



# CONSTITUTION

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Jacqueline Wilson Secretary

12 January 2011

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# ***CONSTITUTION***

## **1. NAME**

- 1.1. The Association shall be called "Branksome West Residents Association" (hereinafter called "The Association").

## **2. AREA OF ASSOCIATION**

- 2.1. The area covered by the Association shall be:- " Branksome West Ward political boundaries (see attached map) hereinafter called "The Area of Association")
- 2.2. Definition of a Member: Membership is based on the first name on a joining application. This will be deemed as the voting Member. Joint or family Membership is not available, The Association welcomes partners and children etc (residing at the same address) joining us at meetings and social events.

## **3. OBJECTIVES**

- 3.1. To represent and provide for the interests and views of all members living within the Area of Association.
- 3.2. To assist in maintaining good relations between all residents living within the Area of Association.
- 3.3. To establish and maintain contact with similar Associations or Groups and work in conjunction with them in all matters of common interest.
- 3.4. To make representations to the Government, local Councils and other public agencies.
- 3.5. To raise monies on behalf of the Association and to invest these as appropriate in furtherance of the objectives of the Association and with the unanimous agreement of the Committee on any amounts up to £1000. Amounts over this sum to be agreed by the Members.
- 3.6. To be proactive in the mutual protection of residents within the Area of Association.
- 3.7. To promote social activities for all Members of the Association and for residents living within the Area of Association including their families and friends.

## **4. MEMBERSHIP**

- 4.1. Membership shall be open, to individuals aged eighteen years and over who live permanently within the Area of Association irrespective of sex, sexual orientation, race, nationality or political, religious, or other opinion, and who shall be known as Full Members.
- 4.2. Only fully paid-up Members shall be entitled to vote at meetings of the Association and its Committees.
- 4.3. The Secretary and Treasurer jointly shall keep a record of all Members of the Association. Such records to be available for inspection by Members at all reasonable times.

## **5. SUBSCRIPTIONS**

- 5.1. All individual shall pay such subscription as the Association or the Management Committee may from time to time determine.
- 5.2. Subscription shall fall due on the acceptance of applications and thereafter at the Annual General Meeting. These subscriptions are non-refundable.

## **6. TERMINATION OF MEMBERSHIP**

- 6.1. The Management Committee may, by resolution passed at an emergency meeting called within 14 days thereof, terminate or suspend the membership of any Member if, in the Committee's opinion, the Member's conduct is prejudicial to the interests and objects of the Association PROVIDED THAT the individual Member shall have the right to be heard by the Committee (if practical) before the decision is made or, if not practical beforehand, on a subsequent convenient occasion.
- 6.2. Any Member may resign his or her Membership of the Association at any time by notice in writing to the Secretary.
- 6.3. Membership will cease when:-
  - 6.3.1. A Member moves their normal place of residence outside the Area of Association, or
  - 6.3.2. Fails to renew their annual subscription within one month of the Annual General Meeting.

## **7. THE MANAGEMENT COMMITTEE.**

- 7.1. The policy and general management of the affairs of the Association shall be conducted by a Management Committee which shall be responsible to a General Meeting of the Association and shall be appointed at the Annual General Meeting of the Association.
- 7.2. The Management Committee shall consist of the Officers of the Association and 3 (Three) Members elected at the Annual General Meeting or a subsequent General Meeting or by the Management Committee under the vacancy procedure.
- 7.3. Any vacancy on the Management Committee remaining unfilled at an Annual General Meeting, or arising during the course of a year, may be filled by an appointment made by the Management Committee from amongst the Members of the Association.
- 7.4. The Management Committee shall have the power to co-opt further members to assist as it sees fit in a non-voting capacity.
- 7.5. The Management Committee shall have the power to appoint such Sub-Committees as it may, from time to time, require and may determine their powers and terms of reference.
- 7.6. All Committee Members shall be given at least 7 days notice of a meeting unless an emergency meeting is required when 72 hours notice shall be given.
- 7.7. The Area of Association at the AGM shall elect from amongst themselves a Chairman and Vice-Chairman each year.

## **8. OFFICERS**

- 8.1. The Annual General Meeting shall, each year, elect from amongst the Membership of the Association the following officers:-
  - 8.1.1. Chairman of Management Committee
  - 8.1.2. Vice Chairman (Agreed a Vice chairman was not necessary for our present means but could be appointed at the AGM)
  - 8.1.3. Secretary
  - 8.1.4. Assistant Secretary
  - 8.1.5. Treasurer
  - 8.1.6. Planning Liaison Officer
  - 8.1.7. PR & Recruitment Officer
- 8.2. The main duties of the officers listed above are:-

