



# **HIGHFIELD RESIDENTS' ASSOCIATION CONSTITUTION November 2021**

## **1. NAME**

The Association shall be known as the Highfield Residents' Association.

## **2. BOUNDARIES**

The boundaries of the Association shall be the area of Southampton accepted as Highfield on the attached map which is also available on the HRA website.

## **3. AIMS AND OBJECTIVES**

- a. The aims and objectives of the Association are to promote and safeguard the interests of the members, and to preserve and improve the quality of the environment and of the amenities in Southampton in general and in Highfield in particular.
- b. The Association is non-political, non-sectarian and non-discriminatory.
- c. The Association may affiliate or co-operate with other Southampton or national organisations which share these aims and objectives.

## **4. MEMBERS**

- a. Membership shall be open to any person over 18 years of age who lives within the Association's boundaries and any person outside of those boundaries who shares its aims and objectives.
- b. Applications for membership from persons outside of the Association's boundary shall be overseen by the Membership Secretary.
- c. Members shall pay an annual subscription to be agreed at each Annual General Meeting on the advice of the Treasurer.
- d. Honorary life membership may be conferred on any person by the unanimous vote of the Committee in recognition of services rendered to the Association or their contribution to its aims and objectives. Such life members shall have the rights of membership but shall not be required to pay an annual subscription.

## **5. OFFICERS OF THE ASSOCIATION**

- a. The Association's Officers shall be the Chair, Vice Chair, Secretary and Treasurer, who shall all be members of the Association.
- b. Only Officers of the Association or persons specifically authorised by Officers shall have the authority to speak on behalf of the Association.

## **6. MANAGEMENT OF THE ASSOCIATION – THE HRA COMMITTEE**

- a. The affairs of the Association shall be overseen by the Committee, which has full powers to manage and take responsibility for the efficient organisation of the Association's activities.
- b. The Committee shall consist of the Officers and at least 8 other members of the Association.
- c. The Committee shall have a quorum of 7 members.
- d. The Officers shall be responsible for the administration of all funds held by the Association. For this purpose, the Treasurer shall act under the direction of the Chair. The Treasurer, Chair or Secretary shall be authorised to issue cheques and authorise on-line payments.
- e. The Association's Financial Year will end on 31<sup>st</sup> December.
- f. The Committee shall have the power to co-opt any person until the next Annual General Meeting, or for such shorter periods as they may think fit.
- g. Committee meetings are generally held each month.
- h. The Committee may appoint, approve the terms of reference and the timescale of any Subcommittee as deemed necessary and may co-opt thereon any persons with special expertise or knowledge which it is felt would be helpful to the Association. The Chairman shall be an ex officio member of any such Subcommittee. Subcommittees shall report on their activities at each Committee Meeting.
- i. Any HRA Committee member can request that an item of business is discussed under Reserved Business during a Committee meeting, in which case all non-Committee members will be requested to leave the meeting. Such business will not be minuted publicly. A summary result of any such discussion will only be posted on HRA Social Media if deemed appropriate after Reserved Business discussion. In case of doubt, the Chair will decide.
- j. Provided the meeting is quorate, any decisions requiring a vote will be taken by simple majority of those Committee members present, the Chair having a second casting vote if necessary.
- k. Committee meetings are also open to HRA members who have no voting rights.
- l. HRA members can request that an item of business is included on a Committee Meeting Agenda by contacting the Chair or Secretary at least a day in advance of the meeting.
- m. Other associations may be invited to send representatives to Committee Meetings as observers.

## **7. ANNUAL GENERAL MEETING**

- a. An Annual General Meeting (AGM) shall be held on a date to be decided by the Committee. Not less than 14 calendar days' notice of the AGM shall be given to all members of the Association.
- b. The ordinary business of the AGM shall be the election or ratification of any Officers or Committee members, the consideration of the Chair's report, and the presentation of the Examined Accounts.
- c. Nominations for the Accounts' Examiner shall be taken or ratified at the AGM. Members of the Committee shall not be eligible to be Examiner.
- d. The term of office for members of the Committee will be three years.
- e. Provided the AGM is quorate, any decisions at the AGM requiring a vote shall be by simple majority of those members present, the Chair having a second casting vote if necessary.

## **8. SPECIAL GENERAL MEETING**

- a. A Special General Meeting may be called at any time for any special purpose, either at the direction of the Committee or upon requisition in writing to the Chair from any 15 members, stating the purpose of the request.
- b. The Committee shall convene such a Special General Meeting within 28 days of the receipt of a requisition and shall give to all members no less than 14 calendar days' notice of the meeting and the business to be conducted to all members. No business other than that of which notice has been given shall be conducted at such a Meeting.
- c. All decisions at a Special General Meeting, if quorate, shall be by simple majority of those members present and voting, the Chair having a second casting vote if necessary.

## **9. QUORUM**

The quorum for the Annual General Meeting and all Special General Meetings shall be 20 members present.

## **10. CONSTITUTION**

Alterations to this Constitution, whether proposed by the Committee or otherwise, shall take place only following voting at a Special General Meeting or at the Annual General Meeting, provided sufficient notice has been given to members.

## **11. DISSOLUTION OF THE ASSOCIATION**

- a. The Association may be dissolved by two-thirds majority of all those members attending and voting at a Special General Meeting called for the purpose.
- b. Any assets remaining after clearing any debts shall be donated to any successor body.

Signed:



Name: Professor Roger Brown

Position: HRA Chair

Date: 16 November 2021

## Highfield Association Area Map

