

Charlton Central Residents' Association

CONSTITUTION

1. Name

- 1.1 The name of the association shall be **Charlton Central Residents' Association**, hereinafter called "The Association".

2. Area of representation

- 2.1 For the purpose of this Constitution, the Association shall comprise residents from the following roads: Calydon Road, Coombe Lodge, Delafield Road, Fossdene Road, Frank Burton Close, Elliscombe Road, Gollogly Terrace, Inverine Road, Nadine Street, Priolo Road, Sundorne Road, Swallowfield Road, and Wellington Gardens. Additional roads can be added to this list by a simple majority of those present and voting at a Management Committee meeting.
- 2.2 All residents from these roads who pay a yearly subscription will be deemed Members and will have full voting rights in the Association.

3. Aims

- 3.1 The aims of the Association shall be:
 - To canvas, represent and promote the views and interests of all residents in the area covered by the Association on issues such as planning, health, transport and the environment, including developing positive relationships with local businesses, the police and the Council.
 - To encourage recreational and social activities for all the residents in the roads in question.
 - To uphold equal opportunities and anti-discriminatory practice and to work for and foster good community relations between all residents.
 - To create a closer community with a focus on local issues and promoting community spirit.
- 3.2 The Association may exercise all lawful powers in carrying out these aims by -
 - organising meetings and social events, encouraging the establishment of a range of interest groups and other relevant activities
 - exchanging information, including the production of a regular newsletter
 - raising funds by way of subscriptions, donations, grants or otherwise

4. Membership

- 4.1 Residents of the roads represented in the Association can attend open meetings but only paid-up Members of the Association will have voting rights.
- 4.2 Officer roles in the Association Management Committee shall only be open to Members in roads in the area of representation.
- 4.3 Membership subscription patterns and rates shall be determined annually at the Annual General Meeting. For the purposes of subscriptions, the Membership Year will run from January to December each year, or part of that year.
- 4.4 Management Committee members must seek to reasonably represent the views of the residents in the roads in the Association.

- 4.5 The Management Committee may, on occasion, invite residents from all roads in the area of representation to an open meeting for the purposes of wider consultation and/or decision-making. These meetings will be notified by a leaflet delivered to all residents in the roads represented in the Association.
- 4.6 The Management Committee shall have the power to co-opt further Members interested in the aims of the Association onto the Committee with the aim of furthering inclusion and the activities of the Association.
- 4.7 New Data Protection legislation (GDPR) came into force in May 2018. GDPR aims to protect people's personal details and privacy further and it is a legal requirement for all organisations that store data to comply with GDPR principles. CCRA Management Committee takes members' privacy seriously and our Data Privacy Notice and Data Protection Policy (available at <http://www.charltonresidents.net>) sets out the processes by which data will be stored, handled and protected.
- 4.8 CCRA Management Committee will have annual oversight of our Data Protection Policy and Data Privacy Notice to ensure that they both comply with the law; follow good practice; protect CCRA Members and protect the organisation.

5. Annual General Meeting (AGM)

- 5.1 The Annual General Meeting of the Association shall be vested with the supreme authority to formulate policy and to review and make decisions. Between AGMs, the Management Committee shall act on behalf of the Association.
- 5.2 An Annual General meeting will take place each year and not more than 15 months shall elapse between the calling of one Annual General Meeting and the next.
- 5.3 An Annual General Meeting will include reports from the Chair, Secretary and Treasurer. The Treasurer will submit an independently signed financial statement at this meeting. All matters to be discussed at the AGM will be included in a formal agenda and will be decided by the Management Committee. In addition, any Member may propose a resolution for discussion at an AGM provided that it is seconded by another Member. The resolution must be submitted in writing to the Secretary not less than 21 days before the meeting. The agenda for the AGM will always make provisions for the election of the officers of the Association.
- 5.4 Decisions at an AGM, with the exception of changes to the Constitution, shall be made by simple majority vote. Only Members will have the right to vote at an AGM. It is within the discretion of the Management Committee at any time to require proof of residence in the area, for any purpose deemed appropriate by the Committee.
- 5.5 Notice of the AGM shall be given not less than 15 days prior to the date of the meeting by a leaflet which will set out all matters to be discussed at the meeting.
- 5.6 The quorum for an AGM shall be 25 Association Members.
- 5.7 In the event that an AGM is inquorate, it shall be adjourned and reconvened after 14 days to complete the business on the same terms as described in 5.1 to 5.6 above.

6. Management Committee

- 6.1 The Association shall have a Management Committee that includes the following elected officers: Chair, Vice Chair, Treasurer, and Secretary. The Management Committee will include the officers of the Management Committee plus representation from each road in the Association by the agreement of the Management Committee. At the AGM, the officers of the Association shall be

elected plus at least 12 Management Committee members, endeavouring that at least one Management Committee member from each road will be selected. Officer roles may be held jointly by two or more individuals who should be proposed and accepted in the normal way.

