



Irvine Road Area Residents' Association

## **IRVINE ROAD RESIDENTS ASSOCIATION - CONSTITUTION**

### **1. NAME**

The Association shall be known as the "Irvine Road Area Residents Association".

### **2. OBJECTIVES**

- a) To further the interests and welfare of member households by united action and representation.
- b) To elect persons to represent the Association who have the true welfare of the members foremost.
- c) To bring to the notice of official bodies matters affecting the concerns of the Association and residents of the area.
- d) To communicate matters of interest to and from members.
- e) To act as a representative body on behalf of the represented community.
- f) To encourage activities that will improve the amenities and quality of life to members and their families.
- g) To encourage and develop a greater awareness on security and neighbourhood watch activities amongst members.
- h) To endeavour to create a good working relationship with the surrounding schools for the mutual benefit of the residential neighbourhood and the schools.
- i) To take all steps possible to preserve, protect and improve the local environment.

### **3. POLITICAL AFFILIATIONS**

The Association shall be non-political, independent of any political party, and shall not affiliate to any federation or other organisation which has as its objectives the advancement of any political interests.

### **4. MEMBERSHIP AND SUBSCRIPTIONS**

- a) Residents who live in the roads indicated below are eligible to become members, for the annual subscription of initially £3.00 (mimimum). Annual subscription rates will be set at the Annual General Meeting. In addition, other amounts would be greatly appreciated in helping to defray running costs.

Irvine Road

The Chase

Athelstan Road

Audley Road

Capel Road

Immediately neighbouring roads at the discretion of the main committee

#### **Associate membership**

Local residents living outside the areas listed above, but who share IRARA's aims and objectives and who are affected by changes to our local open spaces, are welcome to join as associate members. Associate members will not have full voting rights, but will be able to join in Association activities, attend and speak at meetings and present their point of view.

- b) Membership entitles the members to vote at General and Special Meetings of the Association and to seek the Association's help on matters appropriate to the above mentioned objectives.
- c) The subscription year shall be from 1st June to 31st May
- d) Membership is for the household and is sufficient to represent that residence. All adult members of that household are entitled to vote at the AGM
- e) The main committee shall have a discretion, in exceptional circumstances, to grant life membership. Such a member shall have all the rights of a paid up member.



## 5. ANNUAL GENERAL MEETING (AGM)

- a) The Annual General Meeting shall normally be held in June of each year. Fourteen (14) days notice of the AGM shall be given to paid up members of the Association.
- b) The procedure for the AGM is set out at Clause 11.

## 6. SPECIAL MEETINGS

- a) A Special Meeting of the Association shall be called upon receipt by the Secretary of a request signed by the twelve (12) paid up members indicating the proposal to be placed before the meeting. Any such special meeting shall be held not earlier than fourteen (14) days and not later than twenty eight (28) days after receipt of the request by the Secretary.
- b) A Special Meeting may be called at any time by the main committee for the purpose of changing this constitution in accordance with Clause 12, or winding up the Association in accordance with Clause 13.
- c) At least seven (7) days notice of the Special Meeting shall be given to paid up members of the Association.

## 7. OFFICERS OF THE ASSOCIATION

### a) *Chairperson*

The Chairperson will hold office for one year, and may seek re-election each year in accordance with Clause 7(d).

### b) *Vice Chairperson*

The Vice Chairperson will act in the absence of the Chairperson and also be elected in accordance with Clause 7(d)

### c) *Main Committee*

- i) The main committee shall consist of not less than six (6) and not more than ten (10) members who shall be elected at the AGM by a majority of the members present. Serving committee members may stand for re-election.
- ii) The main committee shall have the authority to fill casual vacancies and co-opt paid up members to the committee as the need arises during the year without reference to the membership of the Association, but any committee members so co-opted shall present themselves for election at the next AGM.
- iii) The only exception to this rule is the election of the first committee which shall be appointed at the inaugural meeting to serve until the first AGM.
- iv) No person shall be elected onto any committee or sub-group of the association if that person a) is not a paid up member of the Association, or b) is a paid up member of the Association but in the opinion of the main committee represents the interests of a group or organisation or other body whose interest may clash with that of the Association unless unanimous agreement is given by the main committee that this election would be in the interest of the Association.
- v) A quorum shall consist of four (4) members of the main committee, at least two (2) of whom shall be officers of the committee (see Clause 7(d)).
- vi) The Chairperson of a committee meeting is a voting member and in the event of a casting vote being required shall have an additional vote.
- vii) Any member of the committee who fails to attend three (3) meetings consecutively without good reason shall, on the decision of the main committee, be asked to resign in favour of someone who can find the time to attend.

