

St Helen's Residents Association – Constitution including amendments agreed at June 2023 AGM

1. Name and Boundary

The name of the Association is the St Helen's Residents Association. The Association covers the area bounded to the east by parts of St Marks Road/St Helens Gardens/Bramley Road, to the west by Latimer Road, to the north by Dalgarno Gardens/Barlby Road and to the south by the Westway.

This boundary is the same as that designated by RBKC in 2013 as the St Quintin and Woodlands neighbourhood area.

2. Aims

The aims of the Association shall be to benefit all residents within the Association area. To achieve these purposes, the Association shall have the following aims:

- a) To seek to reflect the majority view of all the residents within the Association area.

- b) To influence and achieve changes and improvements to the quality of life for local people, including:
 - The quality of local social, leisure, and community facilities.
 - The local planning framework
 - Major developments within or bordering the boundary of the Association
 - Crime and neighbourhood safety
 - Transport and parking issues
 - Education

This aim will be pursued through monitoring and responding where necessary to planning applications which impact on the area covered by the Association, and other means.

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- c) To promote equal opportunities and work for good relations amongst all members of the community

 - d) To encourage a community spirit and promote social events

 - e) To regularly consult and inform all members.

 - f) *(not needed as duplicates a) above)*
 - g) To be non party-political

 - h) To promote membership to all members of the community.

3. Membership

a) Voting membership of the Association is open to all adult residents living in the Association area. Residents in adjoining streets are also welcome to join the Association as affiliate members (non-voting) and may speak at open meetings with the consent of the meeting.

b) The Secretary keeps records of all the members of the Association

c) Voting membership will end when a member stops living in the Association area, dies or resigns.

d) In the event of continuous or serious breaches of the Constitution or Code of Conduct membership of the Association can be suspended or ended by a two-thirds majority vote of the Committee.

e) A member whose membership has been suspended in accordance with clause, 3(d) shall be entitled to have that suspension reviewed at the next general meeting.

f) A copy of the constitution will be given to all new members of the Association, on request.

4, Equal Opportunities

a) The Association will actively seek to promote equal opportunities within the community and will seek to ensure equality of opportunity and treatment of all those it comes in contact with

b) The Association will actively seek to represent the needs of all groups and will not discriminate on grounds of nationality, political opinion, age, race, religious opinion, sexuality or disability.

5. Affiliation

The Association may affiliate to any non-party political organisation whose aims and objectives are commensurate with those of the Association and which can help the Association in achieving its aims and objectives.

6. The Committee

a) The Committee shall have a minimum of the following Officers: a Chairperson, Vice Chairperson, Secretary, and Treasurer. Committee members shall be elected at an Annual General Meeting (AGM). The size of the committee should be no less than 5 and no more than 12 members.

b) The Chairperson shall chair all meetings of the Association. In the absence of the Chair, the Vice Chairperson or another member present shall take the role of Chairperson.

c) No more than one officer shall be elected per household

e) Election or removal of Officers or Committee members can only be carried out by a majority vote at a General Meeting or Special General Meeting called

specifically for that purpose. Officers and Committee members will be elected for a term of office of 12 months and can be re-elected for an unrestricted number of terms.

g) Any vacancies from the Committee occurring by resignation or otherwise may be filled by the Committee by co-opting members with full voting rights, until the next General Meeting.

h) The Committee may, when necessary or when deemed to be of benefit to the Association, co-opt up to three people not living in the Association catchment area, whose skills and/or experience would be advantageous to the Committee in carrying out its functions.

j) Copies of the Constitution are available free by email to all people in the Association area. The Secretary must send out copies of the constitution within seven days of a person requesting it.

. (*addressed at 2(f) above*).

k) The Committee may chose to establish sub-committees to deal with specific issues. Each sub-committee will be chaired by a member of the Association's Committee.

7 Meetings

Annual General Meetings

a) The Association shall hold an AGM once a year and not more than 15 months shall pass between the date of one AGM and the next.

b) The AGM shall

- Receive an annual report from the Committee.
- Present a statement of accounts to members.
- Appoint an independent examiner to review the accounts (if turnover exceeds £5K per year)
- Elect officers and Committee members
- Agree rates for membership fees (if any)
- Vote on amendments to the constitution
- Consider any resolution put forward by members.

d) All members shall receive notification of an AGM not less than 14 days prior to the meeting (*to make consistent with StQW Forum constitution*).

e) Every member present and eligible to vote shall have a vote (*see 3a above*)

General Meetings

f) There shall be at least two general meetings of the Association in any year (including the AGM).

g) (*duplicated*)

- h) Decisions of a General Meetings shall be binding on the Committee.
- i) At least seven days notice shall be given for a General Meeting.
- j) The quorum for a General Meeting shall be 20 members eligible to vote (*to make consistent with the StQW constitution*).

Special General Meetings

k) A Special General meeting may be called by a Committee or if requested by at least 10% of the membership. This request should be made in writing to the Secretary at least 14 days before the requested meeting date. The Secretary must then send notice to all members at least seven days in advance of the meeting.

