



# **Constitution**

## **Graven Hill Residents' Association**

### **Last amended 23 October 2024**

#### **1. Name of the organisation**

The name of the organisation shall be Graven Hill Residents' Association

#### **2. Aims**

The aims of the group will be:

- To promote community cohesion and inclusion within Graven Hill Village by seeking to raise awareness of, and actively involve residents in the Graven Hill Residents' Association.
- To eliminate all forms of discrimination within Graven Hill Village
- To deliver community-led events and activities
- To represent the interests of the village residents in dealings with the local authorities and the Graven Hill Village Development Company
- To manage Community Assets for the benefit of the community

#### **3. Membership**

The Committee Members of the Association will be the Residents elected or appointed from time to time as Members of the Committee.

A Resident is an individual either living in a property in Graven Hill , or whose family have purchased property in Graven Hill intending to live there as a main residence and has achieved legal completion on the purchased property.

All Residents aged 16 or over are entitled to be elected or appointed as Committee Members. All Residents aged 16 or over are entitled to attend meetings of the Association, have a reasonable opportunity to be heard by the Committee, and vote in elections for Members of the Committee.

#### **4. Committee**

The Committee will consist of up to 12 Members, including a Chair, Vice Chair, Secretary and Treasurer. Members may be co-opted throughout the year to make up a total of 12. The Chair may not hold their position for more than 3 consecutive years unless by agreement of the Committee.

The Association must employ every resource within its means to ensure that the Committee consists of at least one member from all tenure types.

Committee members will be elected at the Annual General Meeting (AGM) in a secret ballot of Residents.

If there are vacancies after the election, or anytime during the year, additional Members of the Committee, making up a total of up to 12, may be co-opted until the date of the next

AGM at the discretion of the Committee.

The Committee will meet with residents no less than two (2) times a year, in addition to the AGM. Committee Meetings may be face-to-face or online, provided there is a reasonable opportunity for Residents to attend, and a written or other record of the meeting is kept. If the number of residents able to attend is limited due to meeting venue constraints, invitations will be issued by the Committee on request up to the capacity limit on a first come, first served basis.

The Committee will call upon experts, consultants, working groups and local representatives to work on behalf of the Association and attend a Committee Meeting if such attendance will assist the Association in meeting its stated aims.

The quorum for committee meetings will be five (5)

The Committee will represent the interests of residents and act as a voice for the whole community.

The Association will operate a policy of equal opportunities in all respects.

## **5. Roles and Responsibilities**

The Chair will:

- Represent the Committee in meetings with external bodies and individuals or delegate another member of the Committee.
- Manage and progress the activities of the Association.
- Supervise procedural and financial decisions of the other officers.
- Chair the Meetings ensuring that all Members and Residents have a reasonable opportunity to express their views.

The Vice-Chair will:

- Act for the chair in their absence.
- Carry out other roles as delegated by the Chair.

The Secretary will:

- Manage elections for members of the Association.
- Document, archive, and distribute records of meetings and decisions of the Committee.
- Prepare meeting agendas under the guidance of the Chair.
- Make appropriate arrangements to ensure activities of the Association are conducted in accordance with this Constitution.
- Ensure that all correspondence directed to the GHRA is responded to within ten working days by themselves or another Committee member.

The Treasurer will:

- Keep the group's financial accounts and records, prepare annual accounts, control expenditures, and be the key point of contact concerning any financial matters arising.
- Be responsible for setting up and managing the group's bank account and will

- approve signature of cheques.
- Ensure accounts are submitted to funders and all statutory returns are made as prescribed.

At least three members of the committee will be authorised signatories to commit to financial expenditure and to transfer funds of the Association. Signatories must not be related. All financial commitments and transfers must be authorised by two signatories.

Committee members will act to further the aims of the Association under the guidance of the Officers and as agreed at committee meetings. The activities of the Association will be determined by the members of the Committee after giving Residents a reasonable opportunity to be heard. Activities will be determined by agreement of members of the Committee, and, if necessary, by majority vote.

All Committee Members will act lawfully, promote transparency and accountability, and that is not discriminatory in any way, in particular based on sex, gender, race, religion, age, pregnancy, marital status, property tenure, disability, religion or belief, sexual orientation, political affiliation or social status. This includes taking steps to ensure the participation and representation of individuals disadvantaged on any of these grounds in the activities of the Association.

Committee members should be mindful of their comments in person and on official social platforms.

