



# HIGHFIELD RESIDENTS' ASSOCIATION CONSTITUTION April 2020

## 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 and non-sectarian
- c. The Association may affiliate or co-operate with other Southampton or National organisations which share these aims and objectives

## 4. MEMBERS

- a. Members shall pay an annual subscription to be agreed at each Annual General Meeting
- b. Membership shall be open to any person over 18 years of age who lives within the Association's boundaries and any person outside of the Association's boundaries who shares its aims and objectives
- 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. OFFICERS OF THE ASSOCIATION

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

## 6. MANAGEMENT OF THE ASSOCIATION

- a. The affairs of the Association shall be in overseen by 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 Chair, Vice Chair, Secretary and Treasurer. Three other Main Committee members of the Association determined by the Officers, shall be invited to serve on the Executive Committee

- a. The term of office for members of all Committees will be three years. After this period, should any Committee member wish to continue, their position will be ratified at the AGM
- c. The Executive Committee shall meet as often as necessary, but not less than twice in each year.
- d. It shall have a quorum of four members
- e. If the meeting is quorate, any decisions of the Executive Committee requiring a vote will be taken by simple majority of those Executive members present, the Chair having a second casting vote if necessary
- f. The Executive Committee may appoint one or more Sub-Committees 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 Chair shall be an ex-officio member of any such Sub-Committee, and Sub-Committees shall report on their activities to each meeting of the Executive Committee.
- g. 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 Chair and present a Financial Report at each Main Committee Meeting
- h. The Association's Financial Year will end on 31<sup>st</sup> December

## **7. THE HRA MAIN COMMITTEE**

- a. The HRA Main Committee shall consist of the Executive Committee and up to seven other HRA members, fourteen in total
- b. The Committee shall have a quorum of eight members
- c. Committee meetings are generally held on the second Monday of each month
- d. Committee meetings are also open to HRA non-committee members who have no voting rights
- e. HRA members can request that an item of business is included on a Committee Meeting Agenda by contacting the Chair or HonSec
- f. 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 under Reserved Business discussion
- i. If the meeting is quorate, any decisions requiring a vote will be taken by simple majority of those Main Committee members present, the Chair having a second casting vote if necessary

## **8. 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 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 presentation of the Examined Accounts
- c. Nominations for the Accounts' Examiner shall be taken or ratified at the AGM. Members of the Executive Committee shall not be eligible to be Examiner
- d. If 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

**9. 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 Chair 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 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

**10. QUORUM**

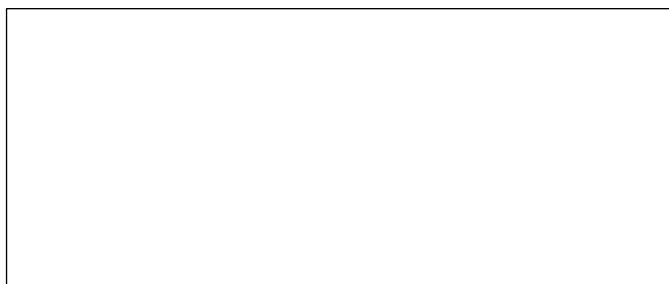
The quorum for the Annual General Meeting and all Special General Meetings shall be 20 members present

**11. 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 or at the Annual General Meeting, provided sufficient notice has been given to members

**12. 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 the North Southampton Community Forum, NSCF



**Signed:**

**April 2020**

# Highfield Area Map