Committee Meetings

- l) The quorum of Committee members shall be one-third of its elected membership or four (4) members, whichever is the greater.
- m) Committee meetings may be called by the Chair and Secretary or at the request of one third of the Committee members. At least 7 days notice must be given to Committee members.

8. Conduct of Business

Voting

- a) At all meetings (except those dealing with alterations to the constitution) decisions shall be taken by a simple majority of those members present and voting. Each Member has one vote.
- b) Alterations to the constitution require a 2/3rd majority of those present and voting at the meeting at which the constitution is proposed to be changed. Full details of proposed changes must be circulated at least fourteen days before the meeting.
- c) In the event of a tie in voting the chair of the meeting shall have the casting vote. This casting vote should not be used to change or introduce new policies or procedures.
- d) Conflicts of interest must be declared. Members with a conflict of interest should then withdraw from discussion and voting on the issue in question.

Minutes

- e) All voting that takes place at an AGM, General Meeting, Special General Meeting or Committee Meeting shall be recorded in the minutes.
- f) All formal meetings such as Committee Meetings, Special General Meetings and AGMs must be minuted and the minutes approved by the next meeting of the Committee or General Meeting

9. Finance

- a) A simple record of income and expenditure and the balance in hand must be produced each year at the AGM and be available to all members on request.
- b) Accounts should be independently examined if the turnover is over £5,000 per year.
- c) Accounts should be open to inspection by members on request.
- d) The Association may raise funds either by donation, grant application or other means, including membership subscriptions if charged. The proceeds of any such fundraising shall be used in accordance with, and to the furtherance of, the aims and objectives of the association.
- e) A bank account must be opened in the name of the Association. Cheques shall be signed by at least two signatories who must be members of the Committee.
- f) Signatories must not be related or be members of the same household.
- g) Proper records of all petty cash transactions must be kept.

Where payments are made by online bank transfer, the treasurer must retain a record for transactions exceeding £250 of approval by at least one other member of the committee.

10. Changes to the Constitution

- a) Any proposed change to this constitution can only be made at a Special General Meeting, or an Annual General Meeting.
- b) Any proposed change to this constitution must be sent to the Secretary not less than 28 days prior to the meeting at which the alteration is to be discussed.
- c) The Secretary will send the new wording (amendment) together with the old wording and notice of the meeting at least seven days prior to the meeting at which the alterations will be discussed.
- d) Alterations to the constitution require a 2/3rd majority of those present and voting.

11. Dissolution

- a) Only a Special General Meeting called specifically to consider a motion to dissolve the Association can dissolve the Association.
- b) All members shall be given 14 days notice of such a meeting.
- c) The Association can only dissolve if a majority of the members present and voting at the Special General Meeting vote for a motion to dissolve the Association.

d) The meeting shall decide on the disposal of any assets remaining after the satisfaction of debts and any other liabilities. These assets must be applied to charitable purposes agreed with the members of the Association.

e) Any RBKC assets the Association has been permitted to use but which have not been transferred into the ownership of the Association by way of outright donation or gift must be returned to the RBKC if RBKC so wishes.

Section Two : Code of Conduct for Committee Members

1. The role of the Committee is to carry out the day to day business of the Association in an efficient, fair and responsive way. In taking decisions on behalf of the Association, Committee members must always be aware of their responsibilities to seek to reflect the views of a majority of all residents of the area.

2. All Committee members must comply with the Constitution and Code of Conduct at all times.

3. The Association will make new members feel welcome at all times.

4. Members shall conduct themselves in a manner that will not cause offence to others. Racist, sexist or inflammatory remarks or abusive behaviour will not be tolerated. The Chair or Committee members have the right to warn the members of their behaviour. If they persist they will be asked to leave the meeting until further notice. The Committee must arrange a date and time and hold a meeting for them to discuss the incident and make a decision for what action to take.

Personal interest of Committee Members.

5. Committee members must never use their position to seek preferential treatment for themselves, their family, or relatives.

Finance

6. Committee members cannot receive any payment from the Association other than for bona fide expenses, which have been submitted to the Treasurer not less than seven days before the next Committee meeting.

General

7. Committee members must never personalise issues and should be willing to recognise that everybody is entitled to express their point of view without unduly preventing progress of discussion on the agenda at a Committee or General meetings.

8. A serious breach of any of the Association's Code of Conduct may result in a Committee Member, following a majority vote of the Committee, being asked to resign.

9. The Committee will take decisions based on there being a unanimous agreement or a simple majority of those present if a vote is taken. Minority

voters should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.

10. Committee meetings must be held at times which are convenient to the majority of Committee members. Every Committee Member must try to attend Committee meetings regularly. If a Committee Member fails to attend three consecutive meetings without giving good reason, they must be asked to consider resigning at the next Committee meeting. To prevent there being arguments about attendance at meetings, a record will be kept showing attendance at each meeting.

(Constitution updated at AGM of the Association on 8th June 2023)