

Having resolved to form an Association to represent the interest of the residents of the community known as MEON VALE, on matters of common interest, have further resolved to adopt the rules of the Association annexed hereto which we have signed for identification purposes.

Dated...18th February 2021...

1.0 The Association shall be called Meon Vale Residents' Association ('the Association')

2.0 Aims

- 2.1. To consult with and represent the residents on matters of common interest.
- 2.2. To promote membership to all people eligible to join.
- 2.3. To promote equal opportunities within the community.
- 2.4. To preserve and improve, where required, the amenities enjoyed by residents and to improve the housing, environment and other services in the area.
- 2.5. Be non-party political.
- 2.6. Promote social, welfare, recreational and training activities for the benefit of members of the Association.
- 2.7. Build and encourage a partnership and improve communication between residents, the Meon Vale Management Company, St Modwen or other relevant management organisations and landowners.
- 2.8. Provide regular information to all members.
- 2.9. To feedback resident's views to the St Modwen Resident's Working Group forum.



3.0 Equal Opportunities

3.1. This Association shall positively promote equal opportunities within the community and within its membership; work for the elimination of discrimination against persons on the basis of race, gender, age, disability, sexuality, marital status, religion or belief.

4.0 Membership

4.1. Membership of the Association shall be open to all people who would normally reside at MEON VALE, over the age of 18 years.


4.2. A record of all members in the current year shall be kept by the secretary of the Association.

4.3. Any membership fee shall be determined at the Annual General Meeting.

4.4. Membership shall end when a member ceases to live on MEON VALE, or when a member dies, resigns or has their membership terminated.

4.5. In the event of gross misconduct¹, membership can be suspended or ended by a two-thirds majority vote of the Executive Committee (see section 7.0).

¹ Gross misconduct includes, but is not limited to, gross negligence, indecent behaviour, dishonesty or offensive behaviour (such as discrimination, harassment, bullying, abuse or violence).



4.6. A member whose membership has been suspended in accordance with clause 4.5 shall be entitled to have that suspension reviewed at the next general meeting of the Association.

5.0 Annual General Meeting

5.1. An Annual General Meeting (AGM) shall be held once in each year and not more than 15 months since the previous meeting.

5.2. All members will be notified in writing at least 14 days before the date of the meeting, giving the agenda, venue, date and time. Meetings may be held remotely using digital conferencing facilities.

5.3. Nominations for the committee may be made to the Chair before the meeting, or at the meeting.

5.4. Officers for the Executive Committee will be elected.

5.5. The Executive Committee will present a report on the work of the Association over the year and present the accounts for the previous year.


5.6. The AGM shall consider any resolutions put forward by members.

5.7. The AGM will vote on amendments to the constitution. Any proposed changes must be notified and sent to the Secretary at least 7 days before the AGM.

6.0 General Meetings


6.1. Each year, the Association should hold at least 4 General Meetings (including AGM) which shall be open to the general membership. Meetings may be held remotely using digital conferencing facilities.

6.2. All members of the Association shall receive at least 7 days notice of General meetings.

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- 6.3. Minutes of General meetings will be made and will be available to members within one month of the date of the meeting. The minutes will be approved at the next appropriate meeting.
 - 6.4. The Quorum for General meetings shall be 6 or 10% of the membership of Association members, whichever is greater.
 - 6.5. A Special General Meeting may be called by the Executive Committee or if requested by at least 6 members or 10% of the membership, whichever is greater.
 - 6.6. Questions or issues raised at a meeting will be discussed openly and the meeting will seek to find a general consensus. If a consensus cannot be reached, a vote will be taken to identify the majority view.
 - 6.7. Each member shall have one vote on any resolution put before a General Meeting (including Special and AGM). The Chair of that meeting shall have a casting vote if there is a deadlock.
 - 6.8. Meetings will be managed by the Chair to ensure that those who wish to speak will get a turn, but will not be allowed to speak over others, no personal criticisms will be allowed and there will be a time limit on speakers. It is important that members respect each others views.

