



# CEDAR TREE RESIDENTS ASSOCIATION

## NEIGHBOURHOOD WATCH

BRANCHING OUT

### THE CONSTITUTION OF CEDAR TREE RESIDENTS ASSOCIATION

#### **NAME OF THE ORGANISATION**

The name of the organisation shall be Cedar Tree Residents Association

#### **AIMS OF THE ORGANISATION**

- To promote the interests of the Cedar Tree Residents Association area who would like to be involved in improving the Camp Hill area.
- To represent the views of the above people.
- To promote social activities for all members of the community.
- To make the area a better, safer, cleaner and happier place to be.
- To work with and assist in the work of the local Neighbourhood watch Scheme.
- To work with all associations and bodies of interest to Camp Hill.

The Association shall remain non-political.

#### **MEMBERSHIP**

Membership of the Association shall be open, regardless of race, sex, religion, Nationality, age, disability, sexual orientation or political views, to all residents of Cedar Tree Residents Association area.

Each household shall be limited to one vote.

#### **MEMBERSHIP FEE / SUBSCRIPTION**

Membership is free to everyone who lives within the designated area covered by the Association.

#### **THE COMMITTEE**

- A committee shall be elected to carry out the business of the Association
- The committee shall consist of a Secretary, Chairperson, vice Chairperson Treasurer and five more committee members.
- The committee shall be elected at the Annual General Meetings; membership of the committee is open to all residents of Cedar Tree Residents Association, regardless of their race, sex religion, age, disability, sexual orientation or political views.
- Officers shall carry out the duties given to them at general meetings.
- The committee shall meet once every six weeks or as and when deemed necessary.
- Any committee member who fails to attend three consecutive meetings without sending apologies shall be deemed to have resigned from the committee.
- The committee may co-opt new members as required by election at the main meetings.
- Minutes of committee meetings shall be available to all Association members upon request.
- A copy of this constitution shall be made available to any member upon written request.

## **ANNUAL GENERAL MEETINGS**

- There shall be an Annual General Meeting held bi-annually at which the committee will report on its work and present a statement of Accounts.
- The Annual General Meeting shall elect a new Committee, vote on any recommendations and any amendments to this constitution.
- The secretary will notify all residents of the dates of the meeting not less than seven days before such meeting.
- Any proposals submitted to the secretary in writing not less than seven days in advance of the meeting shall be discussed.

## **OTHER GENERAL MEETINGS**

- There shall be a general meeting open to the residents on a monthly basis until such time the Committee considers it necessary to vary this time.
- A special general meeting open to all members will be held if eight or more members submit in writing a request for such meeting to the secretary. The secretary, with support of others, shall arrange for the meeting to take place within twenty one days.

The secretary shall notify all members of all general meetings at least seven days advance.

## **Quorum**

- No general or annual general meeting shall take place if less than 3 members are present.
- No committee meeting shall take place if less than half of the committee are present.

## **Finance**

- The treasurer shall open a bank or building society account in the name of the Association. Not less than three of four authorised signatures, (of which one of the three will be the treasurer), shall be required to withdraw or transfer any funds from the account. All monies received, cash or cheques shall be banked into the Association's account as soon as is practicable.
- All expenditure shall be agreed by a decision at a general meeting or committee meeting. However, a small float not to exceed £25 may be retained for basic stationery etc. All receipts must be retained.
- The treasurer shall keep written records of all monies received and spent and shall produce a written finance report for every residents association meeting.

## **Changes to the constitution**

- The constitution may be altered or amended at any Annual General Meeting, General or special meeting.
- Any suggested changes must be presented to the secretary 14 days before such meeting.
- Changes must be agreed by at least two thirds of the members present at that meeting.

## **Dissolution**

- The association may only be dissolved at a Special General Meeting called for the purpose and must be advertised at least 14 days prior to such meeting.
- A proposal to dissolve the Association shall take effect only if agreed by at least two thirds of the members present at such meeting.
- Funds and possessions of the Association will be disposed of according to the wishes of the meeting.