

Constitution

Amended May 2022

- 1. Title**

The Association shall be called Oxhey Hall Residents' Association, hereafter referred to as the Association.
- 2. Aims and Objectives**

The Association shall exist to maintain and improve the environment of its members and to preserve and improve the amenities of the district.

The Association is to remain at all times independent of political and religious organisations or activities, regardless of any other external roles or commitments carried out by its members or committee. Any conflict of interest must be declared.

The Association will promote the common interests and rights of all residents living in the area covered by the Association regardless of nationality, age, sex, race, colour, religious or political beliefs.
- 3. Membership**

Membership of the Association shall be open to residents of the Oxhey Hall Estate which shall, for the purposes of the Association, comprise the following roads: - Anthony Close (including The Pathway and Grovebank), Brookdene Avenue, Hampermill Lane, Highlands, Hillcroft Crescent, Nancy Downs, Oaklands Avenue, St. Francis Close, Nursery Close, Raglan Gardens, Vivian Gardens, Vivian Close, Beaulieu Close, and those parts of Green Lane and Woodway within Three Rivers District.

Membership of the Association shall be by annual subscription to be agreed at each annual general meeting (AGM) for the forthcoming financial year. The financial and membership year of the Association shall run from 1st April to 31st March. All adult members of a household may be voting members of the Association.
- 4. Management**

The management of the Association shall be an elected committee comprised of five honorary officers (including Chair, Vice-Chair, Minute Secretary, Newsletter Editor and Treasurer), and up to seven other members. Further roles will be decided by the Committee. The position of Honorary Life President shall be at the discretion of the Committee. The Association must cause minutes of official meetings to be made.
- 5. Committee**

The Association organisation, policy, finances and publicity will be the responsibility of the Committee.

The committee shall have the power of co-option.
- 6. Committee Meetings**

A quorum for committee meetings shall require the presence of fifty percent or more of the total elected committee. At least two of those present shall be officers.

If a meeting is called where there is no quorum, it shall be minuted and circulated to all committee members. Voting shall not take place.

Any documentation, information or notifications sent out by the Committee can be in hard copy form, electronic form or made available on the Association's website.

A meeting may be held in person or by any electronic means. Any email thread of such a meeting will be maintained and formally recorded at the next minuted meeting.

In the absence of the Chair then the Vice Chair or another officer nominated by the Committee members shall chair the meeting.

7. General Meetings

The AGM of the Association shall be held within three months after the end of the financial year.

Members shall be given at least 3 weeks' notice in writing of the AGM or any Special General Meeting (SGM). Any nominations for Committee members should be received by the committee two weeks before the AGM.

A quorum at any general meeting shall require the number of non-committee members present to exceed the number of committee members present (who must themselves be quorate).

Attendees at general meetings shall be paid up members of the Association for the current or previous membership year.

An SGM of the Association shall be convened by the Committee within three months of receipt of a request signed by not less than twenty members, or by resolution of the committee.

Any member raising a proposal for a SGM which would, if agreed, result in a change to this constitution must do so by written notification to the Chair no later than six weeks prior to the meeting. Similarly, nominations for committee posts should be received by the Committee no later than six weeks prior to the meeting.

Any amendment to this constitution can only be formally approved at a properly convened general meeting.

In the absence of the Chair then the Vice Chair or another officer nominated by the Committee Members shall chair the meeting.

Any documentation or information, including any notice of general meetings and any documents sent out by the Committee can be in hard copy form, electronic form or making them available on the Association's website.

A hard copy report of a general meeting will be circulated to the whole membership.

8. Elections

Elections will be held for the officers and committee members at the AGM, by a show of hands. Any office not filled at the AGM may be filled at a subsequent committee meeting. In the event of more than one nomination for a post then this shall be resolved by paper ballot.

9. Terms of Office

The term of office for elected officers will be for a period of three years. At the end of this period, the Committee member may seek re-election.

10. Finances

The Treasurer shall be responsible for all monies of the Association and shall present properly audited accounts of the Association at the AGM.

All authorised cheques of the Association shall be signed by one of the appointed signatories', subject only to the recorded authorisation of the payment by two or more members of the committee.

The Association's Auditors shall be appointed at the AGM.

11. Dissolution

The Association may only be dissolved at either an AGM or a Special General Meeting which must be called under the rules governing clause 6 above. Dissolution requires a two thirds majority of those voting at the general meeting.

After the settling of any debts and liabilities any remaining assets will be distributed to local charities and/or voluntary organisations as decided at the general meeting.

If there is no quorum for the general meeting called to consider the dissolution, then the Association will be deemed to be dissolved from that moment and it is the responsibility of the former officers of the Association to dispose of the assets to other local charitable and/or voluntary organisations.