

SUGGESTED RULES AND CONSTITUTION
FOR A RESIDENTS' ASSOCIATION

1. NAME

The name of the Association shall be the Residents' Association, hereinafter called the Association.

2. OBJECTS

The Association shall have as its objects the furtherance of the community interest of its members and the maintenance and improvement of the amenities affecting those members.

3. MEMBERSHIP

Membership shall be open to all residents of
but voting shall be restricted to one vote for each flat/house.

The annual subscription in respect of each flat/house shall be due on of each year. The amount shall be fixed by resolution in an Annual General Meeting.

Membership of the Association shall be an acknowledgement of the acceptance of the Rules and Constitution.

Membership of the Association shall terminate:

- (a) upon a member giving written notice to that effect to the Hon. Secretary
- (b) upon a member ceasing to be either a tenant or resident of

4. ORGANISATION

The Committee shall consist of up to ten members of the Association, the officers thereof being a Chairman, Hon. Secretary and Hon. Treasurer.

The election of the Committee and its officers shall take place at the Annual General Meeting.

Committee members so elected shall hold office until the following Annual General Meeting, when they shall be eligible for re-election without re-nomination.

Nomination for membership of the Committee shall be proposed and seconded by two members of the Association and notified to the Hon. Secretary seven days in advance of the Annual General Meeting and shall include the written consent of the nominee.

5. THE COMMITTEE

The Committee shall be empowered to fill any vacancy occurring on the Committee or among the officers for the remainder of its term of office; it shall also be empowered to co-opt up to three extra members if necessary. The committee shall also be empowered to appoint sub-committees from the membership, whose decisions will be subject to confirmation by the Committee. The Committee shall meet as and when required, its quorum consisting of a simple majority of its members, at least two of whom must be officers.

6. MEETINGS

The Annual General Meeting of the Association shall be held not later than June 1 in each year. A Report will be given at the Annual General Meeting of the year's work of the Association.

An Extraordinary General Meeting of the Association may be convened at any time by the Hon. Secretary, either upon written instructions of the Committee, or at the written request signed by no fewer than 10 members of the Association.

At the Annual General Meeting of the Association, or at any Extraordinary General Meeting, 25% of the membership shall constitute a quorum, and if not present, the meeting shall be adjourned to another day when members present shall form a quorum.

An Ordinary General Meeting of the Association may be convened at any time by the Hon. Secretary.

Any General Meeting of the Association may be convened on fourteen days written notice to the members, which notice shall contain the Agenda.

Seven days' notice in writing must be given to the Hon. Secretary of any resolution to be moved at any General Meeting unless such resolution is admitted by the Chairman at the Meeting.

A notice containing all resolutions and nominations to be moved, with the names of those proposing and seconding each resolution or nomination, shall be kept by the Hon. Secretary and be available for inspection by any member for seven days before the General Meeting.

7. VOTING

Voting at a meeting of the Association shall be by a simple majority and be by the show of hands unless a ballot is demanded by a majority. In the case of equality, the Chairman shall have the casting vote.

8. FINANCE

The property and funds of the Association shall be held and administered by the Committee, a resolution of the Committee shall be sufficient authority for any payment therefrom. The financial year shall end on March 31 up to which date an Annual Statement of Accounts and Balance Sheet shall be submitted for approval at the subsequent Annual General Meeting.

A banking account shall be opened in the name of the Association. All cheques shall be signed by two Committee members, of which one must be an officer.

9. AUDITORS

Auditors may be appointed by a resolution at the Annual General Meeting. Committee members shall not be eligible for appointment as auditors.

10. ALTERATION TO THE RULES AND CONSTITUTION

No alteration to the Rules and Constitution of the Association shall be made except at the Annual General Meeting or at an Extraordinary General Meeting.

11. All complaints or suggestions on matters regarding the Association shall be made to the Committee, preferably in writing.

12. In the event of the Association being wound up, any surplus funds shall be disbursed to a suitable registered charity to be decided by a simple majority of the membership.