

## **Our Purpose**

The Heyford Park Residents & Community Development Association has been in existence for almost 10 years now. Our main objective is to look after the collective interests of all residents who live within (and groups which operate from) the Heyford Park parish boundary.

Membership is automatic for people and voluntary groups here – there is no need to apply to join the association. You can have as much (or as little) involvement with the association as you wish.

At annual general meetings (normally in February) all are encouraged to attend and each household has one vote on any decisions made, and on election of committee members. All residents and group representatives are welcome to attend monthly committee meetings and everyone will be given time to have their say on matters which concern them. We also arrange social and fun events from time to time.

The association has a Facebook page and you don't have to be a Facebook member to access this.

We post information on our activities on this page and also on our notice board in the Community Centre. There is also a Heyford Park Residents website where information is posted <https://heyfordparkresidents.org.uk>

Our Committee meets monthly (normally on the last Wednesday of the month) at 7.00 p.m. in the Community Centre. All are welcome to attend Committee Meetings. Agendas for and Minutes of meetings are posted on the website with links to our [Facebook page](#) and on the notice boards.

## **WHAT WE DO AS AN ASSOCIATION**

Our main aims are:

- Promoting the common rights and interests of all residents
- Working with landowners, authorities and organisations for the benefit of members
- Representing the collective wellbeing of members and their interest in the preservation and development of the local amenities and environment
- Ensuring the involvement of members in development proposals
- Maintaining a sense of community spirit, and,
- Maintaining and promoting an environment in which the members can take pride.

We are non-political, and we are an equal opportunities organisation.

### Constitution

#### **1. NAME**

The name of the Association shall be the "Heyford Park Residents and Community Development Association" ("the Residents Association")

#### **2. THE PROPERTY**

The "Property" refers to all the residential dwellings, community premises, amenity area and common areas within the Heyford Park parish boundary.

#### **3. AIMS OF THE ASSOCIATION**

- 3.1 To promote the common rights and interests of all the members of the Association.
- 3.2 To exercise the rights conferred upon the Association by recognition under the Landlord and Tenant Act 1985 or such other statutory rights that may be given by any subsequent enactment.
- 3.3 To work with the landlord and other authorities and organisations for the benefit of the members.
- 3.4 To represent the well-being of the members and their interest in the preservation and development of the local amenities and environment.

- 3.5 To ensure the involvement of the members in development proposals concerning Heyford Park.
- 3.6 To maintain a sense of community spirit as the area grows in population, and not lose its village appeal
- 3.7 To help maintain and promote an environment in which the members can take pride to live and work.
- 3.8 To promote an environment in which the members can live and work free from fear and intimidation.
- 3.9 The Association shall be non-political. The Association shall neither affiliate itself with any political entity nor allow its name to be used by anyone soliciting support for election to public office.
- 3.10 The Association shall be an equal opportunities organisation.

#### 4. **MEMBERSHIP**

- 4.1 All residents and homeowners over the age of 18 of residential dwellings and active voluntary groups at the Property are eligible for membership but voting shall be restricted to one vote for each household or group.
- 4.2 Membership shall terminate upon a member ceasing to be resident or owner at the Property or a group ceasing to be active at the Property.
- 4.3 A copy of the Constitution shall be available for inspection by all members.
- 4.4 Members shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with the Association.
- 4.5 A committee member or elected person can be removed from their position by way of a majority vote by members present at a committee meeting, A minimum of three committee members must propose the removal of an office holder or committee member before a vote can be held,
- 4.6 Neither the Landlord, the Landlord's Representative/s, any company controlled by the Landlord, nor any employee of the Landlord, shall be a honouree member of the Association.

#### 5. **COMMITTEE**

- 5.1 The Committee shall represent the Association either by delegation or in entirety in dealings with other Associations, Local and/or National Government Officials, Corporate bodies and/or individuals.
- 5.2 Neither the Committee nor its elected officers may commit the Association to supporting or opposing any proposed development plans without formal approval of the committee.
- 5.3 The Association shall elect annually at the Annual General Meeting ("AGM") a Management Committee of at least eight (8) persons and not more than fifteen (15) persons.

