



# COULSDON WEST Residents' Association

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## DRAFT CONSTITUTION

1. The Association shall be called the Coulsdon West Residents' Association (CWRA).
2. The Association shall be strictly non-party political and non-sectarian.

### **Aims:**

3. The Association shall:
  - a. Advance and protect the common interests of the residents.
  - b. Preserve and improve the amenities of the district.
  - c. Ascertain the opinions of residents on local matters when considered desirable.
  - d. Co-operate, where appropriate, with other organisations with a view to furthering the objectives of the Association.
  - e. Encourage and develop Social Activities.

### **Membership:**

4. All adult residents living within the Association's boundary are eligible to become members. Any change in the Association's boundary shall be proposed by the Executive Committee for a General Meeting to endorse or reject.
5. Eligible residents become members on payment of the annual subscription, which entitles all adults of that household to be members. The subscription year is a 'rolling year' and is due for renewal 12 months from the end of the month in which the member joins. The subscription price is set by the Executive Committee.
6. The Executive Committee has the right to refuse or revoke membership of persons who act contrary to the aims of the Association.
7. Membership ceases when:  
the member leaves the Association's area,  
or the subscription is two months in arrears,  
or the member breaches acceptable standards of behaviour,  
or through Rule 6 above.

### **Supporters of CWRA:**

8. People living outside the Association's boundary, together with any corporate bodies (whether inside the boundary or not) are eligible to become "Supporters of the Association" at the discretion of the Executive Committee, and on payment of the same annual subscription as members. Supporters do not have members' rights to vote or to stand for the Executive committee.



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## **Management:**

9. The Executive Committee oversees the day to day running of the Association. Electing members to the Committee from the general membership takes place at a General Meeting (normally, the Annual General Meeting).

## **General Meetings**

10. Notice of a General Meeting shall be given 21 days in advance of the meeting, and it shall be communicated to members by appropriate means including email, post, website and newsletter. In the case of an Annual General Meeting (AGM), it shall also be communicated to eligible members. Notices shall also be placed on public noticeboards in Coulsdon, including the library.
  11. An agenda shall be published on the website at least 14 days prior to any General Meeting, which, if appropriate, shall include the names of all candidates standing for membership of the Executive Committee. The business of the General Meeting shall be limited to those items on the agenda.
  12. An AGM of the members shall be held in some form, approximately every 12 months. Other General Meetings can be called by the Executive Committee, **or by request by members from twenty or more households**, with the items that they wish to place on the agenda.
  13. **The usual form of a General Meeting is a gathering of members in a suitably sized hall, to which all members are invited. Should circumstances (for instance, a virulent virus) prevent such a meeting occurring, endeavours shall be made to conduct the business of an AGM 'remotely', utilising (but not limited to) services such as: post, telephone, websites, and the internet.**
  14. At an AGM:
    - a. The minutes of the previous General Meeting are presented\* for formal approval by the members.
    - b. The Executive Committee shall present their annual report.
    - c. The examined accounts of the Association for the past year are presented\* for formal approval by the members.
    - d. A person independent of the CWRA management shall be appointed to be the 'External Examiner' of the Association's accounts for the current year.
    - e. **The Executive Committee for the next year shall be elected from the general membership; existing members of the committee may stand for re-election.**
    - f. Any proposals submitted to the Secretary in writing at least 14 days in advance of the meeting shall be considered.
- \* The previous meeting's minutes, the accounts, the agenda, and any other material relevant to the meeting, shall be made available on the website for at least 14 days prior to the meeting.
15. All nominations for election or re-election to the Executive Committee should, if practical, be in the hands of the Secretary at least 14 days before the relevant General Meeting.

