

# Constitution of the Curzon Park Residents Association

(Adopted 7th January 2008 and amended by resolutions passed in accordance with paragraph 9 at the Annual General Meetings of the Association held on 18th May 2009, 10th May 2010, 12th May 2014, 22nd May 2019 and 28<sup>th</sup> July 2021)

**1. NAME** The name of the association will be Curzon Park Residents' Association ("the Association").

**2. AIMS & OBJECTIVES.** The aims and objectives of the Association will be:

- (a) To seek to improve conditions for the residents of the area from which the membership is drawn.
- (b) To represent and to promote the interests of all residents living in the area.
- (c) To work for improvements to the local environment.
- (d) To work in partnership with other relevant bodies and other agencies to achieve the Association's aims.
- (e) The Association supports no political party.

### **3. MEMBERSHIP**

- (a) Membership of the Association shall be open to all residents and those owning residential property in the Curzon Park area. The area for membership shall be limited to the roads listed in the Schedule.
- (b) Residents and owners become members of the Association by registering their name and address with the Association in the form prescribed from time to time (either electronically or 4th revision 22nd May 2019 by delivering a paper form as directed in the form), and agreeing in writing to abide by the constitution. Membership applications shall name all persons resident at a particular address who are intended to be members. The Management Committee of the Association (MC) shall be jointly responsible for maintaining (so far as reasonably practicable) a register of all current members but may delegate that task to any member of the Association whether or not a member of the MC.
- (c) Membership shall cease immediately upon a person no longer residing or owning property in the area defined in paragraph 3(a). (d) Membership shall be free of subscription

**4. EQUAL OPPORTUNITIES STATEMENT** The Association aims to involve everyone in the Curzon Park area and will seek to overcome any obstacle to eligible people becoming members, giving their views and getting involved in meetings and events. The Association will prohibit any conduct which discriminates or harasses on grounds of race, religion, disability, political belief, gender or sexual orientation.

### **5. MANAGEMENT COMMITTEE**

- 5.1 The Association will be run by a Management Committee (MC).
- 5.2 The MC will be made up of three Officers, comprising a Chair, a Secretary, and a Treasurer, and in addition, not less than two nor more than six Ordinary members. One of the Ordinary members may be elected as the Deputy Chair by a majority vote of the MC and shall in the absence of the Chair, chair both MC meetings and General Meetings of the Association. One Ordinary member position shall be reserved for members who are respectively residents of each of the three constituencies defined in the Schedule to this constitution, and one for a member who is, 4th revision 22nd

May 2019 at the date of election, under 39 years of age. All MC members must be, and remain eligible as, members of the Association.

5.3 The initial members of the MC shall be elected forthwith after the adoption of this constitution by its subscribers and shall hold office until the first Annual General Meeting (AGM). If vacancies occur among the MC Officers or other MC members subsequently, or between AGMs, the MC shall have the power to fill those vacancies by simple majority of the MC members present at an MC meeting, except: (i) where three or more vacancies occur at the same time in which case a Special General Meeting, advertised for that purpose, must be called, and (ii) that they may not (except as permitted below) appoint to any such vacancy a person who up to the time of the immediately preceding AGM had been a member of the MC for a continuous period of three years or more (a "year" being the period between consecutive AGMs). Such a person may nevertheless be reappointed if an AGM has failed to elect an MC consistent with the requirements of this Paragraph 5 and three months have elapsed without those members who were elected having succeeded in filling any vacant Officer post or attracting sufficient appointees to form a quorum.

5.4 MC members who miss more than three consecutive MC meetings without giving reasonable apologies will be deemed to have resigned their post.

5.5 All matters before the MC shall be determined by a simple majority of those MC members present and in the event of equality of votes the Chair or (in his/her absence, the Deputy Chair) shall have a casting vote.

5.6 The MC will have power to co-opt members with skills and knowledge useful to the Association who can advise and support the Association. Co-opted members of the MC may take part in the proceedings of the MC but shall have no voting rights.

4th revision 22nd May 2019

## **6. MEMBERS' MEETINGS**

**6.1 ANNUAL GENERAL MEETING (AGM)** The Association will be democratic and open. Once a year (and no later than after 3 months from each period for which accounts are prepared in accordance with paragraph 8), the MC will call an AGM. Written notice of each AGM shall be sent by the Secretary at least 14 days in advance to every member in the members' register. Such notice shall include any proposed amendments to the constitution of CPRA and the form of any resolution specifically proposed to be voted on at the AGM. All reasonable endeavours shall be made to notify all residents, whether members or not of the Association of each AGM but no person may vote at an AGM without first having been registered as a member. Members should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the officers and committee at the meeting. Accordingly, there shall no obligation on the Secretary to include in the notice of the AGM the names of members who are proposed as or intend to stand for election as members of the MC. The proceedings of each AGM shall, as a minimum, comprise:

- (a) The minutes of the previous AGM to be presented for approval;
- (b) A report of the Association's activities to be presented by the Chair of the MC;
- (c) A presentation by the Treasurer of accounts for the twelve month period ending on the most recent 31st March;
- (d) Votes on amendments to the constitution if any are proposed;
- (e) The existing MC members will stand down The Officers and other MC members for the next year will be elected. Nominations for Officers and other MC members may be accepted and voted upon only if the person nominated is present at the AGM or has prior to the AGM delivered to the Secretary a signed note agreeing to serve on

the MC in the relevant capacity if elected. A member who has stood down will be eligible for re-election provided that he has not been 4th revision 22nd May 2019 elected to the MC at each of the immediately three preceding AGMs

(f) If the numbers elected are insufficient to provide a quorum at an MC meeting or should any Officer post remain unfilled, the AGM will decide whether the MC should start procedures to dissolve the Association in accordance with Paragraph 10.

