

Tithebarn Residents Association

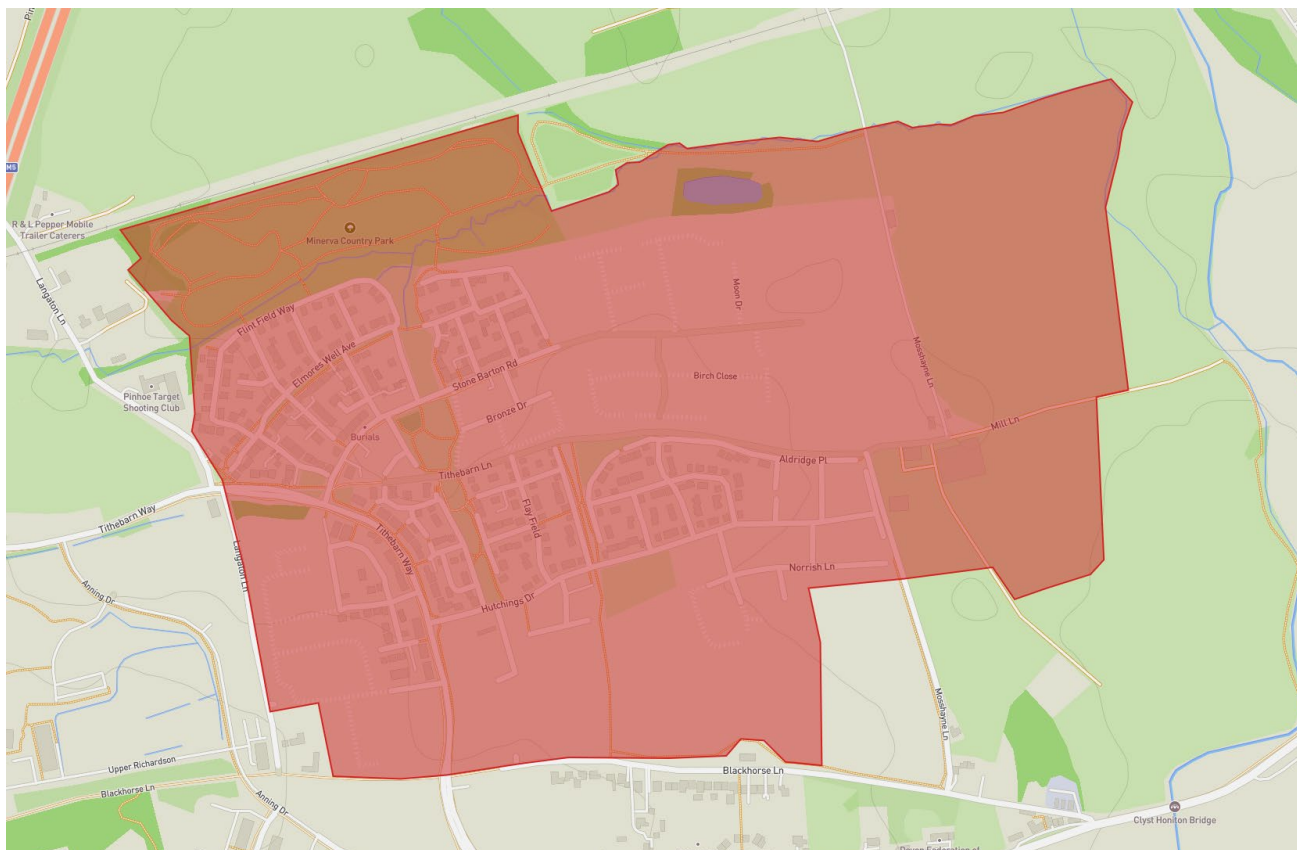
Constitution

1. Name

- a) The name of the Association is Tithebarn Residents Association.

2. Area

- a) The Association covers the following defined geographical area, subsequently referred to as Tithebarn.



3. Aims of the Association

- a) To represent the interests of, and promote membership to all the residents within Tithebarn.
- b) To promote the interests and rights of residents and to encourage them to be more actively involved, including making links with adjoining communities.
- c) To ensure that all residents are consulted and informed regularly.
- d) To assist and promote social activities for recreation and enjoyment and encourage a community spirit and sense of responsibility.
- e) To be non-party political.
- f) To represent the majority view of the community.
- g) To consider the views of children and young people who are not old enough to be voting members.

4. Equality and Diversity

- a) The Association will actively seek to promote equal opportunities within the community and within its membership.

