

CONSTITUTION OF THE OXFORD ROAD RESIDENTS' ASSOCIATION

1. Name

The name of the organisation will be The **Oxford Road Resident's Association**.

2. Area

The DEFINED AREA for the Association will include all properties in Oxford Road.

3. Aims and objectives

- To discover and formulate the views of residents on matters of common interest
- To fairly represent the views of residents and to work towards ensuring that the best interests of residents are served
- To promote membership of the Association to all people who are eligible to join, to ensure that all residents entitled to membership are encouraged to join and to make sure that all residents have an equal opportunity to be involved in the Association and its work
- To ensure that all residents are consulted & informed regularly

- To protect and enhance the physical, visual, social, cultural and other amenities of the area and to encourage community spirit
- To uphold and to seek to improve local housing conditions, standards, amenities and environment in Oxford Road
- To protect the general welfare, amenities and environmental and communal rights of all members
- To maintain the character of the area as a distinguished living contribution to the history of English domestic architecture and site planning and a neighbourhood of quiet charm

- To promote equal opportunities for and within the Association's members
- To fundraise and raise monies to be used by the Association for the benefit of its members

- To represent the interests of all its members to Cambridge City Council, and other local and planning authorities

- To make representations to any public body whose function may at any time have an effect on the welfare of the members of the Association.

- To affiliate with any other organisation, particularly adjacent Residents' Associations, which have the same or similar aims to the Association, or which may be able to assist the Association in achieving its aims.

4. Membership

4.1 Membership shall be open to all residents, irrespective of tenure, in Oxford Road.

4.2 There will be up to 2 votes allowed from each house-hold; voting members must be at least 16 years of age.

4.3 Membership shall cease immediately upon a person leaving the defined area (2.1)

4.4 All donations to the Association shall be on a voluntary basis, subject to a minimum donation of £1.00 per annum per household, which shall be collected at a General or AGM, or by envelope collection.

5. The Committee

5.1 A committee shall be elected at the Annual General Meeting (AGM) of the group and shall serve for 12 months. The committee will have a chair, vice-chair, secretary and treasurer/fundraiser and no fewer than 2 other committee members and not to exceed a total of 10 members, who will be elected annually at the Annual General Meeting. Advisor. Nominations will require seconders and in the event of more than one nomination, election shall be by a majority of those voting.

5.2 The Committee can co-opt any member to fill a vacancy or vacancies caused by the resignation of a committee member or for any other reason. Vacant posts will only be filled in this way until the next General Meeting or Annual General Meeting whichever is held first.

5.3 Any member from the age of 16 years can stand for election to the committee.

5.4 The committee and office bearers shall make and carry out decisions in accordance with the objectives of the Association.

5.5 Committee members must declare any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on this occasion.

5.6 Committee members can be voted off if they have not attended three consecutive meetings without good reason and have not submitted their apologies.

5.7 The Chair will give a report of the work of the committee at the Annual General Meeting.

5.8 The committee will resign at each Annual General Meeting and may be re-elected.

5.9 Sub-committees may be formed when and if needed.

5.10 Councillors/council staff and other representatives of public and private bodies may attend committee meetings as and when invited by the committee.

5.11 Meetings of the committee shall be open to any member of the group who wishes to attend.

6. Conduct of Business

The Association will be non-party in politics and non-sectarian in religion. Members shall conduct themselves in a reasonable manner at meetings or in premises used by the organisation. Members may be excluded for breach of this condition, or for conduct contravening the aims of the organisation, by a majority vote at any Committee or General Meeting. Any member so excluded shall have a right of appeal within 28 Days.

Members may speak only through the Chair and decisions will be agreed by a simple majority, voted in by a show of hands, or secret ballot. The Secretary shall deal with all correspondence. Agendas shall be distributed to members at least 4 days before a meeting where possible. Agenda items should be forwarded to the Secretary and Chair 7 days in advance, where possible. Minutes will be distributed to the membership 7 days after a meeting, where possible.

