

FRIARY GREEN RESIDENTS' ASSOCIATION

CONSTITUTION

1. NAME

The name of the association shall be Friary Green Residents Association (FGRA). The area represented by the association is defined on the attached map and on its website.

2. AIMS and OBJECTIVES

The aims and objectives of the Association shall be:

- a) to represent the interests of its members as residents and tenants in consultations regarding local issues, with the local authority and other bodies.
- b) to keep its members and residents aware of issues affecting the represented area
- c) to foster community spirit for the benefit of all
- d) to provide a channel through which residents may voice their opinions and concerns
- e) to safeguard the interests of the residents and local entities
- f) to bring improvements to the area
- g) to promote a healthy environment
- h) to build a good relationship between residents and the London Borough of Ealing in order to participate in the LBE consultative process
- i) promote membership to all people eligible to join the association
- j) to be non-party political and non-sectarian in religion
- k) to represent the majority view of the members
- l) to provide regular information to all members, via its website and email where possible

3. MEMBERSHIP

- a) "full membership" is open to all residents, over the age of 16, irrespective of tenure, residing in the Friary Park area (see map)
- b) full membership is equally open to private, social, council and leasing residents of any denomination, class, race or culture
- c) each eligible person shall, on request, be issued with a copy of the constitution on receipt of any subscription required
- d) the Secretary of the association shall keep a record of all members in the current year, along with their contact details and addresses
- e) a membership fee, if applicable, shall be determined at the AGM
- f) members can join at anytime of year but if they leave the association, any membership fees paid are non-refundable
- g) the constitution and any rules or policies of the Association will be available to all members and the general public via the Association's website
- h) any member over the age of 18 is entitled to stand for election to the Committee
- i) every member shall have access to the contact details of Committee members and planned meetings
- j) every member will have access to minutes from all Association meetings as well as being kept informed of forthcoming events, meetings and concerns

3.1 ASSOCIATE MEMBERSHIP

- a) associate membership is open to those living outside the designated area (see map)
- b) associate members should be over aged 16
- c) a membership fee, if applicable, shall be determined at the AGM
- d) associate members have full rights of participation in the activities of the Association, to speak at meetings and to be members of the committee; but do not have the right to vote at meetings
- e) associate members do have the right to hold Officer roles on the Committee, however, they will not have the right to vote

3.2 ENDING MEMBERSHIP

- a) membership shall end when a member ceases to be a resident in the defined area, dies, or resigns
- b) in the event of gross misconduct or breaches of the Constitution or the Code of Conduct, membership can be suspended or terminated by a two-thirds majority vote of the Committee
- c) notification of suspension or termination will be given to that member in writing, either by email or hardcopy
- d) a member whose membership has been suspended or terminated due to gross misconduct has the right to appeal and have their case reviewed at the next general meeting of the Association

4. MEMBERSHIP FEES / SUBSCRIPTIONS

- a) during the Association's inauguration, subscription fees for membership will be suspended until a review by the Committee six months from the date of this Constitution
- b) any such fees will be minimal and reasonable
- c) all payments for membership are to be made by cheque in the name of Friary Green Residents' Association
- d) future membership fees are determined at the Association's Annual General Meeting

5. FINANCES

- a) all monies collected or raised on behalf of FGRA shall be applied to further its objectives and aims and no other purpose
- b) all funds shall be kept in a bank account that shall be opened in the name of Friary Green Residents' Association
- c) the Secretary, Treasurer and Chair shall all be signatories on the account and cheques issued shall require two of these signatures. Signatories should be from different households and not related to one another
- d) accounts detailing income and expenditure shall be kept by the Treasurer and brought to every Committee meeting where they may be inspected
- e) all expenditure shall be agreed and controlled by the Committee. Receipts should be acquired for all expenditure over one pound
- f) all payments over ten pounds shall be made by cheque, 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 are to be filled in before signatures are added
- h) once a year the accounts will be independently audited and presented for members' viewing and consideration at the Annual General Meeting. The auditors will be either: A Council Officer, Bank employee, any other appropriate person from a profession or the Committee of another constituted community organisation and cannot be anyone who is a member or associate member of FGRA or anyone related to a signatory

6. EQUAL OPPORTUNITIES STATEMENT

- a) FGRA welcomes members from different backgrounds and different experiences as our members
- b) we strive to make our Residents Association a place where everyone can feel welcome, included and safe
- c) no member will discriminate against any other member of the Association or the general public
- d) we will challenge any remarks or behaviours that cause offence and makes anyone feel unwelcome
- e) all those who attend meetings have the right to be treated with dignity and respect, regardless of colour, race, ethnic or national origin, nationality, gender, marital status, age, disability, sexual orientation, identity, religion, political viewpoint or association or opinion
- f) we will do our best to overcome any obstacles to people giving their view or getting involved in our Association
- g) we will take positive action to reach those people that are underrepresented at our meetings

