

# WHITEHALL PARK AREA RESIDENTS ASSOCIATION

## CONSTITUTION

Amended 27/4/2012, 18/4/2013

### TITLE

The association, known as the Whitehall Park Area Residents' Association (WHPARA) is based within the area bounded by Hornsey Lane, Archway Road, St John's Way and Hazellville Road.

### RULES

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## RULE 1

### *Aims and Objectives*

1. The WHPARA shall promote the enhancement of the area defined in its title.
2. It shall achieve this objective by providing a forum for local residents in which they can air their views and form opinions on matters of local interest.
3. The WHPARA shall represent the views of its membership to all relevant council, national and other bodies and committees.

## RULE 2

### *Affiliation*

1. The WHPARA shall not be affiliated to any political party.

## RULE 3

### *Membership*

1. The WHPARA shall be composed of any person of whatever age, nationality, faith, ethnic origin, political or religious belief or sexual orientation resident, working or with an interest in the area defined in its title.
2. Members shall be charged an annual subscription to be calculated according to Rule 4(7)b below.
3. Members will be expected to behave in an orderly and reasonable manner. Any Member not behaving in this manner may be asked by the Chairperson to leave a meeting of the WHPARA or its Committee.
4. A Member may be suspended from the WHPARA if he or she, in the opinion of the chair, persistently breaks the condition of membership in paragraph 3 of this Rule. Such a suspension must be agreed by a majority present at any general meeting of the WHPARA.
5. The Committee may, at its discretion, nominate any individual as an honorary Member. Such a Member may speak at WHPARA meetings but will not have the right to a vote or count towards a quorum.

## RULE 4

### *The Committee*

1. There shall be a Committee comprising of not more than eleven Members who shall be elected at each Annual General Meeting of the WHPARA.
2. The Quorum of the Committee shall be three of its elected Members.
3. The Committee shall elect its Officers by simple majority voting.
4. No officer shall hold office for more than three consecutive years unless otherwise the position remains unfilled. The composition of the Committee shall be as representative of the area as possible.
5. The Committee may temporarily fill any vacancy arising among the officers of the WHPARA from any of its Members until the next Annual General Meeting.
6. The Committee may co-opt Members to it up to a maximum of five. Such co-opted Members shall have full rights as Committee Members including the right to vote but they shall not count towards a quorum.
7. The Committee shall conduct all the WHPARA's business at no fewer than two meetings in each year. Any number of sub-committee meetings may be held whose recommendations or decisions will be subject to Committee approval. In particular the Committee shall:
  - a) Maintain an up-to-date register of membership of the WHPARA
  - b) Determine the level of annual subscription
  - c) Present the annual report and accounts of the WHPARA
  - d) Call the Annual General Meeting of the WHPARA in March or April
  - e) Call any Special General Meeting
  - f) Arrange public meetings as required on subjects of common interest to Members.
8. In exercising the above functions the Committee shall:
  - a) Reach decisions by a simple majority with a Chairperson having an extra casting vote in the case of a tie
  - b) In the case of the Annual General Meeting of the WHPARA, give not less than 14 days notice to each Member at his or her residential address, or electronically where a member has so agreed, stating the date, time and place of such a meeting and including an agenda of matters to be discussed
  - c) In the case of a Special General Meeting, on receipt of a written request by at least 15 Members of the WHPARA stating their reasons for calling the meeting, within 21 days, give not less than seven days notice of the holding of the Special General Meeting to each Member at his or her residential address, or electronically where a member has

so agreed, stating the date time and place of such a meeting and including an agenda of matters to be discussed.

## RULE 5

### *Duties of Officers*

1. The Chairperson of the WHPARA (or, in his or her absence, any other Committee Member) shall conduct the meetings of the amenity group.
2. The Treasurer shall open and maintain a bank account in the name of the WHPARA. All cheques shall be signed by any two out of three Committee Members designated except that no two signatories shall come from the same household.
3. The Treasurer shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee or Annual General Meeting. Where the accounts of the WHPARA exceed £10,000 in any year they shall be audited by a qualified accountant appointed by the membership at the Annual General Meeting.
4. The Secretary, in consultation with the Chair, shall be responsible for the convening of all meetings, the setting of the agenda and the giving of the prescribed notice to Members.
5. The Secretary shall ensure that a proper record is kept of all meetings of the WHPARA, its Committee in the form of minutes; and shall deliver up such records as required by the Committee or general meeting. The Secretary shall permit the minutes to be examined on receipt of not less than seven days notice by any two Members of the Amenity Group.
6. No officer shall hold office for more than three consecutive years unless otherwise the position would otherwise remain unfilled. The composition of the Committee shall be as representative of the area as possible.
7. Any Member or officer delegated to represent the WHPARA in consultation with any other body shall act on the instructions of the WHPARA and shall report back to the following Committee or Annual General Meeting, whichever is the sooner.
8. Codicil approved AGM 29 April 2010

No Committee Member shall enter into financial undertakings with any outside person on behalf of the WHPARA without having previously obtained the consent of the Chair and one other member of the committee, or the Committee.

## RULE 6

### *Annual General Meeting*

1. There shall be an Annual General Meeting of the WHPARA in March or April of each year.
2. The Agenda of the Annual General Meeting will be circulated at least 14 days in advance in accordance with Rule 4(8)b above.
3. Officers and Members of the Committee shall be elected at the Annual General Meeting.
4. An auditor shall be appointed or confirmed at an Annual General Meeting where the accounts exceed £10,000 in that year.
5. Minutes of the Annual General Meeting shall be kept in accordance with Rule 5(5) above.

## RULE 7

### *Special General Meeting*

1. A Special General Meeting may be called by no fewer than 15 Members of the WHPARA within 21 days of such a request.
2. The Agenda for a Special General Meeting will be circulated at least seven days in advance in accordance with Rule 4(8)c above.
3. Minutes of any Special General Meeting shall be kept in accordance with Rule 5(5) above.

## RULE 8

### *Voting and Quorum*

1. Decisions either in the Committee, at an Annual General Meeting or a Special General Meeting will be taken by a simple majority of votes cast in favour.
2. Only Members of the Association shall be entitled to vote.
3. The Chairperson may, unless challenged, establish the Committee's or the WHPARA's opinion on any matter without counting votes.
4. The Quorum at any general meeting shall be one third of Members of the WHPARA or ten Members, whichever is the fewer.

## RULE 9

### *Amendments to Constitution*

1. Any Amendment to the Constitution must be submitted in writing to the Secretary of the WHPARA not less than 21 days before any general meeting at which it is to be considered.
2. In accordance with Rule 4(8)b and 4(8)c above, any amendment received will:
  - a) In the case of an Annual General Meeting be sent out to Members with the agenda not less than 14 days before the meeting
  - b) In the case of Special General Meetings be sent out to Members with the agenda not less than seven days before the meeting.
3. Subject to the Chairperson's discretion to select amendments, they shall require to be approved by a majority of two thirds of Members present at a general meeting.

## RULE 10

### *Dissolution*

1. The WHPARA may be dissolved at any general meeting where two thirds of Members present approve a motion to that effect.
2. Any assets, financial and otherwise remaining when the liabilities have been satisfied shall be applied for such purposes of benefit to the community as the meeting shall decide.