7. Annual General Meetings (AGM)

7.1 An AGM shall be held every year to discuss the activities of the Association. It shall be held in October at a suitable venue to accommodate as many members as possible (normally St Augustine's).

7.2 The main business of the Annual General Meeting will be to:

- Present the annual report from the Chair
- Accept the resignation of the committee and elect a new committee
- Agree the audited annual accounts
- Consider and vote on any resolutions put forward by members
- Vote on any amendments to the constitution

7.3 The AGM may also include an invited speaker and will also include a social activity and drinks.

7.4 Notice of the AGM will be sent to all members or otherwise advertised at least 21 days before the meeting. The notice will give the date, time and place of the meeting, the agenda, details of the nominations to the committee and any resolutions which include proposed changes to the constitution. Minutes of the AGM must be made available to all members of the Association on request.

8. General Public Meetings

8.1 A meeting will be held at least every 4 months, unless a special meeting needs to be called, to keep members fully informed of the Association's activities and fill any vacancies on the committee which have arisen since the last AGM.

8.2 The secretary will publicise a General Meeting to all members at least 21 days before the date of the meeting. The notice will give the date, time and place for the meeting to be held.

8.3 Minutes of the General Meeting must be made available to all members on request.

8.4 All votes shall be decided by a simple majority of the members present.

8.5 Any member, having the written support of 20 other members, may request the committee to call a Special Meeting of the Association, stating the purpose for which the meeting is being called. The committee shall call the meeting within 21 days of this written request. In the event that a significant issue arises which warrants discussion/needs action before the next RA meeting, the committee may call an extraordinary meeting to discuss such matters.

9. Quorum

9.1 Committee meetings will be quorate if a least 6 committee members are present and voting.

9.2 If a committee meeting is not quorate the meeting can still take place but no decisions should be made.

9.3 The AGM and other general meetings will only be deemed quorate if at least one third or 25 members of the Association are present and voting.

10. Finances

10.1 All funds shall be kept in a bank account that shall be opened in the name of the Association.

10.2 All cheques written on behalf of the Association will be signed by at least 2 of the 3 named signatories. The named signatories shall include the chair, secretary and treasurer of the Association. Signatories should neither be related, nor in the same household. No officer shall sign a blank cheque – all cheques to be filled in before signatures are added.

10.3 The Association may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of the Association shall be used only to carry out the objectives of the Association.

10.4 Accounts shall be kept by the Treasurer, and brought to every committee meeting where they may be inspected. Failure to bring the books to a meeting on three consecutive occasions will mean the Treasurer will be asked to resign.

10.5 All expenditure shall be agreed and controlled by the committee. Receipts should be acquired for all expenditure over one pound.

10.6 All payments over ten pounds shall be made by cheque, not cash. Any exception to this rule shall be discussed and agreed by the committee.

10.7 Once a year, the accounts shall be audited or examined by auditors/or independent examiners appointed by the AGM.

10.8 All correspondence of the Association including the bank statement, shall be addressed to the secretary

11. Changes to the Constitution

11.1 Changes to the constitution can only be made by a majority of the members who are both present and voting at an AGM.

11.2 Any request for changes to the constitution must be submitted to the secretary in writing at least 28 days before the date of the Annual General Meeting. The secretary must notify members of any proposed changes within 21 days of the meeting.

12. Dissolution of the Association

12.1 A decision to dissolve the Association can only be taken at a Special General Meeting called for the purpose of voting on such a decision. Such a meeting shall come about following a proposal signed by a simple majority of those remaining on the committee being submitted to the Secretary. Members shall be informed at least 21 days before the date of the meeting.

12.2 Dissolution of the Association shall only take effect if agreed by two thirds of the members present and voting at that meeting.

12.3 Any assets remaining after meeting liabilities must be distributed among local charities or other community group with similar aims, nominated at that meeting.

12.4 Any money received via funding bodies should be returned to the funders in relation to the funding criteria and any documents belonging to the Association shall be disposed of in a manner agreed at that meeting.