

The Kingsway Residents' Association Constitution

Geographical Boundaries:

The Kingsway Residents' Association (therein KRA or the Association) covers the area of the entire village of Kingsway.

Purpose of Association:

The purpose of the Association shall be to:

- Provide an opportunity for the local community to have more say in what happens within the village and surrounding area;
- Increase joint working between residents and voluntary and community groups, businesses, and service providers for the benefit of the area;
- Identify local needs and aspirations and prioritise action accordingly;
- Provide strategic multiagency framework within which the community as a whole occupies the central role;
- Actively engage all the sections of the community in participation and decision making through the holding of Public Meetings.

Membership and Structure of Association:

The Association shall comprise:

- 1) "Committee" members – any resident elected to the KRA Committee will have full voting rights
- 2) "Working Group" members – any resident not wishing to be on the Committee but still wishing to be in a background role – they are not eligible to vote on Committee business however
- 3) "Resident" members – any resident that legally resides within the village of Kingsway have full voting rights at Public Meetings but not at Committee Meetings

The Committee:

The role of the Committee:

- It is the executive and decision making body of the Association made up entirely of residents and providing a link to external parties
- Coordinate, monitor and evaluate the work of the Association
- Establish sub-committees (overseen by the main Committee)
- Research and share information about funding opportunities
- Share general information

- Agree expenditure
- Give local people a voice
- Hold regular internal Committee meetings to raise and tackle any issues that have been brought to light, as well as evaluating Committee progress on past issues
- Hold regular Public Meetings to inform the community about the work of the Committee and receive feedback from the community
- Hold an Annual General Meeting (AGM) to elect/re-elect members to the Committee

Responsibilities of the Committee:

- Agreed decisions reached at Public Meetings are acted upon, and are incorporated into the plans of the Committee, sub-committees and working groups
- People from across all sections of the community have an opportunity to become involved in the Association
- Committee set aims, objectives and action plans have been achieved
- The core principles agreed upon at the heart of the Association are working
- The Committee can delegate power to a working/sub group

Committee Member Roles:

- Chairperson
- Secretary
- Treasurer
- Press liaisons
- Social Secretary
- Committee Member (x5)

Election for the positions on the Committee will be held at the AGM. The term of office will be one year. There is no limit on the number of times you stand for re-election.

Working Group Members:

Working Group Members are non-elected and work in the capacity to support the Committee on an ad hoc basis as directed.

Resident Members:

Resident members have full opportunity to express their views through the local villagers website and through active attendance at the regular KRA meetings and community events. All residents are eligible to vote on public issues and on the election of Committee members.

Public Meetings:

Public Meetings are open to any member of the Association and officially invited parties. Public Meetings will be held at quarterly intervals and the AGM will be convened to coincide with a Public Meeting the purpose of which will be to elect members to the Committee, endorse all nominations, and present the Annual Report and Statement of Account.

All votes at Public Meetings require a quorum of 25 members to be in attendance. With the exception of changes to the constitution, all votes will require a simple majority to pass.

Annual General Meeting:

- An election will be held for the following to sit on the Committee:
 - Chairperson
 - Secretary
 - Treasurer
 - Press liaisons
 - Social Secretary
 - Committee Member (x5)

No one person can hold the position of Chairperson and Secretary. Both positions must be held by people independent to each other. There shall be 10 positions on the Committee. If, at election, we are unable to fill any of the named roles, additional Committee Member positions will be added to maintain a committee of 10. The Committee will then be free to assign Roles to elected members.

- Every meeting will be open to residents and time will be put aside on the agenda for residents to raise any issues
- All members of the Association have one vote. All members are required to declare any known interests in any matter being voted on before voting commences

Extraordinary Public Meetings:

Extraordinary Public Meetings can be called:

- By the Committee, or
- By a Resident gathering a petition of signatures of 25 Residents

Financial Arrangements:

The Treasurer shall maintain a bank account in the name of Kingsway Residents' Association. Two signatories (Treasurer, Chairperson or Secretary) are required on all cheques from the account. Decisions on the how the Association's money is spent is to be taken at Committee meetings – and minuted - and reported to the AGM in the Statement of Account. If at any time the Association ceases, after settlement of all outstanding liabilities, any monies held will be returned to the source from whence they came.

Alterations to the Constitution:

- The KRA Constitution shall be reviewed annually. Any proposals or recommendations shall be presented at the next AGM
- Any proposal to alter the Constitution must be submitted not less than 28 days before the meeting at which it will be discussed. An extraordinary meeting may be called
- An alteration shall require the approval of two-thirds of those eligible to vote at the meeting

Equal Opportunities:

People from across all sections of the community have the opportunity to become actively involved in the Association. The Association has a clear commitment to ensure equality of opportunity, welcomes all people and does not discriminate against anyone. KRA seeks to ensure that any facilities provided are accessible to all regardless of any disability. The Association will ensure that no person or group is discriminated against on grounds of race, colour, ethnic origin, religion, cultural belief, nationality, sex, sexual orientation, age or disability. The Association abides by the statutory and regulatory requirements and opposes discrimination and injustice and promotes good practice at all times. All members of the Association are expected to use appropriate behaviour during discussion and debate which includes refraining from abusive, racist or offensive comments or remarks or any other form of discrimination.

The Dissolution Clause:

- 1) If the members resolve to dissolve the Association, the Committee members will remain in office and will be responsible for winding up the affairs of the Association in accordance with this clause
- 2) The Committee members must collect in all the assets of the Association and use them to pay for the liabilities of the Association.
- 3) The Committee members will then donate any remaining assets or money by transfer to local charities or community organisations, as they see fit.
- 4) In no circumstances shall the net assets of the Association be paid to, or distributed amongst, the members of the Association.

Signed & Dated:

Chairperson

Secretary