

RAMSHILL RESIDENTS ASSOCIATION CONSTITUTION – November 2021

1. Name:

Ramshill Residents Association (RRA).

2. The Purposes of the RRA:

- 2.1 To promote and protect the interests of all residents living on the Ramshill Estate
- 2.2 To communicate regularly with residents and to represent their interests at all times
- 2.3 To seek to resolve the “legacy issues” to the benefit of all residents, specifically:
 - Adoption of the estate by HCC
 - Access to and maintenance of the Skinner’s Lane pathway and cycle lane
 - Ensure the Children’s Playground is well maintained, safe and secure
 - Ensure Grounds Maintenance is carried out regularly, adequately and from preference, by a local contractor with an understanding of our needs
 - Ensure the Ramshill Estate is adequately cared for and maintained.

3. Subscriptions:

- 3.1 There shall be no annual subscription.

4. The Committee:

- 4.1 The RRA shall be managed by a Committee of Members who are appointed at the Annual General Meeting (AGM).
- 4.2 The Committee shall be made up of the following:
 - Chair
 - Secretary
 - Treasurer
 - Three other Committee Members (minimum)
- 4.3 Nominations for Committee Members to be put forward at or before the AGM
- 4.4 The Committee Members will be elected by those residents in attendance at the AGM. All residents will have one vote for each position
- 4.5 All elected Members of the Committee shall have one vote
- 4.6 If vacancies arise among the Officers of the Committee, the Committee shall have the authority to fill them amongst themselves
- 4.7 The Committee shall meet not less than three times a year plus the AGM
- 4.8 Minutes shall be taken of all meetings and shall be available to all Committee Members and residents
- 4.9 No AGM shall take place if less than four Committee Members are present
- 4.10 Those Committee Members in attendance at a properly constituted meeting shall be empowered to make decisions and take appropriate action on behalf of all residents, having first listened to any views expressed by fellow Members or residents in person or otherwise.

5. Annual General Meeting (AGM):

- 5.1 There shall be an AGM held once a year at which the following items will be included as standard agenda items:
 - Annual Report from the Chair
 - Present Statement of Accounts
 - Retirement & Appointment of new Committee Members
 - Any amendments to the Constitution.

- 5.2 The Committee will notify all residents of the AGM date no later than 14 days before the AGM
- 5.3 Minutes will be kept of the AGM
- 5.4 There must be at least 4 Committee Members present at the AGM
- 5.5 Any resident may stand for election as a Committee Member
- 5.6 Residents shall elect a minimum of 4 or more Committee Members to serve for the next year. They will retire at the next AGM but may stand for re-election
- 5.7 Every resident has one vote.
- 5.8 The committee can postpone the AGM if necessary due to unforeseen circumstances such as a pandemic.

6. Committee Meetings:

- 6.1 In addition to the AGM the Committee will call other meetings during the calendar year, which all Committee Members may attend
- 6.2 All such meetings shall be advertised to Committee Members at least five days in advance
- 6.3 Minutes shall be kept for every Committee meeting
- 6.4 A Special General Meeting open to all Committee Members will be held if specific matters of importance need to be discussed or three or more Committee Members submit a request in writing to the Chair or Secretary
- 6.5 The Secretary shall arrange a Special General Meeting within 14 days of the receipt of the request
- 6.6 If a Committee Member has a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided
- 6.7 The Committee may make reasonable additional rules to help run the RRA. These rules must not conflict with this Constitution or the law.

7. General Meetings:

If the Committee consider it necessary to change the constitution, or wind up the RRA, they must call a General Meeting (or at the AGM) so that the membership can make the decision. The Committee must also call a General Meeting if they receive a written request from the majority of Committee Members or six or more residents. All Committee Members and residents must be given 14 days' notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- 7.1 Winding up: any money or property remaining after payment of debts must be given to a charity with similar purposes to the RRA.
- 7.2 Changes to the Constitution: can be made at AGMs or General Meetings.
- 7.3 General Meeting: called on written request from a majority of Committee Members.
- 7.4 The RRA Committee may also call a General Meeting to consult the residents.

8. Changes to the Constitution:

- 8.1 The Constitution may be altered at the AGM
- 8.2 Any suggested changes must be handed to the Secretary 14 days before the AGM
- 8.3 Changes to the Constitution must be agreed by two-thirds of the residents present at the AGM.

9. Finance:

- 9.1 All monies raised by or on behalf of the RRA shall be applied to further the objectives and aims of the RRA and for no other purpose
- 9.2 The Treasurer shall open a bank/building society account in the name of the RRA requiring two signatures by elected Committee Members for all withdrawals
- 9.3 Three cheque signatories shall be nominated by the Committee Members (one to be the Treasurer)

- 9.4 The Treasurer shall keep a proper account of the income and expenditure of the group
- 9.5 Any expenditure over £100.00 shall be authorised by the Committee Members at meetings.

10. Membership:

- 10.1 The RRA shall have a membership. People and residents who support the work of the RRA and are aged 18 or over can apply to become a member. The RRA will keep an up-to-date membership list and data base
- 10.2 The RRA may remove a person's membership if they believe it is in the best interests of the Association. The member has the right to be heard by the RRA before the decision is made and can be accompanied by a friend or relative.

11. Carrying Out the Purposes of the RRA:

In order to carry out the RRA purposes, the Committee Members have the power to:

- 11.1 Raise funds, receive grants and donations
- 11.2 Apply funds to carry out the work of the RRA
- 11.3 Do anything which is lawful and necessary to achieve their objectives.

12. Money & Property:

- 12.1 Money and property must only be used for RRA purposes
- 12.2 The RRA must keep accounts. The most recent annual accounts can be seen by residents on request
- 12.3 Committee Members cannot receive any money or property from the RRA funds, except to refund reasonable out of pocket expenses
- 12.4 Money must be held in the RRA bank/building society account. All cheques must be signed by 2 Committee Members.

13. Re-affirmation of the Ramshill Residents Association:

This Constitution was adopted on _____ by the Committee Members whose signatures appear below. They are the Committee Members of the RRA and will be the trustees until the next AGM, which must be held within one year of this date.

Signed:

Name:

Dated:

_____:Chair

_____:Secretary
