

CONSTITUTION

The Shepton Mallet (Phase 7) Residents Association

Adoped on 18th July 2019

1. Name.

- 1.1. The Organisation shall be called the “Shepton Mallet (Phase 7) Residents Association”.

2. Aims

- 2.1. The aims of the organisation shall be to promote the common interests of residents of the properties whose owners are members of the “Shepton Mallet (Phase 7) Management Company Limited” (the Estate Management Company, or EMC).

3. Mode of Working

- 3.1. The organisation will provide a forum for members to exchange information and experience and to:
- 3.2. draw attention to, and jointly or severally resolve, issues which may affect the quality of life and quiet enjoyment of their homes
- 3.3. represent the interests of members collectively to local, regional, or national authorities and other organisations including the EMC;
- 3.4. monitor and comment on major issues affecting the quality of life of residents, including planning, traffic management, licensing, cultural activities, community safety and policing;
- 3.5. to work with other organisations with complementary interests.

4. Membership

- 4.1. Membership shall be open to all households whose properties are part of the Phase 7 build of the Tadley Acres Estate, Shepton Mallet, defined by the conveyance requirement of membership of the “Shepton Mallet (Phase 7) Management Company Limited”.

5. Honorary Officers

- 5.1. At the Annual Meeting, Members shall elect such officers as they may from time to time determine, but always including Chairman, Vice-Chairman, Secretary, Treasurer and Membership Secretary.
- 5.2. If insufficient volunteers are available the Secretary, Treasurer and Membership Secretary may be the same person.

6. The Committee

- 6.1. The day to day management of the organisation shall be by a committee which shall consist of up to seven representatives of the members.
- 6.2. The committee shall include the Honorary Officers (Chairman, Vice Chairman, Secretary, Membership Secretary and Treasurer) and up to three other members of the Association.
- 6.3. The Chairman and Committee members shall hold office for up to six years, but submit themselves annually for re-election at the AGM; and not be eligible to be re-nominated for any office for a year after standing down.

- 6.4. To maintain continuity, the Chairman may propose to the AGM that the year when any particular Honorary Officer or Committee member is to be replaced be brought forward.
- 6.5. The Committee shall have power to co-opt not more than three other persons.
- 6.6. Elections may be held online or by postal ballot.

7. Working Groups

- 7.1. The Committee shall have the power to appoint such working groups as it shall from time to time determine.

8. Annual General Meeting

- 8.1. The Annual General Meeting shall be held in March each year. At least 21 days' notice shall be given to all members by the Secretary.
- 8.2. No less than 21 days before the Annual General Meeting, the Committee shall present to members an Annual Report of the Committee, the annual audited Statement of Accounts and the appointment of an Auditor, together with the Agenda for the AGM.
- 8.3. The election of the committee shall take place at the Annual General Meeting
- 8.4. Nominations for officers and committee members must be submitted to the secretary at least five days before the Annual General Meeting. Individuals nominated must have agreed to stand.

9. Voting at the Annual General and other Meetings

- 9.1. Voting shall be by simple majority, with each household having one vote.
- 9.2. Members unable to attend may appoint a proxy by notifying the secretary in advance of the meeting.

10. Special General Meeting

- 10.1. The Secretary shall, within 14 days of receiving a written request to do so by not less than 10 members, call a Special General Meeting of the organisation. The agenda of any Special General Meeting shall be circulated to members not less than 14 days before the date of the meeting.

11. Subscriptions

- 11.1. The individual members shall pay such subscriptions as the Committee from time to time recommends.
- 11.2. Subscriptions shall be due on joining, and subsequently on 1 March each calendar year, payable to the organisation and collected by the Treasurer of the organisation.
- 11.3. On the recommendation of the Treasurer, the Committee shall have the authority to vary any individual subscription for new members joining after the start of the year.

12. Quorum

- 12.1. Decisions taken by the committee must be agreed by the majority of its members with not less than three members voting. The chairman shall have a casting vote.

13. Minutes

- 13.1. Minutes shall be made of all meetings, and kept by the secretary.

14. Dissolution

- 14.1. If the Committee by a simple majority decides that it is necessary or advisable to dissolve the organisation, it shall seek the approval of a simple majority of the members. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of local charities.

15. Alterations to the Constitution

- 15.1. Any alterations to this Constitution shall require the approval of two thirds of the members attending an Annual General Meeting or a Special General Meeting providing that the members have been given not less than 14 days notice in writing of the wording of the proposed alteration.

Drafted: 2nd July 2019