- 6.2 Subject to the ultimate authority of Members at the Annual General Meeting, the running of the Association shall therefore be in the hands of a Management Committee of up to 25 members.
- 6.3 Officers of the Management Committee shall be elected annually at the AGM from the pool of Members or from time to time by the Management Committee. The Management Committee shall have the power to take decisions and act between Annual General Meetings provided this is done in line with the agreed policies or practices of the Association.
- 6.4 The Management Committee may invite any person to be present at a meeting of the organisation and to speak thereat but only Members will be entitled to vote.

7. Management Committee Meetings

- 7.1 Not less than four Management Committee meetings shall be held annually in addition to the Annual General Meeting. Not less than 5 days notice of Management Committee Meetings shall be given specifying the business to be transacted.
- 7.2 The quorum for Management Committee meetings shall be one third of the membership or 6, whichever is the least.
- 7.3 The Management Committee may set up action groups/sub-committees for any purpose provided that the action group/sub-committee includes at least one Management Committee member.
- 7.4 Decisions of the Management Committee shall be by simple majority vote, taken by a show of hands unless a paper ballot is demanded by at least 10 members of the organisation present and voting. In the event of an equality of votes the chair of the meeting shall have a second or casting vote. Only the Chair shall have a casting vote. In the event of an equality of votes, the designated Chair of that Meeting shall have a second or casting vote.

8. Special Association Meetings

- 8.1 A Special Association Meeting shall be called on receipt of a written request signed by at least 15 Members, specifying the business to be transacted. Also, the Association's Chair or Secretary may, at any time, call a Special Association Meeting, either for the purpose of altering the Constitution or for considering any matters which the Management Committee may decide.
- 8.2 A Special Association Meeting may also be called at the written request of not less than three Management Committee members who should give reasons for the request.
- 8.3 Not less than 14 days notice of a Special Association Meeting shall be given to all Members of the Association.
- 8.4 At all meetings, except those dealing with alterations to the constitution, decisions shall be taken by a simple majority of Members present and voting. Any alterations to the constitution must be made at an Annual General Meeting or a properly notified Special Association Meeting convened for such a purpose, with the approval of a two-thirds majority of those members present and voting at the meeting considering the changes. Details of proposed alterations to the

Constitution shall be circulated to all Members not less than 14 days in advance of the meeting.

9. Finance

- 9.1 The reasonable costs of running the Association shall be met by the collection of yearly subscriptions from interested residents of the roads represented in the Association. A record of these costs will be maintained by the Treasurer and open for inspection to members of the Association, due notice (seven days) of such a request having been received. Records of all income and outgoings of the Association will be maintained and presented yearly to the AGM following approval of the accounts through an independent audit. The accounts of the Association shall also be signed by the Treasurer as a true and accurate document.
- 9.2 The financial year for the Association shall end on 30th June of each year. The auditor's report shall be completed on or before 31st August for the previous financial year and shall be presented at the next AGM. The auditor shall be appointed by the Management Committee.
- 9.3 All monies raised for the organisation shall be paid into the Association's bank account and all cheques must be signed by at least two authorised signatories.

10. Dissolution

- 10.1 If the Management Committee, by a simple majority, decides to dissolve the Association, they shall give at least 21 days notice of a meeting to all residents in the area of representation. Any resident from those roads shall be entitled to attend and vote on the proposal for dissolution. For the sole purpose of dissolution a quorum need not apply.
- 10.2 If such a decision shall be confirmed by a simple majority of those present and voting at the meeting, the meeting shall have the power to dispose of any assets held by or in the name of the Association. Any assets that remain when the Association has satisfied its liabilities shall be disposed of to Charlton House. In the event that the Association has been inactive for six months or more, the Chair alone shall be entitled to call the dissolution meeting.

11. Code of Conduct

- 11.1 It is an expectation that those attending meetings will behave in a proper manner and that they will refrain from any offensive behaviour, including racist, sexist, ageist or inflammatory remarks. Such remarks shall not be permitted and will constitute a breach of reasonable behaviour. Any member behaving in such a way may be excluded from one or more meetings by a simple majority of those present and voting, the standards and procedures being set out in detail in the Code of Conduct adopted by the Association.

This latest version of the Constitution was adopted as the Constitution of the **Charlton Central Residents' Association** at the 2018 Annual General Meeting of the Association

Signed *M. Suggler* (Chair)

Signed *B. Suggler* (Secretary) *NB VICE CHAIR.*
IN ABSENCE OF SECRETARY.

DATE 10/10/2018.