### d) *The officers of the committee*

- i) The officers of the committee shall be chosen by the main committee from among its members at a special committee meeting held for this purpose immediately after the AGM (after the inaugural meeting for the first main committee).
- ii) The honorary\* officers shall comprise;  
**Chairperson**



Vice Chairperson  
Secretary  
Treasurer

*(\* honorary in this case meaning unpaid)*

## **8. MAIN COMMITTEE PROCEDURE**

- a) The main committee shall meet at least once every two months, as the committee decides.
- b) The Secretary shall be responsible for all main committee members being given a written agenda three (3) days before a meeting.
- c) The Secretary shall be responsible for Minutes being taken of all meetings, and made available to all main committee members as soon as practicable.
- d) The Treasurer shall keep accounts and be responsible for all the financial transactions of the Association. The Treasurer shall also prepare the annual accounts made up to 31st March and, after approval by the main committee, submit them for independent examination. The Treasurer shall make the account available for circulation to the members prior to the AGM.
- e) The Treasurer shall be responsible for the depositing of receipts into a bank or building society account as established by the main committee. The signatories to the bank/building society accounts shall be any two of the four officers of the committee.
- f) The Treasurer shall have the power to authorise payments of single bills not in excess of £50.00. All bills in excess of £50.00 shall be placed before the main committee before payment is made.
- g) Any income and assets of the organisation can be used only for the furtherance of the organisation's objectives and no part of its income or property shall be paid or transferred directly or indirectly by way of bonus or other distribution to the members of the organisation.

## **9. ORDER OF REFERENCE**

- a) The main committee shall consider and determine all questions of policy and principle affecting the work of the Association.
- b) No member of the Association shall have the authority to act, decide, grant or seek interviews, or negotiate for or on behalf of the Association without prior instruction from a majority decision of the main committee.
- c) All material intended for publication as representing the agreed views of the Association, either for restricted circulation or for general distribution, shall first be vetted by the Chairperson, or in his/her absence, the Vice Chairperson.

## **10. DELEGATION**

- a) The main committee shall have the power to delegate various sections of business to sub-groups of the Association as they find necessary.
- b) Sub-groups may be formed to a) specialise on a particular issue or series of issues; b) to develop specific information and /or knowledge; c) to involve others in the community. Such sub-groups shall act only for the purposes for which they were formed, conforming with the general rules for the Association and in particular Clause 9(b).
- c) The main committee Chairperson may attend all sub-group meetings as an additional member.
- d) All sub-groups shall have at least one (1) main committee member, apart from the Chairperson, to act as a link with the main committee.
- e) Sub-groups shall have the power to co-opt people who it is felt can contribute to the objectives of the sub-group. If these people are not paid up members of the Association they must be appointed in accordance with Clause 7(c)(iv).
- f) All decisions, other than normal routine administrative decisions, made by the sub-group shall be presented as 'recommendations for approval' by the main committee before being enacted.
- g) The sub-group shall submit a copy of its agenda and minutes to the Secretary before the next meeting of the main committee following the sub-group meeting.
- h) Sub-groups shall not keep separate account of their income and expenditure, which shall be handled by the



Treasurer of the Association. No sub-group expenditure shall take place without the main committee adoption of a budget for it.

#### **11. AGM PROCEDURE**

- a) To adopt the Minutes of the previous AGM.
- b) To receive an annual report from the main committee on the activities of the Association.
- c) To receive the annual report and accounts of the Association for the accounting period ended on the previous 31st March.
- d) To elect the main committee.
- e) To set the level of membership subscription for the next calendar year.
- f) To appoint an independent examiner for the purpose of examining and reporting on the Association's annual accounts.
- g) To make alterations and additions to this constitution in accordance with Clause 12.
- h) To transact any other competent business.

#### **12. AMENDMENTS TO THE CONSTITUTION**

- a) Alterations and additions to this constitution, when found expedient by paid up members, shall be made by a two thirds majority at the AGM, or a special meeting called for that purpose in accordance with Clause 6.
- b) Particulars of any proposed alterations or additions shall be notified to all paid up members of the Association prior to the AGM or Special Meeting, preferably with the notice of the meeting.

#### **13. WINDING UP OF THE ASSOCIATION**

- a) The Association may be wound up by a three quarters majority decision by paid up members at a Special Meeting called for the purpose in accordance with Clause 6.
- b) In the event of the winding up or dissolution of the Association, all assets currently owned or held by the Association must be transferred to a charitable or not-for-profit organisation approved by a simple majority of members as being dedicated to similar community aims. No assets shall be paid or distributed among the membership. Any net funds held on behalf of the Association in the bank/building society accounts shall be given to a charity agreed by the majority.

Amendments to section 8 clause g) and section 13, clause b) approved by emergency meeting of committee 12th January 2013