

# **Constitution of the Jesmond Residents Association**

## **1. Name**

The name of the Association is the Jesmond Residents Association.

## **2. Meaning of Jesmond**

In this document Jesmond shall mean the wards of North Jesmond and South Jesmond in the City of Newcastle upon Tyne.

## **3. Objectives**

The aims and objectives of the Association are to represent, protect and further the interests of the residents of Jesmond in all matters of particular or general concern.

## **4. Membership**

All those who reside in Jesmond and who are at least 16 years old are deemed to be members.

## **5. General Meetings of the members**

(A) An Annual General Meeting (AGM) shall be held once a year, normally in September. The time between AGMs shall be no more than 14 months and no less than 10 months.

(B) All General Meetings other than the Annual General Meeting shall be called Special General Meetings.

(C) The Committee (clause 7) may call a Special General Meeting at any time. Only the business described on the calling notice may be discussed.

(D) The Committee must call a Special General Meeting if requested to do so in writing by at least ten members. The request must state the nature of the business that is to be discussed.

(E) The quorum for General Meetings shall be fifteen members. All members have the right to vote at General Meetings. Decisions shall be made by a simple majority vote, except for a decision to dissolve the Association (clause 11).

## **6. The Annual General Meeting**

At the AGM

(a) the Members of the Committee (clause 7) for the following year shall be elected by those members present. Those proposed must be members of the Association (ie live in Jesmond), be at least 18 years old, and fulfil the other requirements for Committee Membership as set out in clause 7;

(b) the Secretary shall present a report outlining the activities of the Association since the previous AGM;

(c) the Treasurer shall present a report detailing the financial transactions of the previous financial year (1 June – 31 May).

## **7. The Committee**

(A) The Association and its assets shall be managed and administered by a Committee comprising the Officers and other members elected/appointed in accordance with this Constitution. Decisions made by the Committee shall be in accord with the objectives of the association.

(B) The Association shall have the following Officers: A Chair, a Vice-Chair, a Secretary and a Treasurer. In addition there may be up to eight Committee Members who are not Officers. A Committee Member shall not serve more than three consecutive years in the same officer post.

(C) The Association shall elect the Members of the Committee from the members of the Association at the AGM. At the first committee meeting after the AGM the officers shall be elected by the committee from amongst the committee members.

(D) The quorum for the Committee shall be three members.

(E) Provided that the number of committee members never exceeds 12, the Committee may appoint any person from the membership who is more than 18 years old and who is willing to act as a Committee Member - except those barred from Committee membership by clause 7G below. The Committee may also appoint persons to act as officers if there are officer vacancies.

(F) All of the Committee Members shall retire with effect from the conclusion of the annual general meeting next after his/her election/appointment but shall be eligible for re-election at that annual general meeting provided that they have not served more than six consecutive years as Committee Members.

(G) No-one may be elected/appointed a Member of the Committee if he/she is a local authority councillor, a Member of Parliament or a Member of the European parliament. All Committee members must be at least 18 years old.

(H) Nominations for Committee Membership shall reach the Secretary at least 24 hours before the start of the AGM.

(I) The Committee may co-opt persons from time to time. Co-opted members do not need to fulfil the requirements for Committee membership and shall not be voting members of the Committee. No more than 2 persons may be co-opted at any one time. The co-option shall end at the annual general meeting next after his/her appointment.

(J) The Committee shall make decisions by majority vote. Where there is equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

(K) Decisions taken at General Meetings shall have precedence over decisions taken by the Committee.

### **8. Vacancies in the Committee**

Vacancies in the Committee may arise because fewer than twelve persons have been elected at the AGM. They may also arise because a Committee Member ceases to be a Committee Member because he or she

(a) ceases to fulfil the residence requirement ie no longer lives in Jesmond;

(b) resigns as a Committee Member; (Notice of resignation must be given in writing to the Secretary or Chair.)

(c) is absent from Committee meetings for a period of six months and the Committee resolves that his or her Membership of the Committee be vacated;

(d) is elected as a local authority councillor, a Member of Parliament or a Member of the European parliament.

### **9. Finance**

(A) Decisions on expenditure shall be made by the Committee. All expenditure shall be in accord with the objectives of the Association.

(B) Financial records of income and expenditure shall be kept by the Treasurer. Funds belonging to or raised by the Association shall be paid into an account operated by and in the name of the Association at a Bank or Building Society. There shall be three signatories and all authorisations of payment shall require at least two

signatures. The three signatories shall be the Treasurer and two committee members (decided by the Committee) one of whom is not an officer. None of the signatories shall be related or reside in the same household. The financial year shall run from 1 June to 31 May.

(C) Fees shall not be paid to Members of the Committee for work done by them for the Association, unless these fees are approved in advance at a General Meeting.

(D) Expenses necessarily incurred by Members of the Committee in carrying out the work of the Association shall be reimbursed, provided that the Committee is in agreement. A receipt must be provided.

### **10. Publicity**

The association shall ensure that all decisions taken by the committee are communicated effectively to members as far as practicable, and that information on the work of the JRA is disseminated widely both by electronic and paper means.

### **11. Changes to the constitution**

Any changes to this constitution shall be made at a General Meeting by a simple majority vote.

### **12. Dissolution**

A decision to dissolve the Association can only be taken at a General Meeting. The decision shall require a two thirds majority of those members present. In the event of dissolution, all the assets of the Association must be distributed to organisations with similar objectives.

This constitution was agreed at the AGM ..... and came into effect on .....