

NEVILL RESIDENTS ASSOCIATION CONSTITUTION

1. NAME

The name of the Association shall be: Nevill Residents Association

2. OBJECTIVE

The objective of the Association shall be to promote and protect the interests, rights and involvement of all residents of the Nevill Estate, comprising: South Way, Hawkenbury Way, The Gallops, Middle Way, Crossway, Nevill Crescent, Nevill Road (incl. Nevill Court and Nevill Terrace), North Way, East Way, Downs Close, Windover Crescent, Mount Harry Road, Caburn Crescent, Hamsey Crescent, Firle Crescent, Highdown Road, Sheepfair.

The Association shall be non-political.

3. MEMBERSHIP

Membership shall be free and open to any person living in the area covered by the Association over the age of 16 unless they have informed the Secretary that they do not wish to be a member. All members shall have one vote.

4. EQUAL OPPORTUNITIES

Members of the Association shall seek actively to represent the needs of the whole community and must not discriminate on the grounds of nationality, race, gender, disability, sexual orientation, religion or belief or any other grounds.

5. THE COMMITTEE

- a) At the Annual General Meeting a committee shall be elected by members. The Committee is responsible for the management of the Association.
- b) The Committee will be made up of the following members; Chair/s, Secretary, Treasurer (The Officers) and up to 9 other members.
- c) The Committee may co-opt a maximum of 4 members to bridge gaps in specific skills or knowledge. Co-opted members shall be non-voting.
- d) All elected members of the Committee shall have one vote.
- e) If vacancies occur among the Officers of the Committee, the Committee shall have the power to fill them from amongst their members.
- f) The Committee may form sub-groups to deal with specific issues but these must report to the Committee.
- g) The Committee shall meet not less than 4 times a year.

- h) Minutes shall be taken of committee meetings and shall be available to all members and Lewes District Council.

ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) will be held every calendar year and not more than 15 months shall pass between one AGM and the next
- Annual report from the Committee
 - Statement of accounts
 - Election of Committee
 - Amendments to the Constitution (this item may be excluded if there are no recommendations for change).
- b) The Committee will notify all members of the date no later than 14 days before the AGM.

GENERAL MEETINGS

- a) In addition to the Annual General Meeting the Committee will call at least 2 meetings per year which all members of the Association may attend.
- b) All General Meetings shall be advertised to members at least 14 days in advance.
- c) A Special General Meeting open to all members will be held if 10 or more members submit a request in writing to the Secretary.
- d) The Secretary shall arrange a meeting within 14 days of the receipt of the request for a Special General Meeting.

QUORUM

- a) No General, Special General or Annual General Meeting shall take place if less than 20 members are present.
- b) No decisions can be ratified at Committee Meetings if less than 50% of the Committee are in attendance, including at least one Officer.

CHANGES TO THE CONSTITUTION

- a) The Constitution of the Association may be altered at the AGM.
- b) Any suggested changes must be handed to the Secretary 10 days before the AGM.
- c) Changes to the Constitution must be agreed by two-thirds of the members present and voting at the meeting.
- d) The Association shall notify Lewes District Council within 28 days of changes to its Constitution.

FINANCE

- a) All monies raised by or on behalf of the Association shall be applied to further the objects and aims of the Association and for no other purpose.

- b) The Treasurer shall maintain a bank/building society account in the name of the Association.
- c) The Treasurer shall keep a proper account of the income and expenditure of the Association.
- d) Four signatories shall be nominated by the Committee (one to be the Treasurer).
- e) Any expenditure over £50.00 shall be authorised by Committee at meetings in advance of that expenditure being incurred.
- f) The Treasurer shall submit the accounts to Lewes District Council for review at the end of each financial year.

DISSOLUTION

- a) The Association may only be dissolved at a Special General Meeting called for that purpose and advertised fourteen days before the meeting to all members.
- b) At least two-thirds of the members present and voting at the meeting must agree to the dissolution.
- c) Any funds and possessions shall be donated for the benefit of the membership in a manner befitting the groups aims.

EXPECTATIONS OF MEMBERSHIP

- a) Members agree to abide by the expectations of membership.

CHAIRS:.....

Date:.....

.....

Date:.....

SECRETARY:.....

Date:.....

TREASURER:

Date:

EXPECTATIONS OF MEMBERSHIP

Members/attendees agree to:

- Work together as a team
- Develop constructive working relationships with each other and LDC staff and Councillors, providing effective challenge in a positive way
- Understand and respect the views and rights of all members
- Listen to each other
- Allow others to express their views and be sensitive to their needs
- Support each other and treat each other as equals
- Do what they say they will
- Abide by decisions made and adhere to the principles of collective responsibility
- Share the workload
- Recognise the abilities and shortcomings of others, rather than labelling them
- Not discuss or divulge any sensitive or confidential information that is raised during meetings

Any person who:

- Fails to meet the above expectations; or
- Acts in an aggressive or offensive manner

will have their membership withdrawn. Requests for withdrawal of membership will be considered through Committee meetings and a decision reached and communicated back to the individual member concerned. In such instances, there is no right of appeal though consideration will be given to renewing membership after a period of 6 months.

Aggressive or offensive behaviour could include (but is not limited to):

- Interrupting
- Dominating conversations
- Not listening to others
- Apportioning blame
- Using racist, sexist, ageist, homophobic or other offensive language