7. THE COMMITTEE

- a) the Association will be managed by a Committee
- b) the Committee shall be elected from its members at the Annual General Meeting (AGM) of the Association and shall serve for 12 months
- c) all members of the Committee have voting rights, except Associate members
- d) the Committee shall elect from within their number a Chair, Vice Chair (if numbers permit), Secretary and Treasurer
- e) no Committee member shall fill more than one position
- f) Committee Officers should be from differing households and not related to each other
- g) the Committee and office bearers shall make and carry out decisions in accordance with the objectives of the Association
- h) quorum should be at least 50% of Committee members present for any decision to be made at a Committee meeting
- i) local Councillors may attend Committee meetings as and when invited by the Committee
- j) voting members may be co-opted from residents to fill casual vacancies throughout the year
- k) Committee members must declare any interest they may have in any topic under discussion and the Committee will decide if they need to forfeit their right to vote on this occasion
- l) with the exception of administrative decisions taken by the Chairman, Secretary and Treasurer acting in their official capacities, decisions of the Association shall be taken by voting

- m) Quorum for the Committee shall be 50% of its Committee capacity. In the absence of a quorum, business may be dealt with, but any decisions taken only become valid after ratification at the next meeting at which a quorum exists
- n) any member of the Committee who fails to attend 2 consecutive meetings and who has not give apologies for absence, shall be considered to have resigned from the Committee
- o) the full Committee will not exceed 9 members of the Association
- p) the committee agrees to give decision-making power to the executive officers (Chair, Vice Chair, Secretary and Treasurer) on matters that require a decision and arise between Committee meetings

7.1 ROLES OF COMMITTEE MEMBERS

- a) CHAIR: shall preside at all meetings at which they are present; makes sure the Association works to further its aims and objectives, as stated in the constitution and the action points from minutes taken at each meeting; is responsible for planning agendas for meetings with the help of the Secretary and preparing for all topics to be discussed; make sure meetings start and finish on time and conduct meetings effectively by controlling discussions and encouraging people to have their say; act as signatory for banking purposes. The Chair represents the Association and ensures actions get done (but not necessarily doing them themselves). No member may hold this position for more than 5 consecutive years. The Chair may be re-elected by the members after a break of one year
- b) VICE CHAIR: shall act as a Chair in the absence of the Chair
- c) SECRETARY: shall be responsible for planning and writing agendas in partnership with the Chair; ensuring the agenda is sent out to appropriate attendees; keeping minutes at meetings and sending these out to members; bringing matters which need action to the attention of the Committee; ensuring all correspondence is correctly handled; ensuring the number of meetings stated in the constitution take place; maintaining a master roll of members and their membership status; replying to letters and enquiries on behalf of the Association; assisting the Chair with follow-up work between meetings and maintaining a record of equipment; act as signatory for banking purposes
- d) TREASURER: shall be responsible for keeping the Association's accounts; keeping control over petty cash; advising the Committee on all financial matters; report on finances to all members at the general meetings; preparing the accounts for audit and presenting them at the AGM; collect subscriptions along with the Secretary who will keep a roll of names of membership status and to act as a signatory for banking purposes
- e) ORDINARY COMMITTEE MEMBERS: to attend meetings and make decisions by voting at those meetings
- f) Co-opted members, as appropriate, are not permitted to vote
- g) The role of all Committee members is to: carry out the work of the Association on behalf of its members, according to its rules set out in the Constitution, as well as listen to and respond to comments made by members as well as consult members and report back to them on decisions taken

