

CONSTITUTION

1. NAME OF ORGANISATION

The name of the organisation shall be City Quay Residents Association.

2. AIMS OF THE ORGANISATION

- 2.1 To promote the interest of all residents, tenants and leaseholders of City Quay and Merchants Quay
- 2.2 To promote the development of the community at City Quay and Merchants Quay.

3. MEMBERSHIP

- 3.1 Membership shall be open to all residents, tenants and leaseholders in the City Quay development.
- 3.2 Voting rights:
 - (i) Leaseholders: Leaseholders only are eligible to vote on financial matters relating to service charges. They may however authorise in writing (such authority to be satisfactory to the Chair) another member to vote on their behalf.
 - (ii) Tenants and Leaseholders: Both are able to vote on all other matters.

4. MEMBERSHIP FEE

- 4.1 Members shall pay an annual fee of £2 per person due from the September AGM.
- 4.2 The Annual General Meeting of the Association shall have power to vary the subscription by ordinary resolution.

5. THE COMMITTEE

- 5.1 A committee shall be elected to carry out the business of the Association.
- 5.2 The committee shall be made up of a Chairperson, Vice Chair, Secretary, Treasurer (as Officers) and 4 general members.
- 5.3 The committee shall be elected at the Annual General Meeting. Vacancies arising through the year can be filled at the discretion of the committee.
- 5.4 Officers shall carry out the duties given to them at the Annual General Meeting.
- 5.5 The committee shall meet once a month and no less than 6 times per year.
- 5.6 Minutes of committee meetings shall be available to all members.
- 5.7 The committee can introduce or appoint new members as required.
- 5.8 Any committee member who fails to attend three consecutive meetings of the committee without giving a reason acceptable to it shall cease automatically to be a member of the committee.
- 5.9 Decisions at the meeting of the committee are made by simple majority and in the event of equality of voting the chairperson (or acting chairperson of that meeting) shall have a casting vote.

6. ANNUAL GENERAL MEETING

- 6.1 There shall be an Annual General Meeting held every September at which the committee will report on its work, present a statement of accounts and stand down to seek re-election.
- 6.2 The AGM shall elect a new committee, vote on recommendations and any amendments to the constitution.
- 6.3 The Secretary will notify all members of the date of the meeting not less than 14 days before the AGM.
- 6.4 Resolutions at Annual General Meetings shall be passed by a simple majority of the votes entitled to be cast by the members present at the meeting.
- 6.5 In the event of equality of voting at an Annual General Meeting the chairperson (or acting chairperson of that meeting) shall have a second or casting vote.

7. OTHER GENERAL MEETINGS

- 7.1 There may be a General Meeting open to all members every 6 months.
- 7.2 A Special General Meeting open to all members will be held if 25 or more members submit in writing a request for such a meeting to the Secretary or if the Committee resolve to call such a meeting. The Secretary shall arrange for the meeting to take place within 14 days.
- 7.3 The Secretary will publicise all General Meetings at least 5 days in advance.

8. QUORUM

No General Meeting or Annual General Meeting shall take place if less than 20 members are present. No committee meeting shall take place if less than 4 members of the committee are present, one of who must be an Officer of the Association.

9. ACCOUNTS

- 9.1 All monies received by the Association shall be paid into an account in the name of the Association at a bank chosen by the Committee and not less than two Officers shall sign cheques and other instruments drawn on their directions to the bankers.
- 9.2 No action involving expenditure in the name of or on behalf of the Association shall be taken and no undertakings, which would commit the Association to expenditure or other liability, shall be made without the prior authority of a resolution of the Committee.

10. CHANGES TO THE CONSTITUTION

- 10.1 The constitution can be altered at an AGM.
- 10.2 Any suggested changes must be handed to the Secretary 14 days before the AGM.
- 10.3 Changes must be agreed by two thirds of the members present at the meeting.

11. DISSOLUTION

- 11.1 The Association may only be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting.
- 11.2 A proposal to dissolve the association shall take effect only if agreed by two thirds of the members present at the meeting.
- 11.3 Funds and possessions will be disposed of according to the wishes of the meeting.

Agreed by majority vote at the AGM of 02.09.07.

Signed:

Chair:

Secretary: