

CONSTITUTION

NAME OF THE ORGANISATION

The name of the organisation shall be The Richmond Hill Terrace Residents Association (hereinafter referred to as the "Association").

Richmond Hill Terrace is defined as that part of Richmond Hill between the junctions with Friars Stile Road and Queens Road.

OBJECTS OF THE ASSOCIATION

The Association is established for the following objects:

- a. To safeguard and promote the legitimate interests and to protect and enhance the environment of the residents of Richmond Hill Terrace;
- b. To foster and to encourage the growth of community spirit among the residents of Richmond Hill Terrace.

MEMBERSHIP

- a. Membership shall be open to all persons who own or live in properties on Richmond Hill Terrace regardless of nationality, political party, race, gender, or religious opinions. Subject to the approval of the Committee other persons with a valid interest in Richmond Hill Terrace may be admitted to membership.
- b. The Committee shall have the power to set annual membership subscription rates appropriate to cover the Association's expected annual expenditure.
- c. The Committee shall have power to restrict membership in circumstances where they believe that this is in the best interests of the Association.
- d. The Committee shall have power to grant honorary memberships where considered appropriate in exceptional circumstances except that no member of the Committee may be in receipt of honorary membership. An honorary member shall have the rights and privileges of an ordinary member.
- e. Members in arrears by more than 6 months in their annual membership subscription shall not be entitled to vote at General Meetings.
- f. The Committee shall reserve the right to suspend any Member whose conduct may in its opinion be detrimental to the aims of the Association. At the next General Meeting those present shall have the right to decide by a simple majority vote whether he or she remain a member or not.

THE COMMITTEE

- a. A Committee shall be elected by the members to carry out the business of the Association.
- b. Any member over the age of 18 years can stand for election to the Committee.
- c. The Committee shall have the power to determine how members it shall have and to determine their roles and responsibilities. The maximum size of the Committee shall be 15 and the minimum 6.
- d. The Committee shall be elected at the Annual General Meeting. The Committee can co-opt any member of the Association to fill a vacancy or vacancies caused by the resignation of a Committee member or for any other reason. Vacant posts will only be filled in this way until the next General Meeting or Annual General Meeting whichever is held first.
- e. Committee members will be elected for one year and resign at each Annual General Meeting. They may stand for re-election should they be willing to accept nomination.
- f. The Committee shall meet as frequently as its members consider appropriate but at least 3 times a year
- g. Proceedings of Committee meetings shall be available for inspection by all members.

- h. Sub-committees may be formed by decision of the Committee when and if needed and such sub-committees shall be accountable to the Committee.
- i. The Committee shall be empowered to invite any person to attend any of its meetings to advise on subjects beneficial to the activities of the Association.

POWERS OF THE COMMITTEE

The Committee shall have the following powers in order to further the Objects (but not for any other purpose):

- a. to raise funds, except that the Committee shall have no power to borrow money except as shall be specifically authorised by a General Meeting;
- b. to buy, take on lease, hire or otherwise acquire any property and to maintain and equip it for use;
- c. to sell, lease or otherwise dispose of all or any part of the property belonging to the Association.
- d. to co-operate with other organisations, charities, voluntary bodies and statutory authorities;
- e. to affiliate to any other organisation which has the same or similar aims to the Association or which may be able to assist the Association in achieving its Objects;
- f. with the permission of a General Meeting, to acquire, merge with or enter into any partnership or joint venture arrangement with any other body formed for any of the Objects;
- g. to obtain and pay for such goods and services as are necessary for carrying out the work of the Association;
- h. to open and operate such bank and other accounts as the Committee consider necessary and to invest funds not needed for immediate expenditure;
- i. to do all such other lawful things as are necessary for the achievement of the Objects.

ANNUAL GENERAL MEETING

- a. There shall be an Annual General Meeting of members at which the Committee will report on its work and present a statement of accounts.
- b. The Annual General Meeting shall elect a Committee to hold office for the ensuing period to the next Annual General Meeting, vote on recommendations and any amendments to the constitution.
- c. The secretary will notify all members of the date of the meeting not less than 21 days before the meeting. The notice of the meeting will give the date, time and place of the meeting, the agenda, details of the nominations to the Committee and any resolutions that include proposed changes to the constitution.
- d. Minutes of the Annual General Meeting shall be made available to all members of the Association on request.

OTHER GENERAL MEETINGS

- a. Other general meetings shall be held at the discretion of the Committee or if 12 or more members of the Association submit in writing a request for such a meeting to the secretary stating the purpose for which the meeting is to be called. The secretary shall arrange for the meeting to take place as quickly as possible and within 14 days if practicable.
- b. The secretary will publicise all General Meetings at least 5 days in advance. The notice of the meeting will give the date, time and place of the meeting, and the agenda,
- c. Minutes of General Meetings shall be made available to all members of the Association on request

QUORUM

No General Meeting or Annual General Meeting shall take place if less than 10 members are present. No Committee meeting shall take place if less than 3 members of the Committee are present.

FINANCE

- a. The Treasurer will open a bank account in the name of the Association into which all monies raised by the Association shall be paid.

- b. All cheques written on behalf of the Association will be signed by two signatories.
- c. All money raised for or on behalf of the Association shall be used only to carry out the aims of the Association.
- d. The Hon. Treasurer shall keep account of all moneys received and expended and shall draw up annual accounts to 31 March each year and present them to the Annual General Meeting for approval. It shall be for the Annual General Meeting to determine each year whether the accounts for the following year should be examined either by an auditor or independent examiner, having regard to the size of the Association's finances.

CHANGES TO THE CONSTITUTION

- a. The constitution can be altered at an Annual General Meeting.
- b. Any suggested changes must be handed to the secretary 28 days before the Annual General Meeting.
- c. Changes to the constitution must be approved by two thirds of the members present at the Meeting.

DISSOLUTION

- a. The Association may only be dissolved at a General Meeting called for that purpose and must be advertised 21 days before the meeting.
- b. A proposal to dissolve the Association shall take effect only if agreed by a majority of over two thirds of the members present at the meeting.
- c. If, at any time, a correctly convened General Meeting decides that the Association should be wound up, that meeting will decide on the disposal of any balance held by the Treasurer, after all unpaid expenses have been met.

Adopted at a meeting of prospective members of the Association at a meeting on 1 December 2005 and revised on 27 August 2006.