



# HIGHFIELD RESIDENTS' ASSOCIATION CONSTITUTION

## 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 definitive map.

## 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 and non-sectarian.
- c. The Association may affiliate or co-operate with other Southampton 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 who shares in the aims and objectives of the Association.**
- b. Members shall pay an annual subscription to be agreed at each Annual General Meeting.
- c. Honorary life membership may be conferred on any person by the unanimous vote of the Executive Committee in recognition of services rendered to the Association or 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 MANAGEMENT OF THE ASSOCIATION

- a. The affairs of the Association shall be in the hands of the Executive Committee, which has full powers to manage and take responsibility for the efficient organisation of the Association's activities.
- b. The Executive Committee shall consist of a Chairman, Vice Chairman, Secretary and Treasurer and at least four other members of the Association.
- c. The Executive 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.
- d. The Executive Committee 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 Chairman, and the Treasurer's signature plus that of either the Chairman, Vice Chairman or the Secretary shall be necessary to issue cheques and other instructions to the Association's bank.
- e. The Association's Financial Year will end on 31<sup>st</sup> December.

- f. The Executive Committee may appoint one or more Subcommittees as it feels to be 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, and subcommittees shall report on their activities to each meeting of the Executive Committee.
- g. The Executive Committee shall meet as often as it thinks fit, but not less than twice in each year. It shall have a quorum of four members, and shall take all decisions by a simple majority, the Chairman having a casting vote if necessary.

## **6 OFFICERS OF THE ASSOCIATION**

- a. The Association's Officers shall be the Chairman, Vice Chairman, Secretary and Treasurer, who shall be members of the Association.
- b. Only Officers of the Association or persons authorised by them shall have the authority to speak on behalf of the Association representing its views.

## **7 ANNUAL GENERAL MEETING**

- a. An Annual General Meeting (AGM) shall be held in April, on a date to be decided by the Executive Committee. Not less than 14 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 of members of the Executive Committee, the appointment of an Examiner from amongst the members and the consideration of the Chairman's report and the Accounts of the Association.
- c. The term of office for members of the Executive Committee will be three years.  
The first meeting of the new Executive Committee will be held within six weeks of the Annual General meeting and the first item of business will be to determine the Officers of the Association for the year. Within four weeks of this meeting the Committee will publish the names of the Officers of the Association to all members in such manner as it thinks fit.
- e. Nominations for the Examiner shall be taken at the AGM from those present; members of the Executive Committee shall not be eligible to be Examiner.
- f. All decisions at the AGM shall be by simple majority, the Chairman 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 Executive Committee or upon requisition in writing to the Chairman from any 15 members, stating the purpose of the request.
- b. The Executive Committee shall convene such a Special General Meeting within 28 days of the receipt of a requisition and shall give no less than 10 full 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 shall be by two-thirds majority of those members present and voting.

## 9 QUORUM

The quorum for all General Meetings shall be 20 members.

## 10 CONSTITUTION

- a. Proposed alterations to this Constitution, whether proposed by the Executive Committee or otherwise, shall take place only following voting at a Special General Meeting called for the purpose.
- b. Provided proper notice has been given, Special General Meetings may be held upon the same occasions as other meetings or Annual General Meetings of the Association.

## 11 DISSOLUTION OF THE ASSOCIATION

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. Any assets remaining after clearing any debts shall be donated to the Southampton Federation of Residents Associations.



15<sup>th</sup> April 2003

