

# **Carpenders Park Residents' Association**

## **Constitution**

*Incorporating change of financial year as approved by the AGM, 14<sup>th</sup> April 2010*

1. The Association shall be known as: "The Carpenders Park Residents Association".
2. The objects of the Association shall be to promote and foster:
  - a) The interests of the members of the Association and of the residents in general within the area covered by the Association;
  - b) The facilities and amenities of the area;
  - c) Good community relations.
3. The area covered by the Association shall be Carpenders Park, bounded by the Watford Rural Parish Council / Three Rivers District Council boundaries to the North, East and South and the railway line to the West.
4. Membership of the Association shall be open to any resident over the age of 18 (eighteen) of the area designated above.
5. A membership card shall be issued as a receipt for a membership fee which shall be agreed by the Association in general meeting, and if required one further membership card per household shall be issued free of charge.
6. Members shall be entitled to submit resolutions and amendments to resolutions at a General Meeting.
7. If any vote were taken there shall be one vote per membership card.
8. The Association shall not indulge in, nor be associated with, any form of party political activity. Neither the officers nor members of the Association shall be debarred from engaging in such activity as individuals. Elected representatives of officially recognised political parties shall not be eligible to be members of the Committee.
9. The Association's year for all purposes shall run from 1<sup>st</sup> January to 31<sup>st</sup> December.
10. The Association shall hold an Annual General Meeting in each year, giving at least 21 days notice. The meeting shall be open to all residents and Members shall be eligible to vote. The quorum for an Annual General Meeting shall be fifty residents.
11. The management of the Association shall be vested in a Committee, with at least nine and not more than twelve members. The Committee shall elect four of its members as Chairman, Vice-Chairman, Secretary and Treasurer respectively.
12. At each Annual General Meeting all members of the Committee shall retire but, being willing, will be eligible to offer themselves for re-election. Nominations for the election of the Committee shall be invited from the members of the Association. A vote shall be taken and a show of cards shall be deemed a sufficient record of the number of votes cast for each nominee.
13. The Committee shall be empowered co-opt members to fill any casual vacancy arising during its term of office and such co-opted members shall have full voting rights in Committee.

14.
  - a) The committee shall be empowered to appoint sub-committees to deal with particular matters and shall receive reports from such sub-committees.
  - b) The Chairman, Vice-Chairman, Secretary and Treasurer shall be ex-officio members of all sub-committees
15. An Extraordinary General Meeting of the Association shall be called at any time on the Resolution of the Committee or at the written request of no fewer than twenty-five Members of the Association, with not less than 21 days notice of such a meeting being given in either case.
16. The Association shall be empowered to:
  - a) Hold sums of money in a Current Account with a Joint Stock Bank or Building Society, withdrawals from which may be made only against any two signatures of the Chairman, Vice-Chairman, Secretary and Treasurer for the time being of the Association.
  - b) Invest sums of money in such manner as shall be approved by the Committee from time to time. The Treasurer shall be responsible for the receipt and payment of monies on behalf of the Association. The Committee shall be empowered to authorise the payment of sums of money to any properly constituted sub-committee, subject to the monies being handled to the satisfaction of the Committee.
17. A financial statement shall be submitted by the Treasurer to the Members at each Annual General Meeting.
18. The Association shall be empowered to sponsor and support other organisations (except political parties) considered beneficial to its members.
19. The Association shall be empowered to acquire such materials or equipment as shall be considered advantageous to the activities of the Association, and further shall be empowered to levy charges for the hire and use of such materials and equipment.
20. Committee meetings shall be held at least six times per annum on dates to be agreed by the Committee. Special meetings of the Committee may be called at not less than five days notice by, Officers of the Association at the written request of no fewer than three members of the Committee. The quorum for Committee meetings shall be six, including at least one officer.
21. The Chair at the Committee Meetings shall be taken by the Chairman of the Association and in his absence by the Vice-Chairman and in the absence of both then those Committee members present shall appoint one from their number to take the Chair for the course of the meeting.
22. Minutes of each Committee Meeting shall be taken and copies distributed to all Committee members whether present or not, as soon as possible after a meeting. At each Committee meeting the minutes of the previous meeting shall be approved by the Committee and signed by the Chairman. Changes to this Constitution may only be made on the Resolution of the Association in General Meeting, subject to a two-thirds majority of Members voting.