- b) The Association will value diversity and promote good relations with all members of the community and not discriminate on the grounds of age, disability, race, faith, gender or sexual orientation.
- c) The Association will ensure that where possible meetings will be held in venues that are accessible.
- d) The Association will provide information on all the ways that members can contribute their views, and how they can meet people's individual needs.
- e) The Association recognises that all sections of the community have a positive contribution to make to the life of our communities.
- f) The Association will represent the interests of all local residents to the best of its ability, and carry on the day-to-day business of the Association in an efficient, fair and responsive way.
- g) The Association will provide all new members with appropriate information and support and make them feel welcome at all times.

5. Membership

- a) Membership of the Association is open to all residents living in Tithebarn over the age of 16, irrespective of whether they are tenants, leaseholders or owner occupiers.
- b) Membership is free of charge.
- c) Membership will end when a member stops living in Tithebarn, dies or resigns.

6. Code of Conduct

- a) Members shall conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated and will be grounds for suspension of individual members. The Chair and committee members have the right to warn the member(s) of their behaviour. If they persist, they will be suspended until further notice.
- b) It is a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association. A member may be suspended from the Association for failure to observe this, or for any other conduct not in line with the aims of the Association.
- c) All committee and association members must comply with the Constitution and Code of Conduct by at all times. Any serious breach of the Constitution or Code of Conduct may result, following a majority vote of the Committee, being asked to resign and if appropriate, termination of membership.
- d) Any member so excluded shall have the right of appeal at the following general meeting.
- e) Committee members must not divulge any association business which is treated as confidential to other persons or organisations.
- f) Statements to the media or other organisations on behalf of the Association should be made by the Chair or committee members with the prior approval of the Committee.
- g) Correspondence sent on behalf of the Association must be signed by the Secretary or Chair, agreed by the Committee and recorded in a log by the Secretary.
- h) Any complaints received about the conduct of the Association or individual members will be taken to the Committee who will respond within twenty eight (28) days. The Committee will only deal with complaints that relate to the activities of the Association and its members in relation to the Constitution and Code of Conduct. Committee members will not deal with neighbour or inter-personal disputes.

7. Data Protection

- a) The Association shall maintain an up-to-date Privacy Policy alongside the Constitution that reflects the current legislation on lawful use of personal data.

8. The Committee

- a) A Committee will oversee the work, finances and membership of the Association and be elected yearly at the Annual General Meeting.
- b) The Committee will produce and update a simple action plan throughout the year to be used to prepare an Annual Report to members at the AGM.
- c) The Committee shall have a minimum of the following officers: a Chair, Vice-Chair, Secretary and Treasurer. The Committee shall have the power to appoint up to six (6) additional committee members.
- d) The Committee shall have a minimum of four (4) and a maximum of ten (10) members at any one time.
- e) There shall be only one committee member per household.
- f) Any vacancies on the Committee may be filled by co-opting members with full voting rights until the next general meeting or AGM.
- g) Nominations for the Committee must be received by the Secretary in writing at least three (3) days before the meeting, unless the Committee decides to accept nominations at the AGM.
- h) Nominees should be present at the AGM unless they are unable to attend due to illness, holiday, etc at the discretion of the Committee. The Secretary must be informed before the meeting.
- i) The Committee may appoint sub-committees to carry out the activities of the Association. Sub-committees shall be directly accountable to the Committee. The Committee will agree in advance the terms of reference for any sub-committees, which may then act and apply any finance raised within these terms. At least one (1) committee member shall sit on any sub-committee of the Association. Members can be co-opted into a specific sub-committee by the Committee.
- j) All sub-committees shall keep proper accounts and records of all meetings to be made available as required to the Committee or general meeting. The Committee may dissolve any sub-committees as part of a meeting. Any accounts, records or assets of the sub-committee will pass to the Committee.
- k) The Committee has the power to make decisions using electronic media outside of formal meetings. Any vote held by electronic or other means must be logged and recorded by the Secretary and formally approved at the next formal meeting.

9. Duties of the Officers

- a) All the officers of the Association have a duty to further all the aims of the Association.
- b) The Chair shall guide the Association to achieve its aims and chair the meetings of the Association. They will represent residents at external meetings and events in the community.
- c) The Vice-Chair is responsible for fulfilling the duties of the Chair in their absence (e.g. holiday or illness), as well as generally supporting the Chair in discharging their duties as directed.
- d) The Secretary is responsible for convening all meetings and giving the relevant notice to all members. The Secretary shall ensure a proper record is kept of all meetings of the Association, its committees and sub-committees in the form of minutes. The Secretary shall keep a record of all correspondence, consultation and activities carried out on behalf of the Association, and provide them as required to meetings. The Secretary will maintain a register of members of the Association.
- e) The Treasurer shall oversee all banking and financial arrangements outlined in **Part 15 (Finance)**, be responsible for keeping proper accounts of income and expenditure and report on the Association's financial matters to the Committee and AGM.

10. Annual General Meeting

- a) The Association shall hold an AGM once each calendar year and not more than fifteen months shall pass between one AGM and the next. The AGM is open to all people living in Tithebarn.
- b) All members must receive in writing not less than fourteen (14) days' notice of the AGM. The Association will make reasonable efforts to ensure that every resident in Tithebarn is notified of the AGM.
- c) The quorum for an AGM shall be eight (8), including the Chair and Treasurer. In the absence of a quorum the meeting is to be adjourned for fourteen (14) days and all members are to be notified. At the adjourned meeting business is to be proceeded with even if no quorum is present.
- d) The AGM shall include:
 - i. An Annual Report from the Committee
 - ii. Present a statement of accounts to Members. The accounts must end in the current year and the year-end must not be more than four months before the date of the AGM.
 - iii. Election of the Committee
 - iv. Vote on amendments to the Constitution
 - v. Consider any resolution put forward by Members

11. General Meetings

- a) The Association shall hold a minimum of three (3) open meetings per year and are open to all people living in Tithebarn. Everyone from Tithebarn present is entitled to vote on proposals put forward.
- b) All members must receive in writing not less than fourteen (14) days' notice of a general meeting. The Association will make reasonable efforts to ensure that every resident in Tithebarn is notified of the meeting.
- c) If a member believes an item to be of a confidential nature this must be made known to the Chair before commencement of business. The Committee must decide if the item is to be discussed in a closed session at the end of the general meeting.

12. Special General Meetings

- a) Special meetings to discuss emergency matters directly affecting the Association or its interests must be arranged at the request of at least two (2) committee members or by at least a quarter of Members.
- b) All members must receive in writing not less than fourteen (14) days' notice of the SGM.
- c) The quorum for a SGM shall be eight (8), including the Chair and Treasurer.

13. Voting

- a) Decisions at meetings (except those dealing with Alterations to the Constitution and Dissolution) shall be taken by a simple majority of those voting. The Chairperson of the meeting will have the casting vote in the event of a tie.
- b) Any member may make a proposal but must be seconded by someone else to proceed to a vote.
- c) Only members present may vote and each member has one vote.
- d) Conflict of interest must be declared. Committee and association members who declare a conflict of interest should then withdraw from the discussion and voting on the issue in question.

14. Minutes

- a) All meetings must be minuted and the minutes formally approved by the next meeting.
- b) Minutes will be subsequently published in the public domain.

15. Finance

- a) An accurate record of income and expenditure must be produced each year at the AGM to be made available to all members on request.
- b) Accounts should be open to inspection by members on request
- c) All monies raised by or on behalf of the Association shall be applied to further the aims of the Association and for no other purpose.
- d) The Association will carry out any appropriate external scrutiny and/or audit of the accounts as required by current legislation.
- e) Account(s) must be opened in the name of the Association. Cheques, transfers and other banking instruments or instructions shall be signed by the Treasurer and at least one (1) other signatory who must also be members of the Committee.
- f) Signatories must not be related to, or be members of, the same household.
- g) Proper records of all transactions including petty cash transactions must be kept.
- h) Finances raised for or on behalf of any sub-committee must be applied only within the terms agreed by the Committee.

16. Alterations to the Constitution

- a) The Constitution may only be amended at an Annual General Meeting or Special General Meeting.
- b) All proposed changes must be submitted to the Secretary at least fourteen (14) days prior to the meeting, a copy of which should go out with notice of the meeting.
- c) Alterations to the Constitution require a two-thirds majority of those present.

17. Dissolution

- a) The Committee, or if a Committee no longer exists, a majority of remaining members of the Association, can propose that the Association should be dissolved.
- b) They must give at least fourteen (14) days' notice to all eligible members that a meeting is taking place proposing to dissolve the Association.
- c) 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.
- d) Any assets remaining after settling any liabilities shall be applied for the benefit of the community in accordance with the aims of the Association.

Agreed at the inaugural meeting of the Tithebarn Residents Association

Signed:	Chair	<hr/>	Fran Aggleton
	Vice-Chair	<hr/>	Matthew Lehnert
	Secretary	 <hr/>	Marc Coton
	Treasurer	<hr/>	CiCi Qian Zeng

Date 13th December 2023