8. CODE OF CONDUCT OR STANDING ORDERS

- a) members may speak only through the Chair at meetings
- b) only one member shall speak at a time
- c) decisions will be agreed by a simple majority, voted in through a show of hands, or a secret ballot if appropriate
- d) meetings will end at the time agreed by the Committee, as stated on the agenda, unless all those present agree to extend the meeting
- e) if the meeting is getting heated, the Chair can call a 5 minute break at his/her discretion
- f) wherever possible, jargon should be avoided
- g) any offensive behaviour, including racist, ageism, sexist or inflammatory remarks will not be permitted
- h) the Equal Opportunities policy will be adhered to at all meetings and in all communications and intentions
- i) any member who brings the group into disrepute or refuses to comply with the constitution shall be expelled on a majority vote of the full Committee
- j) any such member will have the right to appeal. The appeal will be heard at the next general meeting
- k) the Secretary shall deal with all correspondence
- l) agendas will be distributed to the membership at least 2 days before a meeting, where possible. Items for the agenda should be forwarded to the Secretary and Chair 7 days before the meeting, where possible
- m) minutes will be distributed to the membership 7 days after a meeting, where possible
- n) the Committee shall have the power to adopt standing orders or rules for the Association at general meetings or the AGM. Copies will be attached to the constitution
- o) it is the responsibility of each member to ensure they are prepared for the meeting by reading all the relevant papers and bringing them to the meeting
- p) members should respect the confidentiality of other residents and avoid mentioning specific cases that may cause embarrassment or identification of an individual
- q) any confidential information or items must not be disclosed to anyone other than members of the Association
- r) no member shall make use of the Association's name or property unless authorised by the Committee in writing

9. ANNUAL GENERAL MEETING (AGM)

An AGM governs the structure of the Association and shall be held every year to discuss the Association's activities and to:

- a) accept the Chair's annual report
- b) accept the Treasurer's financial statement of accounts (where applicable)
- c) elect the Chair, Vice Chair, Secretary and Treasurer for the next year
- d) elect any other Committee members as required
- e) consider any other items previously notified to the Secretary or raised at the meeting
- f) the AGM will be held at a suitable venue to accommodate as many members as possible
- g) notification of the AGM will be given to all members at least 14 days before the meeting
- h) the quorum shall be 51% of members present
- i) at the AGM the resignation of all Committee members will be accepted and a new Committee elected
- j) amend the Constitution if appropriate
- k) set membership fees for the coming year

10. GENERAL MEETINGS

- a) the Chair may call a General Meeting of the members at any time during the year
- b) the Chair must call a General Meeting within 14 days of receiving a request to that effect signed by not less than 10% of the members who are entitled to vote at such a meeting
- c) in all cases the Secretary will circulate details of General Meetings at least 14 days in advance
- d) the decisions of General Meetings are to be carried out as determined by the meeting

11. COMMITTEE MEETINGS

- a) the Committee should meet at least 4 times per year
- b) dates for the next Committee meeting are to be set at the end of each Committee meeting, where possible
- c) members are to be notified at least 14 days prior to the Committee meeting, unless there is an emergency Committee meeting, so that they can request items for consideration

12. QUORUM

- a) The Quorum for General Meetings will be 10% of full members and therefore no General Meeting will be held without at least this number being present
- b) The quorum for Committee meetings should be 50% of Committee membership

13. VOTING

- a) motions formally raised at a General Meeting shall be decided upon a simple majority of those present
- b) a resolution shall be decided on a show of hands unless a ballot is demanded by the Chairman of the meeting or by a proposal from a member which is seconded and passed by a majority vote
- c) Committee meeting motions shall be decided upon a majority vote of those present and if there is a tie, the Chair has the casting vote or can decide to bring the motion to the next Committee meeting for reconsideration

14. CHANGES TO THE CONSTITUTION

- a) the Constitution may only be altered at an Annual General Meeting or a General Meeting
- b) notice of any proposed amendment(s) must be handed to the Secretary not less than 14 days before the General Meeting or AGM
- c) changes to the Constitution must be agreed by two-thirds of the members present and eligible to vote
- d) the Constitution must then be changed to reflect the amendment(s)
- e) changes to the Constitution must then be notified to all FGRA members, either by email or via the website

15. DISSOLUTION

- a) the Association may only be dissolved at a General Meeting called for the purpose (called a Special General Meeting)

- b) at least 14 days' notice must be given to all members
- c) a proposal to dissolve the Association shall only take effect if agreed by a simple majority of the members present and eligible to vote at the meeting
- d) all funds, assets and documents relating to the Association shall be disposed of in accordance with the decision of the Meeting
- e) this Constitution was adopted at the AGM held in St Dunstan's Church Hall, W3 on 24th March, 2015.

16. ACCEPTANCE OF THIS CONSTITUTION

This Constitution will come into effect upon the acceptance by a simple majority of members of the Association present and voting at the AGM on 24th March, 2015 and signed for by the officers elected herewith:

Signed:

Chair: _____ (print name) _____

Date: _____

Vice Chair: _____ (print name)

Date: _____

Secretary: _____ (print name) _____

Date: _____

Treasurer: _____ (print name) _____

Date: _____