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 current on 1 May 2024.

3. The aims of the Association are:

1. to represent resident's views and concerns.
2. to positively maintain and develop Jesmond's sense of community and identity and to promote community spirit.
3. to represent and to promote the interests of all residents living in the area.
4. to seek to improve conditions for residents in the area.
5. to work in partnership with the council and other agencies to achieve its aims
6. to represent the interests of residents in consultation with the council and other bodies (this may be by facilitating the coordination of groups with different views).
7. is to ensure that the Association shall be non-party political and non-sectarian.

4. Membership

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

5. 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. A Committee Code of Conduct shall be maintained and the members of the Committee shall comply with the Code of Conduct. 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. An Officer shall not serve more than three consecutive years in the same post. If there is no other candidate to stand after the three years, then with the agreement of the Chair and majority of the committee the member standing may remain in post. If the officer is the Chair then there would be a vote by all committee members overseen by the Committee secretary.

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 four members.

E. 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. 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.

G. No-one may be elected/appointed a Member of the Committee if he/she is a local authority councillor or a Member of Parliament.

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.

L. No two persons from the same household can be Management Officers.

M. Seven days' notice of committee meetings will be given to all members of the committee.

6. The Annual General Meeting

A. At the Annual General Meeting:

a. The minutes of the previous AGM will be presented and approved;

b. The Secretary shall present a report outlining the activities of the Association since the previous AGM;

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

d. The existing Committee will stand down;

e. The Members of the Committee for the following year shall be elected by those members present. Those proposed must be members of the Association (i.e. live in Jesmond), be at least 18 years old;

f. Any proposals to amend the constitution must be presented to the Secretary in writing at least 24 hours prior to the meeting at which they are to be considered;

g. Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.

B. Nominations for Management Officers and committee members will be accepted only if the person nominated is present at the Annual General Meeting or has put in writing that they want to stand. If there is more than one nomination for each post the nominees may be asked to leave the room whilst the vote is taken.

C. If there is nobody willing to stand, the Committee will decide whether to start procedures to close the Association down. Alternatively, the Committee can continue in office to try and redevelop the Association for up to six months. It is the responsibility of the Committee to recruit a new committee or formally dissolve the Association within that period.

7. 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 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 and shall be attended by at least one third of the committee. 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.

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 three months and the Committee resolves that his or her Membership of the Committee be vacated;
(d) is elected as a local authority councillor or a Member of 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 of the 3 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.