Alternatively such members as are elected to serve on the MC may be mandated by the AGM to operate as an MC notwithstanding the lack of a quorum for up to six months with a view to appointing additional or replacement members and Officers so as to form an MC complying with Paragraph 5. Should the MC so mandated fail to do so within six months, it shall dissolve the Association.

(g) Any notice required to be given to members in writing (in connection with an AGM or otherwise) may be given by including the notice in a newsletter circulated to each household within the Association's area. It may alternatively be given by email to a member who has specifically consented to receive communications from the Association by that means.

(h) All decisions to be taken at an AGM shall be decided by simple majority vote of those present at the time the vote is taken.

(i) The Chair shall have discretion to call members of the Association to order. He may require them to exercise proper discipline if their behaviour is disruptive to the meeting. In an extreme case he may require them to leave the meeting

**6.2 SPECIAL GENERAL MEETING** The MC may, at any time, call a Special Meeting of the Association, giving at least 7 days written notice to all registered members, to consider any matter that the MC may in its absolute discretion decide should be referred to all members. A Special Meeting of the Association will also be called by the Secretary whenever 10 or more registered members so request in writing stating the business to be considered and setting out any 4th revision 22nd May 2019 resolution to be proposed. This shall be in the form of a letter signed by 10 people resident at or owning property at different addresses within the Association's area. The secretary will ensure that the meeting is held within 28 days of receipt of such written request and that all registered members are given prior notice as required for an AGM and defined in paragraph 6.1. Subject to paragraph 9 (Alterations to the Constitution) the conduct of proceedings at and the methods of giving notice of a Special Meeting shall be as prescribed for an AGM.

**6.3. ASSOCIATION EVENTS** The MC will from time to time decide to hold additional open meetings or events. These shall be in addition to the formal members' meetings defined above and shall be open to everyone residing in the area defined in 3(a). The MC shall not be obliged to give formal notice of such meetings or events or conduct business formally, but will use its reasonable endeavours to publicise them to all residents of the area whether registered members or not (or to such sections of residents to whom it judges that the meeting or event is likely to be of interest. They may be held in response to specific initiatives or issues or at the general judgement of the MC.

## **7. MANAGEMENT COMMITTEE MEETINGS**

(a) The MC shall decide on the frequency of its meetings, but shall hold at least one meeting within 14 days prior to the giving of notice for an AGM. All members of the MC shall be consulted on the dates and venues of MC meetings but no individual or minority of members shall be entitled to object to a meeting being called by the secretary at a particular time or place

(b) At least 5 members of the MC must be present to form a quorum and to take a decision on behalf of the Association. The MC will try to work by general agreement but where this is not possible all matters before the MC shall be determined by a simple majority of those MC members present and in the event of equality of votes the Chair or (in his/her absence, the Deputy Chair) shall have a casting vote. 4th revision 22nd May 2019

(c) Minutes will be kept of all meetings of the MC. The minutes will be presented to the next MC meeting to be approved. The minutes shall be made available to any member of the Association on request to the Secretary

(d) The Chair shall have discretion to call members of the MC to order. He may require them to exercise proper discipline if their behaviour is disruptive to the meeting. In an extreme case he may require them to leave the meeting.

**8. FINANCE** The MC can raise money on behalf of the Association as it sees fit, as long as it spends it in line with the aims and objectives of the Association. *The Management Committee may apply surplus funds to such charitable organisations as the Management Committee considers appropriate.* The Treasurer shall keep proper account of the finances of the Association and shall open a bank account in the name of the Association. The MC will nominate at least three people who can sign cheques. These people must not live in the same household or be related family members. Two signatories shall be required for every transaction. Accounts will be prepared for the 12-month period ending on 31 March each year and submitted to the next Annual General Meeting. The MC is responsible for the proper use of money raised through grants according to the guidelines issued by the funding body. The Treasurer shall keep receipts for all money paid out on behalf of the Association. Any expenses payments to MC members for duties carried out on behalf of the Association shall only be made on the production of proper receipts.

**9. ALTERATIONS TO THE CONSTITUTION** This constitution may only be amended at an AGM or at a Special General Meeting. Any proposal to alter the constitution should be sent to the Secretary at least 28 days before the meeting. Notice of 4th revision 22nd May 2019 the proposal to alter the constitution should be included in the formal notice for the meeting setting out the precise change of wording proposed. Any alteration to this constitution requires a two-thirds majority of those present and voting.

**10. DISSOLUTION** The Association may only be dissolved

(a) in accordance with Paragraph 6.1 (f); or

(b) at a Special Meeting held in accordance with paragraph 6.2; or

(c) at the behest of the MC, at an AGM where dissolution is proposed in the notice given. Provided in the case of (b) and (c) above, that notice of the proposed dissolution is given by the Secretary not only to registered members but (using reasonable efforts) to all households in the Association's area. A resolution to dissolve the Association will only be carried if agreed by two thirds of the registered members present. Following a decision to dissolve the Association the remaining MC members shall ensure that all outstanding debts are paid and the balance of any grants from funding bodies will be returned. Any assets remaining after the satisfaction of proper debts and liabilities will be applied towards the charitable benefit of the residents of the area as the residual MC members may decide.