- 8.2.1. **Chairman of the Management Committee** - To conduct meetings of the Management Committee and General Meetings of the Members and be the main spokesperson for the Association.
- 8.2.2. **Vice Chairman** – to assist, and stand-in for, the Chairman at any meeting which the Chairman is unable to attend.
- 8.2.3. **Treasurer** - To keep the accounts of the Association. To ensure that all monies are deposited in a Bank or Building Society account in the name of the Association as agreed by the Management committee and members at the AGM. To ensure that the Management Committee appoints 3 authorised signatories to any cheques of the Association and that any cheques must be signed by any 2 of the authorised signatories. To keep a record of, and be responsible for the income and expenditure of the Association and present audited accounts to the Annual General Meeting. To advise the Secretary of all subscriptions paid by members.
- 8.2.4. **Secretary** - To deal with general correspondence and business of the Association, call meetings as required and keep minutes of those meetings in a file kept for that purpose and ensure that these are signed by the Chairman as a correct record of the meeting. The Secretary will also keep the list of members of the Association.
- 8.2.5. **Assistant Secretary** – To assist the Secretary in all aspects of her work and to stand-in and act as Secretary at those meetings the Secretary is unable to attend.
- 8.2.6. **Planning Liaison Officer**- The role involves liaising with local member households, Council staff, Councillors, Developers and other interested parties on planning issues, applications and long-term Council policy-making affecting residents in the Area of Association. Member households will be provided with whatever assistance is deemed appropriate, within the confines of The Association, providing the nature of the assistance required does not pre-date the member's joining date. Working on his/her own initiative, the postholder will *monitor* planning applications and, after consultation with the Management Committee will lodge objections and queries as deemed necessary with a quarterly report presented to a meeting of the Management Committee of The Association on areas of activity covered. To be spokesperson for the Association on planning.

- 8.2.7. **PR and Recruitment** - To deal with press releases, newsletters and other advertising. To actively search and maintain a good support and assistance which may be needed from time to time. To use every effort and means to increase Membership of the Association and to increase the Area of Association.
- 8.2.8. Wherever and whenever possible the postholders will take a proactive rather than reactive position and will remain impartial, acting in the best interests of the Area of Association and Members at all times.

## **9. GENERAL MEETINGS**

- 9.1. The Annual General Meeting shall be held in January of each year.
- 9.2. General meetings will be held from time to time but at least 2 general meetings (excluding the Annual General Meeting) shall be held in each year.
- 9.3. All current Members of the Association shall be given, as far as reasonably possible, at least 21 days notice of all general meetings.
- 9.4. Extraordinary Meetings of the Association may be called by the Secretary with the agreement of the Chairman or Committee to which all current members shall be invited and will be given, as far as reasonably possible, at least 7 days notice of the meeting.
- 9.5. All decisions shall be voted upon at meetings and decided by a simple majority of those present and voting. No person shall exercise more than one vote but in case of equality of votes the Chairman of the meeting shall have a casting vote.
- 9.6. Members shall at all times conduct themselves in a responsible manner when attending meetings or in premises used by the Association and must avoid causing offence to any other person or bringing the Association into disrepute. A member failing to observe this condition may be suspended by the Management Committee or have their Membership terminated.

## **10. QUORUM**

- 10.1. The quorum for a Management Committee meeting at present shall be 3.

## **11. THE CONSTITUTION**

- 11.1. Following the inaugural AGM any proposal to alter this Constitution must be delivered in writing to the Secretary not less than 14 days before the start of a

meeting at which it is to be considered. The Secretary will then give not less than 14 days notice of a Management Committee Meeting to consider such alteration.

- 11.2. Any alteration will require the approval of two thirds majority of Management Committee members present and voting at the meeting at which it is considered. A copy of the Constitution will be available for all Members to read on request to the Secretary.

## **12. DISSOLUTION**

- 12.1. If the Management Committee, by a simple majority, decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association, it shall call a meeting of all Members of the Association giving not less than 21 days' notice, stating the terms of the resolution and taking any other steps to publicise the meeting within the Area of Association.
- 12.2. The Management Committee will, prior to the above meeting, discuss and agree the means of disposal of all assets of the Association remaining after the satisfaction of any proper debts and liabilities and shall then offer their decisions to the Dissolution Meeting for discussion and a final decision, following which the Committee shall have power to dispose of those assets as agreed by the Members.

**THIS CONSTITUTION** was adopted as the Constitution of the **RESIDENTS ASSOCIATION** at Annual General Meeting held on

Date 12 January 2011

Location Heatherlands School Library Road Poole, Dorset, BH12 2BG

<b>Copy No</b>	<b>Dated</b>	<b>Owner</b>	<b>Signed</b>
Copy 1 of 4	12 Jan 2011	Chairman Vic Humphries	
Copy 2 of 4	12 Jan 2011	Secretary Jacqueline Wilson	
Copy 3 of 4	20 Jan 2010	Held at Lloyds TSB Bank	
Copy 4 of 4	12 Jan 2011	Treasurer Diane Wyatt	



### 13. MAP BRANKSOME WEST WARD

