chairperson 'may' at any meeting, of the Resident's Association decide the order of the agenda/business of the meeting)

b) Apologies for absence.

c) Minutes of the last meeting.

d) Matters arising.

e) Minutes signed by the Chairperson as correct.

f) Chairperson's report.

g) Other reports and/or matters from the Committee

h) Reports from 'Persons referred to in " 4 h " above. (Reports from the referred to 'Persons' will be taken in alphabetical order.

- i) Raffle , and sale of Greeting Cards.
- j) Any other business.
- k) Date and time of the next meeting.

9 ANNUAL GENERAL MEETING

a)An AGM shall be held every year to discuss the activities of the Association and, to receive the Audited Accounts and to elect committee members.

b) The AGM shall be held at a suitable venue to accommodate as many members as possible.

c) The Quorum shall be a majority of members present with a Minimum 10. Members present and able to vote.

d) At least 14 days notice will be provided to members. (Displayed on the Association's Notice Board and on the Association's Web Site)

f) At the AGM the resignation of the appropriate Officers/Members shall take place and new Officers/Members will be elected, existing Officers/Members shall be able to stand for election.

g) AGM Agendas will be available, at the AGM venue, Association Notice Board and the Association's Web Site.

10 CHANGES TO THE CONSTITUTION

a)This Constitution shall only be changed at a Special Resident's Meeting of the Association, arranged for that purpose, or at the Association's AGM.

b) For decisions to be taken there must be a Quorum of at least 10 members present, and able to vote.

c) For decisions to be valid there must be at least a 2/3rds (two thirds) majority verdict of those present voting

d) Members shall be given 14 days notice of the meeting and the proposed change

e) Proposed changes must be submitted to the Association's Secretary, in writing, not less than 28 days before the AGM. The Secretary must notify members of any proposed changes within 21 days of the meeting.

11. CHILD PROTECTION POLICY

a)The Association's Committee will ensure that any activities they are involved with will be a safe environment for children

b) IF ANY Association activities are to involve children then PRIOR TO ANY such activities being undertaken the Association Committee will ACQUIRE from suitable and appropriate sources, any and all information/assistance that may be appropriate. The Association Committee will be able to adopt any suitable person/s to undertake procedures to ensure the safeguarding and help that may be required.

12. LEASES AND AGREEMENTS

a) All trustees for and on behalf of the Association, the current Chairperson, Secretary and Treasurer may enter into leases and access agreements that are transferable to ongoing elected office bearers to further the objectives of the Association as set out in Clause 2.

13. DISSOLUTION. OF. THE. ASSOCIATION

a) The Association may only be dissolved by a Special Member's meeting, called for that purpose. Such a meeting shall come about following a proposal, in writing, signed by a simple majority of those remaining on the Committee being submitted to the Secretary.

b) All Members shall be informed of such a meeting at least 21 days before the meeting.

c) Dissolution of the Association shall only take effect if agreed by 2/3rds (two thirds) of the Members present and voting, in favour, at that meeting.

d) Any Assets remaining, after meeting Liabilities, must be distributed amongst Local Charities or other Community Groups, with similar aims to the Association.

e) Any money received, via funding bodies etc., should be returned to the funders in relation to the funding criteria.

f) On Dissolution, any documents belonging to the Association shall be disposed of in a manner agreed by that meeting.

THIS CONSTITUTION WAS ADOPTED AT THE 2016 AGM OF THE RESIDENT'S ASSOCIATION OF CASTLEFIELDS ON

	Print Name	Signed
Association Chairperson		
Association Secretary		
Association Treasurer		

APPENDIX 1.

Duties of Association's Officers:

The Chairperson shall:

- a) Conduct the Meetings of the Association and ensure that all Agenda items are discussed and/or reverse and that decisions are made correctly.
- b) Have one vote, together with the decisive vote in the event of a tied vote (stalemate)

The Association Secretary shall:

The Association's Internet Secretary shall:

The Vice-Chairperson shall:

- a) Undertake the duties of the Chairperson, in their absence.

The Association's Treasurer shall:

- a) Undertake the duties as described in "6" above.