## **Executive Committee**

16. The Executive Committee shall consist of:  
the Officers: Chairman, Vice-Chairman, Secretary and Treasurer,  
**together with between two and ten other members.**



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17. The Executive Committee may temporarily co-opt members to fill any vacancies among Officers or other committee members; **such co-optees shall have full Executive Committee Member status until the next General Meeting endorses them.**
18. With at least one officer present, five members of the Executive Committee shall constitute a quorum.
19. Membership of the Executive Committee shall cease if such a member:
  - a. resigns his/her office by notice in writing to the Committee, or
  - b. is absent, without the approval of the Executive Committee for a period of more than six consecutive months from meetings of the Committee held during that period **and** that the Committee resolve that their membership of the Committee shall cease, or
  - c. **through Rule 6.**
20. The Executive Committee has the power to deal with all matters as they arise, including the appointment and dismissal of agents and the creation and winding-up of sub-committees.
21. Agents may be any firm, or person, or body of persons; they may act for the Committee with such power, authority and discretion, (not exceeding that vested in or exercisable by the Executive Committee under this Constitution), subject to such conditions as the Committee set for them.
22. Membership of sub-committees is not restricted to members of the Executive Committee, provided that at least one member of every sub-committee is a member of the Executive Committee. **If appropriate, the Executive Committee shall set a budget for the sub-committee. Sub-committees shall report their activities to the Executive Committee.**
23. When a sub-committee is wound-up, a summary of the activities, together with the accounts (if appropriate) shall be formally presented to the Executive Committee. Any surplus funds are returned to the Association's general bank account, and any other assets come under the control of the Executive Committee.

## **Activities:**

24. Activities run under the umbrella of the Association shall either be self-financing, or shall adhere to their budget.  
Progress of the activity shall be reported to the Executive Committee.

## **Communications:**

25. **A Communications Manager shall be appointed by the Executive Committee to manage and co-ordinate all communications from the Association.**
26. **Communications with members shall include:**
  - a. **the Association's website,**
  - b. **paper or digital newsletters,**
  - c. **social media platforms,**
  - d. **eblasts – typically, a list of recent happenings or forthcoming events or changes that members are likely to be interested in, or should be informed of; sent to participating members by email,**



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- e. reminders to pay the subscription,
  - f. notice of, or agendas for, any General Meetings.
27. In addition, a newsletter shall be issued periodically to all households within the Association's boundary to publicise the Association, with the aim of increasing the membership.

## **Accounts, Financial Conduct and Probity:**

28. The Treasurer shall be responsible for maintaining the Association's financial records, for dealing with the Association's bank accounts, and for scrutinising all payments made from those accounts.
29. The Association's bank accounts shall require two signatures from authorised Executive Committee members for all payments; all such payments shall have previously been agreed and minuted at an Executive Committee meeting.
30. The Association's financial year shall run from 1st January to 31st December. The Treasurer shall prepare accounts for each completed year, and provide them to the appointed External Examiner for his or her scrutiny. These Examined Accounts shall be presented, together with a short report at the appropriate Annual General Meeting.
31. Anyone present at a General Meeting, an Executive or a sub-committee Meeting, who has a 'beneficial interest' in the matter being discussed should state the nature of their interest. The meeting chairman shall decide whether the person may contribute to the discussion, and, if applicable, whether the person may vote on the matter.

## **Alterations to Constitution:**

32. No alteration or addition to the Constitution shall be made **except by two-thirds majority vote** at a General Meeting. All notices of suggested alterations to the Constitution must be shown on the agenda, and must have been in the hands of the Secretary at least thirty days prior to that meeting.
33. No Rule shall be amended within twelve months of a previous decision on a proposal to amend such Rule, **except upon the recommendations of the Executive Committee.**

## **Voting:**

34. For General Meetings, **only one member of the Association per household** may vote in each poll.
35. With the exception of changes to the Constitution, polls at General Meetings shall be determined by simple majority vote; in case of equality, the Chairman or other Member presiding at the meeting shall have a second or casting vote.
36. For business conducted in Executive Committee meetings, **each member of the committee** has one vote; polls shall be determined by simple majority vote; in case of equality, the Chairman or other Member presiding at the meeting shall have a second or casting vote.

## **Cessation:**

37. In the event of the Association ceasing to function, all monies and property belonging to the Association shall be disposed of in accordance with the wishes of a General Meeting convened for the purpose of winding up the Association.