Any Committee member not attending a meeting without an apology for three months will be contacted by the Committee and asked if they wish to continue being a committee member.

## **6. Ceasing to be a Committee member**

Committee members may resign at any time by giving notice in writing to the Secretary.

Any behaviour by a Committee Member that is considered by the Committee to be in breach of the requirements set out in the previous section may have their membership of the Committee terminated by a 2/3rds majority vote of Committee Members present. Before such a decision is taken, the other members of the Committee under the guidance of the Chair and Secretary, will set out a fair procedure to hear and determine the allegations, giving the individual due opportunity to explain their behaviour and an opportunity to be accompanied by a friend. The Committee may determine that a lesser penalty is appropriate, such as an oral or written warning or a suspension from participation in the activities of the Association for a set period.

## **7. Voting Rights**

Any committee member may propose a single motion to be voted on by the Committee the next time the Committee meet. Any such motion must be discussed, for up to ten minutes.

Decisions are reached by general agreement of the committee members present. Each committee member shall cast one vote, the vote shall rest upon a simple majority of those present, save for decisions requiring a larger majority, and will normally be conducted by a show of hands. In the event of a tie, the Chair shall have an additional casting vote. The vote shall be recorded in the minutes.

## **8. Meetings**

### **Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

The committee will provide at least ten days' notice of the meeting, giving the venue, date and time. Nominations for the committee may be made to the Secretary at least two clear days before the AGM. Nominees must be nominated and seconded by other Residents.

Residents seeking election to the Committee must provide a short personal profile, stating why they would like to be a committee member (maximum 500 words). These profiles will be made available to residents at least 48 hours before the election/ballot.

Any Resident of Graven Hill Village may vote at the AGM.

The quorum for the AGM or an EGM will be 5 committee members. At the AGM:-

- The committee will present a report on the work the group delivered over the last year.
- The committee will present a summary of the reviewed accounts for the previous year.
- The officers and committee for the next year will be elected.

### **Extraordinary General Meetings**

The Secretary will call an EGM at the request of the majority of the Committee or at least 10 households of Graven Hill Village, giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 21 days of the request.

All residents will be given ten days' notice of such a meeting giving the venue, date, time and agenda.

An application to dissolve the Committee at an EGM and call new elections will be carried if passed by a 2/3rds majority of Residents attending the EGM.

Any Resident is entitled to attend public meetings of the Association and to be given a reasonable opportunity to be heard and express their views, however are only entitled to participate in discussions and vote if they are also a Committee Member of the Association.

## **9. Rules of procedure for meetings.**

Agendas and minutes will be prepared for each meeting and circulated by the Secretary five working days before the meeting, and will be made available to the wider community.

## **10. Finances**

An account will be maintained on behalf of the group at a bank agreed by the committee.

Funds will only be used to further the aims of the Association, and will be held and spent in a lawful, transparent, responsible, and accountable way. Responsibility to ensure that funds are so held and spent rests with the entire Committee to whom the Officers of the Association are accountable.

## **11. Amendments to the Constitution**

Amendments to the constitution may only be made at the AGM or EGM.

Any proposal to amend the Constitution must be given to the Secretary in writing with the justification and proposed text of the amendment. These details must then be circulated with the notice of the meeting.

Any proposal to amend the Constitution requires a 2/3 majority vote of the Committee Members present.


At least once every three (3) years, the Constitution will be reviewed to consider whether it is still fit for purpose and whether amendments need to be made.


**12. Dissolution**

If a Meeting, by simple majority, decides that it is necessary to close the Association it may call an EGM to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the Association, unused funds where the donors can be identified will be returned to those donors. Funds where the donors cannot be identified will be donated for the use of local community groups and/or charitable organisations whose projects and activities will directly benefit Graven Hill Village Residents.

This constitution was adopted on	<b>23<sup>rd</sup> September 2020</b>
Section 8, paragraph 3 was added at EGM	<b>1<sup>st</sup> September 2021</b>
Section 4, paragraph 4 was amended at AGM	<b>15<sup>th</sup> September 2021</b>
Amended at EGM	<b>21<sup>st</sup> June 2023</b>
Amended at AGM	<b>23<sup>rd</sup> October 2024</b>

Signed	Name and Position	Date
	PAUL DAVIS, CHAIR	14/11/24

Signed	Name and Position	Date
	ROBERT HAXTON VICE CHAIR	14/11/24