



St Martin's Residents Association

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Thanks to Asal and Ruby from Fenstaton School for designing our logo

Constitution

NAME

The name of the Association shall be the St Martins Residents Association

OBJECTIVES

The objectives of the association shall be to promote and protect the interests of the residents living in the St Martins Estate, London, SW2

MEMBERSHIP

Membership shall be open to any interested person living in the St Martins State over the age of 18. All Households shall have one vote. A membership list will be kept by the Secretary of the Association.

EQUAL OPPORTUNITIES

Members of the association shall seek actively to represent the needs of the whole community and will not discriminate on the grounds of age, disability, sex (i.e. gender), sexual orientation, gender reassignment, race, religion or belief (including lack of belief), marriage and civil partnership, pregnancy and maternity.

THE COMMITTEE

At the Annual General Meeting members shall elect a committee. The Committee is responsible for the management of the Association.

The Committee will be made up of the following members; Chair, Secretary, Treasurer, and nine other members.

The Committee may co-opt a maximum of two members who shall be non-voting.

All elected members of the Committee shall have one vote, with the exception of the chair, who will have a casting vote in the event of a tie.

The Quorum at the committee meetings shall be four

If vacancies occur among the officers of the Committee, the Committee shall have the power to fill them from amongst their members.

The Committee may form sub-groups to deal with specific issues but these must report to the Committee.

The Committee must meet at least four times a year (in addition to The AGM and General Meeting)

Minutes shall be taken of committee meetings and shall be available to all members and Optivo.

ANNUAL GENERAL MEETING

There shall be an Annual General Meeting held every 12 months at which the following items will be included as agenda items:

- Annual report from the Committee
- Present statement of accounts
- Election of Committee
- Amendments to the Constitution (this item may be excluded if there are no recommendations for change)

The Committee will notify all members of the date no later than 21 days before the AGM.

GENERAL MEETINGS

In addition to the Annual General Meeting the Committee will call at least one general meetings per year which all members of the Association may attend.

All General Meetings shall be advertised to members at least 14 days in advance.

A Special General Meeting open to all members will be held if four or more members submit a request in writing to the Secretary.

The Secretary shall arrange a meeting within 14 days of the receipt of the request for a Special General Meeting.

QUORUM

No General, Special General or Annual General Meeting shall take place if less than six members are present.

CHANGES TO THE CONSTITUTION

The Constitution of the Association may be altered at the AGM.

Any suggested changes must be handed to the Secretary 14 days before the AGM.

Changes to the Constitution must be agreed by two-thirds of the members present at the meeting.

The Association shall notify Optivo within 28 days of changes to its Constitution.

FINANCE

All monies raised by or on behalf of the Association shall be applied to further the aims and objectives of the Association and for no other purpose.

The Treasurer shall open a bank/building society account in the name of the Association.

The Treasurer shall keep a proper account of the income and expenditure of the Association.

Three cheque signatories shall be nominated by the Committee (one can be the Treasurer, but this isn't necessary). The Chairperson must be a signatory on the Association account. Two signatories are required for all cheques.

Any expenditure over £30 shall be authorised by Committee at meetings.

The Treasurer shall submit the accounts for an independent audit to Optivo at the end of each financial year.

DISSOLUTION

The Association may only be dissolved at a Special General Meeting called for that purpose and advertised fourteen days before the meeting to all members.

At least two thirds of the members present at the meeting must agree to the dissolution.

Any funds and possessions shall be donated to a charity or charities of the meetings' choice.

STANDING ORDERS

Members shall at all times conduct themselves in a reasonable manner at meetings.

Members shall be excluded if they contravene the aims of the Association, use abusive language and/or violent behaviour. (see code of conduct)

The Chair shall have a casting vote in the event of a resolution being tied at any meeting being held.