7.0 Executive Committee

- 7.1. Any member shall be entitled to stand for election to the Executive Committee.
- 7.2. The committee shall consist of not less than five members who shall be elected by the remaining members of the Association. At each annual general meeting (AGM), all committee members shall stand down and may be re-elected.
- 7.3. There shall be at least two Executive Committee Meetings each year and these can be called by the Chair, Vice Chair or two other Executive Officers.

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- 7.4. The quorum for all Executive Committee meetings shall be three or one-third of Committee Members.
 - 7.5. Committee Members will be given at least seven days' notice of committee meeting, at which any member shall be entitled to attend (but only Committee Members can vote).
 - 7.6. The Committee may, as necessary, create any sub-committees and/or working parties on a permanent or temporary basis. The members of any sub-committees or working party shall comprise members of the Association, including at least one Executive Committee Member. Sub-committees and working groups can also co-opt other members, subject to agreement by the Executive Committee. The terms of reference for subcommittees or working parties shall be set by the Executive Committee and will include attendance/number/frequency of meetings, reporting requirements, delegated powers, budgeting and financial arrangements when relevant. The Executive Committee may dissolve a committee or working group.
 - 7.7. The Committee shall monitor the work, finances and membership of the Association and set out Standing Orders.
 - 7.8. The Executive Committee may co-opt non-voting members onto the Executive Committee in order to fill vacancies that occur during the year or to ensure appropriate representation of members of the community.

8.0 Officers of the Executive Committee

- 8.1. The Association shall have the following officers:
 - 8.1.1. **Chair*** OR 2 Co-Chairs
 - 8.1.2. Vice Chair
 - 8.1.3. **Secretary***
 - 8.1.4. **Treasurer***



8.1.5. Fundraiser

8.1.6. Press & Publicity Officer

8.1.7. Mainstay & Meon Vale Management Company liaison

8.1.8. Executive Committee Members including leads of Sub-committees or working groups

8.2. Roles indicated **thus** * are the minimum requirement for the establishment of the group.

8.3. Other roles may be appointed (temporary or permanent) by the Executive Committee.


8.4. The Chair shall chair the General and Executive Committee Meetings. The Vice Chair shall chair meetings in the absence of the Chair.

8.5. Officers shall report to Executive Committee Meeting and General Meetings. The duties of the officers will be set out in Standing Orders for the Association.

8.6. There shall be no more than one Executive Committee member from the same household.

8.7. A register of pecuniary interests for Officers will be maintained to identify any business, commercial or financial interests which might lead to a potential conflict of interests. Officers must also declare non-pecuniary interests (including membership of other organisations) when there is a potential conflict of interest which could be considered so significant that it would materially impact upon decision making.

9.0 Finance


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- 9.1. The Treasurer shall open a bank account in the name of the group as soon as possible after the Association has formed and will keep records of the Association's income and expenditure. The Treasurer shall report the balance in the account to the Executive Committee at least quarterly.
 - 9.2. The Executive Committee shall appoint authorized signatories to mandate payments and authority to make payment shall be signed by at least two authorized signatories. Signatories should be from different households and not related to one another.
 - 9.3. The Association's accounts shall be kept up to date and annual accounts for each year shall be presented at the AGM.
 - 9.4. The accounts shall be available for inspection by any members of the Associations who request for inspection, which must be made to the Treasurer. Accounts will be made available in 28 days of receipt of a request.

10.0 Information

- 10.1. The Association will produce a policy on data protection (GDPR compliance).
- 10.2. Minutes of meetings and membership of the Executive Committee will be made available to members. This may be by digital means (such as email), but print will be available on request.
- 10.3. The Executive Committee shall provide information to all members on things that affect the Association and its members.

11.0 Dissolution

- 11.1. The Association can only be dissolved by a Special General Meeting called specifically to consider a motion to dissolve the Association.



11.2. All members shall be given 10 working days notice of such a meeting, which shall contain the working of the dissolution.

11.3. A majority of two thirds of voting members will be required to dissolve the Association.

11.4. The Special meeting shall decide on the disposal of assets, funds or equipment.

This constitution was agreed at the inaugural General Meeting held on : 18th February 2021