

# EATON VILLAGE RESIDENTS ASSOCIATION THE CONSTITUTION



ADOPTED FROM 1994 AGM and amended 1994, 2003 and 2010

## 1. NAME

The name of the Association shall be “Eaton Village Residents’ Association”. For this purpose Eaton Village shall mean the area bounded by a line running south-west along the A11 and include the residential area known as Poplar Avenue, south east along the River Yare, northwards and along the eastern boundary of the Eaton Golf Club and westwards to include the residential area known as Sunningdale to rejoin the A11.

## 2. AIM

The aim of the Association shall be to protect and promote the interests of Eaton Village Residents and to protect and enhance the amenities of Eaton Village.

## 3. OBJECTIVES

To: inform; consult; represent; assist and encourage the residents of Eaton Village to achieve the Aim of the Association.

## 4. MEMBERSHIP

Membership of the Association shall be open to all households in the area defined above, subject to the payment of an annual subscription.

## 5. SUBSCRIPTION

5a The annual subscription shall be such sum as agreed by the committee.

5b The payment of the annual subscription by a household shall entitle all of those living in that household to be members of the association.

5c The annual subscription shall cover the period of 12 months from 1<sup>st</sup> April. No part of the subscription shall be refunded in the event of a member ceasing to be a member for whatever reason.

5d Any member who fails to pay the current year’s subscription shall cease to be a member.

## 6. FINANCIAL YEAR

The financial year of the Association shall end 31<sup>st</sup> March each year.

## 7. MANAGEMENT

7a The association shall be managed by a committee consisting of the following persons elected from the members of the association:

Chairman; Vice-Chairman; Secretary; Treasurer and five other members of the association.

- 7b The officers and members of the committee shall be elected at the Annual General Meeting of the association to serve until the next Annual General Meeting, subject to termination of office by resignation or other reasons.
- 7c Retiring members of the committee will be eligible for re-election.
- 7d The committee shall meet at least once every two months. The chairman may convene additional meetings and shall convene such a meeting, if requested by five committee members. The secretary shall notify all committee members in writing or otherwise of the date and place of all meetings and the business to be conducted. Except in urgent cases, at least three days notice shall be given.
- 7e The quorum at committee meetings shall be three. Unless otherwise stated in the constitution, matters shall be decided by a simple majority of those present and voting, with the chairman having a casting vote in the event of a tie. In the absence of the chairman, the chair will be taken by the vice-chairman, in their absence, the secretary, in their absence by the treasurer, and in their absence by a person elected by those committee members present.
- 7f The committee shall open such accounts as they consider necessary at banks or building societies and all association's money should be kept in one of those accounts, except for petty cash. All cheques must be signed by the treasurer and one of the chairman, vice-chairman or secretary.
- 7g The treasurer shall maintain proper accounts showing payments and receipts of all monies and shall have the books independently examined in accordance with the relevant guidance from the Charities Commission in force at the date of review.
- 7h The secretary, or in their absence nominated by the committee, shall minute all general and committee meetings.
- 7i The treasurer shall maintain a register showing the names and addresses of all households in membership of the 'Association'.
- 7j The committee shall have the following powers:
- to suspend or expel any member whose conduct they consider prejudicial to the operation of the association. Such member would forfeit all rights associated with membership of the association. Before a member is suspended or expelled, the secretary shall give them seven days written notice inviting them to attend a meeting of the committee at mutual convenience, informing them of the complaint made against them, and giving them the opportunity to answer the complaints. At least two thirds of the committee members present must vote in favour of suspension or expulsion for it to be valid.
  - to spend money as necessary to carry out projects agreed by a general meeting or which are consistent with the aims of the association
  - to fill any casual vacancy that may arise on the committee between annual meetings, including any of the officers
  - to remove any committee member who fails to attend three consecutive meetings without adequate reason
  - to appoint sub-committees of committee members and/or others and to receive reports from those sub-committees
  - to co-opt up to four additional committee members if they consider it necessary and determine whether such additional members would have voting rights
  - to carry out any other such business as is consistent with the aims of the association.

## **8. GENERAL MEETINGS**

- 8a The Annual General Meeting of the association shall normally be held in the Autumn to transact the following business:
- to receive and (if approved) adopt the report of the chairman on the preceding year's activities
  - to receive and (if approved) adopt the statement of the association's accounts for the previous financial year
  - to elect the chairman, vice-chairman, secretary and treasurer
  - to elect the committee for the coming year
  - to appoint auditors of the accounts of the association
  - any other business as notified to the secretary at least 14 days prior to the meeting.
- 8b At least seven days notice shall be given by the secretary of the date, time, place and business of any general meeting, in writing, to all members of the association.
- 8c Nominations for office and membership of the committee shall be given in writing to the secretary at least three days prior to the meeting including the signatures of a proposer and seconder and a signed indication from the person proposed that they are willing to stand. In the event of their not being enough people nominated to fill the available places on the committee, the annual meeting may decide to accept nominations from the floor. Anyone proposing, seconding or being proposed for membership of the committee shall be a member of the association.
- 8d A Special General Meeting of the Association may be convened within 28 days from the receipt by the secretary of a request in writing signed by at least 20 members or one third of the membership, whichever is the less. It should specify the object of the meeting.
- 8e The quorum at any general meeting shall be 20 members, or one third of the membership, whichever is less. All matters shall be decided by simple majority of those present and voting, unless specified otherwise in the constitution, with the chairman having a casting vote in the event of a tie. The meeting shall be chaired by the chairman, or the vice-chairman in their absence, or the secretary in their absence, or the treasurer in their absence or a member of the association elected by the meeting in their absence.
- 8f Any member aged 18 or over of a household in membership will be entitled to vote at any general meeting.

## **9. AMMENDMENTS TO CONSTITUTION**

- 9a The constitution shall be amended only by a two thirds majority of those members present and voting at a general meeting of the association.
- 9b Proposed amendments to the constitution shall be submitted in writing to the secretary at least three days before a general meeting

## **10. DISSOLUTION OF THE ASSOCIATION**

- 10a The association may be dissolved if a resolution to that effect is passed by a majority of members present and voting at a general meeting. The treasurer should then dispose of any funds remaining after payment of all debts in the way decided by a resolution passed by majority of members present and voting.
- 10b A quorum in accordance with clause 7e shall not be necessary in the case of any resolution to be passed for the purpose of dissolution.

## **11. CONSTITUTION AND REGISTER OF MEMBERSHIP**

- 11a A copy of this constitution shall be available at all reasonable times for inspection by any member on application to the secretary. A complete copy or extracts may be taken by any member. On first joining the association a member shall be offered a copy of the constitution.
- 11b The register of members shall be available at all reasonable times for inspection by any member on application to the treasurer.