

**WHITELEY AREA 'K+' RESIDENTS' ASSOCIATION**  
**CONSTITUTION**

## **RESIDENTS' ASSOCIATION - CONSTITUTION**

### **GENERAL:**

1. The Association shall be known as the Whiteley Area 'K+' Residents' Association.
2. The Association shall be non party in politics and non sectarian.
3. The object of the Association shall be:-  
  
To promote the exercise of residents' rights and the maintenance of their amenities and environment.  
  
To represent the interests of the residents within the local community and with the local authorities, the builders, management company and freeholders.

### **MEMBERSHIP:**

4. Membership will be open to all, including owners of properties at Area K+ Whiteley, including 52 –160 Thyme Avenue, Maple Rise, Silver Birch Way, Acanthus Drive, Arbour Court, Bluebell Way, Kingswood Close, Lavender Court, Oak Coppice Road and Rowan Close. However, each individual property can only have one member.
5. It shall be a condition of membership that all members, at all times, conduct themselves in a reasonable manner at meetings or in premises used by the Association. Any member may be excluded for breach of this condition, or for any other conduct contravening the objects of the Association, by a majority of those present and voting at any Committee or General Meeting.

### **SUBSCRIPTION:**

6. All members shall pay such subscriptions per household as shall be determined at the Annual General Meeting.
7. Any subscription or other monies raised by or on behalf of the Association shall only be applied in furtherance of the objects of the Association.

### **CONDUCT OF BUSINESS:**

8. The business of the Association shall be conducted by a Committee elected at the Annual General Meeting, which shall consist of a Chairperson, Treasurer, Secretary and not less than three other members. No more than one officer shall be elected from each household.
9. Elected directors of the Management Company, the builders, and elected councillors of the local authority shall only be eligible for election as officers of the Association if an insufficient number of other members have come forward for election. They shall not represent the Association in its dealings with the Company, Council or other bodies as appropriate.

10. The election or removal of officers or Committee members may only be carried out by a General Meeting of the Association. The Committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next General Meeting of members.

#### **COMMITTEE MEETINGS:**

11. The Committee shall meet as necessary but not less than 6 times per year. Committee meetings shall be open to any member of the Association wishing to attend who may speak but not vote.

#### **ANNUAL GENERAL MEETING:**

12. The Committee shall call an Annual General Meeting of Association each year in the month of February. Not less than twenty eight days notice of the Annual General Meeting shall be given to all members and all those eligible for membership, together with a form of application for membership.

13. At the Annual General Meeting:-

The Committee shall present an Annual Report of the Association.

Any Sub Committees shall present an Annual Report and account of their activities.

The Committee shall present the audited accounts of the Association for the previous year.

The Officers, Committee and Auditor for the ensuing year shall be elected.

Any proposals submitted to the Secretary in writing not less than seven days in advance of the meeting shall be discussed.

All decisions shall be taken by a simple majority of full members present and voting (but only one vote will be allowed per household).

#### **SPECIAL GENERAL MEETING:**

14. The Secretary shall call a Special General Meeting at the request of a majority of the Committee; or on receipt of a written petition by not less than 10. members of the Association, giving reasons for their request. The Secretary shall give not less than seven days notice of the holding of a Special General Meeting, which shall take place within twenty one days of the receipt of the request or petition. Decisions will be taken on the same basis as at the Annual General Meeting.
15. The quorum for Committee Meetings of the Association shall be 4 members. The quorum for all General Meetings shall be one third of the membership or fifteen members whichever is the less.

## **NOTICE OF MEETINGS:**

16. Notice of all meetings shall be sent to each member's dwelling and shall include the date, time and place of the meeting and an Agenda of matters to be discussed. Minutes of all meeting will be distributed to each member's dwelling.

## **SUB-COMMITTEE:**

17. The Committee may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committees shall be directly accountable to the Committee. The Committee shall in advance agree the terms of reference of any sub-committee which may then act and apply any finance raised by itself, or on its behalf, only within those terms. The Chairperson and Treasurer of the Association shall be ex officio member of any sub-committee.
18. Where any sub-committee is to continue in existence beyond the Annual General Meeting following its appointment, its members shall submit themselves for re-election at that meeting and annually thereafter.
19. All sub-committees shall keep proper accounts of income and expenditure and a proper record of all meetings and shall report on them or deliver them up as required by the Committee or any General Meeting.
20. The Committee or any General Meeting may dissolve any sub-committee, whereupon the accounts, records and assets, financial and otherwise, of the sub-committee shall pass into the hands of the Committee.

## **DUTIES OF OFFICERS:**

21. The CHAIRPERSON (or in his/her absence another Committee member) shall conduct the meetings of the Association.
22. The TREASURER shall open and maintain a banking account in the name of the Association. All cheques shall be signed by the Treasurer. The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee or any General Meeting. Such accounts shall be audited annually by a person appointed by the membership of the Annual General Meeting.
23. The SECRETARY shall be responsible for the convening of all meetings and the giving of the prescribed notice to members. He/she shall ensure that a proper record is kept of all meetings of the Association, its Committee and sub-committees in the form of minutes or notes and shall distribute or display such records as appropriate. He/she shall maintain a register of members of the Association.
24. Any member(s) or Officer(s) delegated to represent the Association in consultation with any other body shall act on the instructions of the Association and shall report back to the following Committee or General Meeting, whichever is the sooner. Only full member of the Association shall be delegated to consult with the local authority.

## **ALTERATIONS TO THE CONSTITUTION:**

25. Any proposal to alter the constitution must be submitted to the Secretary not less than twenty eight days before the meeting at which it is to be discussed. Not less than fourteen days notice shall be given of such a meeting, together with the wording of the proposed alteration(s). Any alteration shall require the approval of two thirds of those present and voting at the meeting.
26. If the Committee no longer exists, any 40 members of the Association shall decide that the Association should be dissolved. They shall give at least fourteen days notice to all those eligible for membership of a meeting at which the matter shall be discussed. For the sole purpose of dissolution a quorum need not apply and the Association may be dissolved by a two thirds majority of those present. The assets financial and otherwise, remaining when the Association has satisfied its liabilities shall be applied for such purposes of benefit to the community, as the meeting shall decide.