

STRAWBERRY VALE RESIDENTS ASSOCIATION CONSTITUTION

(Peabody model)

1.00 The association is known as The Strawberry Vale Residents Association

1.01 The area covered by the association is The Strawberry Vale Estate N2

2.00 AIMS

2.01 The aims of the Association are:

.To represent the interests of members.

.To ensure that all members are consulted regularly and that all residents eligible for membership are encouraged to join.

. To promote the interests and rights of residents.

. To encourage a sense of community by promoting a multi-racial society and opposing racism, sexism and all other forms of discrimination.

3.00 MEMBERSHIP

3.01 Membership is open, irrespective of factors such as race, gender, disability, sexual orientation, age and religion to all adults (16 years or over) living in the area of benefit who accept the aims of the association. As far as possible, the membership should reflect the diversity of the area.

3.02 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. Any member so suspended has the right of appeal to the following general meeting, before expulsion from the association takes place.

3.03 Harassment, bullying, intimidation, racist or sexist behaviour will not be tolerated and will be grounds for suspension of individual members. Those groups that knowingly allow members to behave inappropriately will not be eligible for support or funds from Peabody.

3.04 Membership shall cease when a member moves away from the estate/area.

4.00 SUBSCRIPTIONS

4.01 Subscriptions, if charged, shall be set at the annual general meeting of the association, and shall be kept as low as possible. Subscriptions may be reduced or waived completely in cases of hardship. Subscriptions or other money raised by or on behalf of the association may only be used to further the aims of the association.

5.00 CONDUCT OF BUSINESS

5.01 The business of the association will be conducted by a committee elected at the annual general meeting, which shall consist of a chair, treasurer, vice-chair and secretary. As far as possible, the composition of the committee shall reflect the diversity of the community.

5.02 Peabody Governors, sub-committee members and staff shall not represent the association in its dealing with Peabody.

5.03 The election or removal of officers or committee members may only be carried out by a general meeting of the association. The committee may temporarily fill any vacancy arising among the officers of the association from its other members until the next general meeting of members.

6.00 COMMITTEE MEETINGS

6.01 The committee shall meet as necessary and not less than six times per year. Committee meetings shall be open to any member of the association wishing to attend, who may speak with permission of the Chair, but not vote.

7.00 GENERAL MEETINGS

7.01 No fewer than two of the committee's meetings shall be general meetings of the association, open to all members to speak through the Chair and vote. The decisions of these meetings shall be binding on the committee. All decisions shall be taken by a simple majority of members present and voting. All members shall be given not less than 14 days notice of any general meeting. A representative of the landlord may also be invited to the general meeting.

8.00 ANNUAL GENERAL MEETING

8.01 The committee shall call an annual general meeting (AGM) of the association each year not less than 15 months following the previous AGM. Not less than 28 days notice shall be given of the AGM to all members and all those eligible for membership, together with a formal application for membership. A representative of the landlord shall also be invited to attend.

8.02 At this meeting:

- . The committee shall present an annual report of the association.
- . Subcommittees shall present reports of their activities.
- . The treasurer shall present the examined/audited accounts of the association for the past year.
- . The officers and committee for the next year shall be elected.
- . Proposed constitutional amendments should be submitted to the Secretary at least 14 days prior to the meeting to be considered.
- . Other proposals submitted to the secretary in writing not less than seven days in advance of the meeting shall be considered.

8.03 The minutes of the AGM must be submitted to the landlord, together with the names and addresses of the association's officers and committee members.

9.00 SPECIAL GENERAL MEETINGS

9.01 The secretary must call a special general meeting at the request of a majority of the committee, or on receipt of a written request by at least one-third of the membership of the association. The secretary must give at least 7 days notice of the special general meeting to all members, which shall take place within 21 days of the request.

10.00 QUORUM

10.01 The quorum for committee meetings of the association shall be one-third of its elected membership, or 3 members, whichever is the greater. The quorum for all general meetings shall be one-third of the membership.

11.00 NOTICE OF MEETINGS

11.01 Notice of all general meetings will be sent to each members home address and will include the date, time, and place of the meeting and an agenda of matters to be discussed. Notice of committee meetings will be displayed locally.

12.00 SUBCOMMITTEES

12.01 The committee may appoint subcommittees to carry out the activities of the association. Such subcommittees will be directly accountable to the committee. The committee will agree in advance the terms of reference for any subcommittee, which may then act and apply any finance raised within these terms. The chair and treasurer of the association shall be ex-officio members of any subcommittees.

- 12.02 If any subcommittee continues after the AGM, its members must be re-elected at the AGM.
- 12.03 All subcommittees shall keep proper accounts and records of all meetings. These reports and accounts shall be made available as required to the committee or general meeting.
- 12.04 The committee or general meeting may dissolve any subcommittees. Whereupon all accounts, records and assets of the subcommittee pass to the committee.

13.00 DUTIES OF THE OFFICERS

- 13.01 All the officers of the association have a duty to further all the aims of the association, including the promotion of a multi-racial society and opposing racism, sexism and other forms of discrimination.
- 13.02 The chair shall conduct the meetings of the association. If the chair is absent, the vice-chair will take over.
- 13.03 The treasurer shall open and/or maintain a bank account in the name of the association. All cheques must be signed by the treasurer and at least one nominated committee member (not from the same household or family). Unless there are exceptional circumstances, approved by the landlord, there will only be one bank account for the association, into which all receipts, subscriptions, etc. are paid.
- 13.04 The treasurer shall keep proper records of income and expenditure and report on them as required by the committee or general meeting. Such accounts must be subject to an annual independent examination and a report presented to the AGM.
- 13.05 The secretary is responsible for convening all meetings and giving the relevant notice to members. The secretary shall ensure that a proper record is kept of all meetings of the association. Its committees and subcommittees in the form of minutes; and provide them as required by the committee, general meeting, or representative of the landlord. The secretary shall maintain a register of members of the association, including addresses.
- 13.06 Any member of office delegated to represent the association in consultation with any other body shall act on the instructions of the association and shall report back to the following committee or general meeting, whichever is the sooner.

14.00 ALTERATION TO THE CONSTITUTION

- 14.01 Any proposal to alter this constitution must be submitted to the secretary, not less than 14 days before the meeting at which it is to be discussed. Any alteration requires the approval of two-thirds of those present and voting at the meeting.
- 14.02 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. They must give at least 14 days notice to all those eligible for membership of the meeting at which the matter shall be discussed. 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. The assets remaining when the association has satisfied its liabilities shall be applied for such purposes of benefit to the community as the meeting shall decide, in accordance with the aims of the meeting.

October 2016 -17

Chair	Laurence Williamson, 13 Nursery Road N2 9RA
Vice Chair	Terry Copas, 27 Nursery Road N2 9RA
Treasurer	Shona Perkins, 149 Old Farm Road N2 9BA
Secretary	Dylis Dias, 130 Old Farm Road N2 9BA