

CONSTITUTION
OF THE
LANGSTONE RESIDENTS' ASSOCIATION

1. NAME OF THE ASSOCIATION

The Association shall be called The Langstone Residents' Association.

2. AIM OF THE ASSOCIATION

The Association is dedicated to maintaining and improving the local amenities for residents in the Langstone area.

3. OBJECTIVES OF THE ASSOCIATION

The overall aim will be delivered through the following objectives:

- To provide regular information to the members of the Langstone Residents' Association on local amenities.
- To consult regularly with members on the provision and improvement of local amenities.
- To represent and promote the interests of members in discussions with local authorities and other public bodies.
- To work with other associations and organisations for the benefit of all members.
- The Association shall be non-political.
- Any other matter, at the discretion of the Committee, which will support the aims of the Association.

4. MEMBERSHIP AND ANNUAL SUBSCRIPTION

Membership of the Association shall be open to any resident of Langstone. The membership year is from 1 June to 31 May. All annual subscriptions shall be payable on 1 June. The annual subscription can be varied only with the consent of the AGM. Every member shall have the

right to vote at meetings. A copy of this constitution will be available to every member.

5. POWERS OF THE ASSOCIATION

For the purpose of carrying out the above aims and objectives, but not otherwise, the Association shall have the following powers:

- to raise funds.
- to set aside funds for specific purposes.
- to deposit funds in a lawful manner.
- to take out insurance policies to protect the Association where required.
- to do anything else within the law which promotes or helps to promote the objectives.
- to amend the rules as required (see 17).

6. THE COMMITTEE

A Committee shall be elected to carry out the business of the Association.

- The Committee shall consist of not less than four and not more than eight individuals elected at the Association's Annual General Meeting.
- The Officers of the Committee shall consist of the Chairman, Treasurer and Secretary.
- Four members of the whole Committee shall form a quorum.
- At Committee and General Meetings, the Chair shall be taken by the Chairman. In his absence, the Chairman of the Meeting shall be elected by the Meeting.
- In the event of the voting for and against a motion being equal either at the Annual General Meeting or at a Meeting of the Committee, the Chairman shall have the right to exercise a casting vote.

- Committee members should declare any vested interests prior to discussions and abstain from voting, if appropriate.

7. ELECTION OF OFFICERS AND COMMITTEE

The election of Officers and Members of the Committee shall take place in the following manner:

- Any two Ordinary Members of the Association shall be at liberty to nominate a Committee Member to serve as an Officer of that Committee, such nominations to be proposed at the Annual General Meeting. The Members of the Committee shall retire every year at the Annual General Meeting but shall be eligible for re-election.
- Any casual vacancy on the Committee arising between two Annual General Meetings may be filled by the Committee.
- The Committee may co-opt onto the Committee up to three individuals in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Association.

8. POWERS OF THE COMMITTEE

- The Officers of the Association shall have the control of the finances of the Committee and all such administrative powers as may be necessary for properly carrying out the objectives of the Association in accordance with these Rules.
- The Officers of the Committee shall have the power to enforce the Rules.
- The Committee shall have the power to raise any Sub-Committee when they see fit. The Chairman of the Sub-Committee shall be a Committee member but other members may be drawn from Members of the Association. All proposed acts and proceedings of any such Sub-Committee shall be submitted to the Main Committee prior to action and subsequently fully and promptly reported to the Committee.

- Only a person authorised by the Committee shall purport to represent or negotiate for the Association regarding the business of the Association with a third party.
- The Committee shall meet regularly.

9. DUTIES OF THE CHAIRMAN

The Chairman shall preside over all Committee, Annual General and Extraordinary General Meetings. The Chairman may not serve more than three consecutive years.

10. DUTIES OF THE SECRETARY

The Secretary shall:

- keep a record of the names and addresses of Committee members and those people involved with the business of the Committee who have indicated their willingness to have their names and addresses and other personal details held on record.
- conduct the correspondence of the Association.
- keep custody of all Committee documents.
- keep full and correct minutes of all meetings of the Committee.
- ensure all correspondence received or sent in the name of the Committee is laid before the Committee in full at the next available Committee meeting.
- ensure that the Agenda of any Committee meeting is circulated to Committee Members.

11. DUTIES OF THE TREASURER

The Treasurer shall:

- be responsible for liaising with the bank on matters relating to the administration of the bank account and shall report to the Committee at meetings on the state of the finances.
- cause such books of account to be kept as are necessary to give a true and fair view of the state of the finances of the Association.

- cause all returns as may be required by law in relation to such accounts to be rendered at the due time.
- prepare a summary statement of Income and Expenditure for the year to 31 March and a Balance Sheet as at 31 March together with the corresponding figures for the previous year. Such Accounts should be approved by the Committee and signed by the Chairman and the Treasurer.

12. DUTIES OF THE HONORARY INDEPENDENT EXAMINER

The Honorary Independent Examiner shall:

- be appointed at the Annual General Meeting in each year.
- check the Financial Statement with the books and records of the Association when called upon to do so and shall confirm whether the statement is in agreement with those books and records.
- if unwilling or unable to act, shall inform the Committee who shall appoint a substitute to hold office until the termination of the next Annual General Meeting.

13. FINANCES

- a) All money raised by or on behalf of the Association is to be used to further the aim of the Association.
- b) Cheque signatories shall be nominated by the Committee, (one to be the Treasurer). There shall be three signatories, not from the same family or household.
- c) All cheques and instructions to the Association's bankers shall require two of the agreed signatories.
- d) The Accounts shall be made available to members at the AGM.

14. ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held in the month of May each year at such time and place as the Committee shall determine. There is a quorum at any General Meeting if twenty

members are personally present. Following notification of the AGM, four weeks will be allowed for notification to the Committee of items to be included on the Agenda. Items to be included under Any Other Business must be notified to the Committee prior to the AGM and will be included at the Committee's discretion.

15. EXTRAORDINARY GENERAL MEETINGS

The Committee may call at any time an Extraordinary General Meeting. An Extraordinary General Meeting may be called at the request of at least fifteen members. Fourteen days notice of such a meeting shall be given.

16. NOTICE OF MEETING

At least fourteen days' notice of any Extraordinary General Meeting, specifying the business to be transacted and the day, place and hour of the meeting, shall be sent to every member. Those members wishing to call an Extraordinary General Meeting shall be responsible for arranging and financing the venue and other administrative arrangements.

17. ALTERATION OF RULES

No Rule of the Association shall be repealed or altered, and no new Rule shall be made, save by a two-thirds majority of those present at a General Meeting (see 5f).

18. COMPLAINTS

All complaints shall be made in writing to the Secretary, who, if he shall be unable to deal with them, shall submit them to the Committee whose decision shall be final.

19. DATA PROTECTION ACT

Acceptance of these Rules by the Association Member will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act 1998.

20. DISSOLUTION OF THE ASSOCIATION

The Association may be dissolved at any time provided that an Extraordinary General Meeting is called with not less than fourteen days' notice and that such decision is confirmed by a two-thirds majority of those present.

In the event of the dissolution of the Association, Members shall vote on the distribution of all funds, after payment of all debts and dues, to specified bodies to be decided on at the Extraordinary General Meeting.

Adopted by the Members of the Langstone Residents' Association at the Annual General Meeting held on Wednesday, 21 May 2008 at Bosmere School.