

**Heaton Manor Residents’ Association Constitution**

We, the undersigned,having resolved to form an association to represent the interests of residents of the development known as Heaton Manor, on matters of common interest, having further resolved to adopt the constitution of the association we have signed for identification purposes.

Dated: Tuesday 25th May 2021

**1.0 Name**

The name of the association shall be “**The Heaton Manor Residents’ Association**” (RA)

**2.0 Property**

All the houses, amenity areas and common areas of the property known as the Heaton Manor development.

1. **Objects & Aims**
   1. To promote membership to all people eligible to join the RA, fostering an inclusive and welcoming environment on the property
   2. To promote and protect the common rights and interests of the of the members of the RA relating to the use and enjoyment of the property
   3. To represent the majority view of the members when fulfilling RA activity
   4. To consult and build a partnership with the landlord and its managing agents to improve communications and maintain good relations within the wider community
   5. To monitor routine work within the managing agent’s contract raising any issues and concerns
   6. To review and audit the managing agents spending of management fees for efficiency and effectiveness, scrutinise any proposed increase and participate in the selection of contractors
   7. To preserve and improve where required the amenities enjoyed by the members
   8. To provide regular information to members
   9. To exercise the rights conferred upon the RA by recognition under the Landlord and Tenant Act 1985 or other statutory rights that may be given by any subsequent enactment
2. **Membership**
   1. Membership shall be open to all residents on the development
   2. Membership of the RA shall be granted upon receipt of a completed form
   3. A copy of this constitution will be communicated to all members
   4. Members will have an equal vote withone vote per household
   5. Members shall, always conduct themselves in a courteous and respectful manner when attending meetings or any functions linked to the RA
   6. Members should actively seek to represent the majority view
   7. A record of all members in the current year shall be kept by the Secretary
   8. Any membership fee shall be determined by the Annual General Meeting
3. **The Committee**
   1. A committee shall be elected to carry out the business of the RA ensuring it is run properly and responsive to members needs and concerns
   2. The committee shall consist of not less than seven members of the RA
   3. The committee shall be elected at the Annual General Meeting (AGM)
   4. Committee members shall implement the aims and objectives of the RA
   5. At each AGM all committee members shall resign but shall be deemed to be re-elected (if willing to act) in the absence of other nominees
   6. Minutes of AGM meetings shall be made available to members
   7. The committee shall meet as frequently as they deem necessary and minutes of meetings shall be made available to members
   8. In the event of a tied vote at a committee meeting the Chairperson may make the casting vote
   9. Committee vacancies arising during the year will be filled by an election at the next AGM in the interim “acting committee” members can stand in
4. **Finance / Subscriptions**
   1. All money raised by or on behalf of the RA is to be used only to further the aims of the RA
   2. A bank account shall be opened in the name of the RA
   3. Bank Account / Cheque signatories will be nominated by the committee (one must be the Treasurer). There shall be 3 people with access to the account / signatories. These should not be from the same household or the same family
   4. The treasurer shall have the accounts checked by an independent person with adequate financial experience, for example, a representative of a community organisation, law centre or council for voluntary service, at the end of each financial year
   5. The accounts shall be available to all members at the AGM (A recognised group should be able to demonstrate responsible accounting methods)
   6. Should the RA decide to charge members a subscription the amount shall be fixed at the AGM. One subscription shall be paid in respect of each house. Note a member who joins part way through the year shall pay a pro rata subscription
5. **Annual General Meetings**
   1. There shall be an AGM held every year at which the committee shall report on its work, present a statement of accounts and resign from their posts
   2. Members will be given 21 days notice of this meeting by the Secretary. This will include the Agenda, the end of year Financial Report and minutes from the previous AGM
   3. The committee for the next year shall be elected at the AGM. Nominations for all posts should be received prior to the meeting. If there are no nominations current committee members can be re-elected if willing to stand
   4. At the AGM, members shall vote on recommendations and any amendments to the constitution. These should be received, in writing, not less than seven days before the meeting
6. **Other general meetings**
   1. There will be a general meeting open to all members every 6 months
   2. A special general meeting open to all members will be held if 12 or more members request for such a meeting to the secretary. The secretary shall arrange for this meeting to take place within 21 days
   3. The secretary will publicise all general meetings at least 5 days in advance
7. **Quorum**
   1. The quorum for committee meetings of the association shall be one-third of its elected membership
   2. The quorum for all general meetings shall be one-third of the membership
8. **Changes to the constitution**
   1. The constitution can only be altered at an AGM or at a Special General Meeting called for that purpose
   2. Any suggested changes to the constitution must be given to the secretary at least 14 days before the AGM
   3. Changes to the constitution must be agreed by two thirds of the members present at the meeting
9. **Voting**
   1. Any member can make a proposal, for it to be voted on by other members it must be supported by another member
   2. Only members present at the AGM / general / special meeting may vote
   3. A member of the RA may authorise another person to attend the meeting as a proxy and vote on behalf of the absent member; such authorisation in written form approved by the committee shall be lodged with the secretary before the meeting
   4. Before voting any member may propose an amendment which must also be seconded
   5. Each house has one vote
   6. Voting shall be by a show of hands unless a ballot is demanded
   7. In the event of an equal vote, the chair shall have the casting vote
10. **Dissolution**
    1. The RA may only be dissolved at a Special General Meeting called for that purpose, which must be advertised before the meeting
    2. A proposal to dissolve the association shall take effect only if agreed by two thirds of the members present at the meeting
    3. Any assets (financial or otherwise) remaining, after the payment of all debts and liabilities, shall be given to registered charitable organisations, in accordance with the wishes of the membership of the association
    4. Where funding has been received from other agencies this must be returned as appropriate
11. **Communication**

All official communication with members shall be via email or placed on the RA website. Members can contact the committee via [heatonmanorra@outlook.com](mailto:heatonmanorra@outlook.com)