. An example of fair allocation of seats

5.3.1 Residents from the pre development rental properties and before and shall be allowed up to three (3) Seats.

5.3.2 Residents from Dorchester Owned Properties and shall be allowed up to Three (3) Seats.

5.3.3 Residents from Bovis Owned Properties and shall be allowed up to Three (3) Seats.

5.3.4 Residents of "Social / Association" Properties from both Bovis and Dorchester shall be allowed up to Three (3) Seats.

5.3.5 Residents of Heyford Leys and areas within the parish boundary not covered in points 5.3.1 to 5.3.4 shall be allowed up to three (3) seats.

Where the representation of the Parish present makes it impossible to abide by the fair proportionate presentation as exemplified. the flexibility of moving the numbers by two, but from the AGM / EGM members present are divided fair to form a ratio to cover the various residents, Rental, Bovis, Dorchester, Other

- 5.4 The Committee shall elect from its members a Chairperson, Vice-Chairperson, Secretary, Treasurer, Liaison Officer and any other officer it deems necessary. No person shall hold more than one post at a time. The Committee shall have the power to co-opt not more than

3 members should they deem it necessary. A quorum of the Committee shall consist of 5 members of whom one shall be the Chairperson or his/her elected deputy.

- 5.5 The Chairperson where possible shall preside over all meetings and shall have no Original vote and one casting vote. When the Chairperson's elected deputy presides over a meeting that person shall have no Original vote and one casting vote whilst presiding.
- 5.6 The Vice Chairperson shall have one Original vote.
- 5.7 The Secretary shall record the business of all meetings and have one Original vote.
- 5.8 The Treasurer shall record all financial transactions fit for auditing purposes and have one Original vote.
- 5.9 All general Committee members shall have one Original vote.
- 5.10 The Committee shall meet no less than ten (10) times a year.
- 5.11 Minutes of Committee meetings shall be available to all members.
- 5.12 Vacancies arising during the year can be filled by an election at a general meeting.
- 5.13 The Committee shall be empowered to appoint other members of the Association to fulfil roles to be determined by the Committee in furtherance of the aims of the Association. If these persons are not elected members of the Committee then they shall be co-opted onto the Committee but shall have no vote.
- 5.14 The Committee shall be empowered to fill any casual vacancy occurring on the Committee or among the Officers and any person so appointed shall serve until the next AGM of the Association.
- 5.15 The Committee shall serve for one year and retire in rotation. Committee members may stand for re-election.
- 5.16 The Chairperson shall not serve more than two (2) consecutive terms in office.
- 5.17 The Chairperson standing for election must not have held the position of Chairperson within the organisation previously, unless standing for re-election as incumbent Chairperson within the maximum one-year term (under 5.16). Unless there two year break from the position
- 5.18 The Chair of the Committee shall not be the Chair of the Heyford Park Parish Council.

## 6. ELECTIONS

- 6.1 The election of the Committee shall take place at the AGM.
- 6.2 The Committee shall elect its Officers at the AGM.

## 7. FINANCES

- 7.1 The financial year shall end on the 31<sup>st</sup> December each year.
- 7.2 Assets and funds shall be held and administered by the Committee.
- 7.3 All funds raised by or on behalf of the Association shall be used only to further the stated aims of the Association.
- 7.4 The Treasurer shall keep a record of all financial transactions conducted during the year.
- 7.5 The accounts shall be prepared for the Association each year and these accounts shall be independently audited in accordance with proper audit practice.
- 7.6 The Treasurer shall submit the audited accounts to the next AGM.
- 7.7 The audited accounts shall be ratified by the Association at that AGM.
- 7.8 A resolution of the Committee shall be sufficient authority for expenditure or the incurring of liability for payments up to a limit not exceeding £1000 (one thousand pounds) per event. Beyond such limit the Committee shall seek the approval of such expenditure by the Association either at an AGM or an Extraordinary General Meeting (EGM). Expenditure between £500 – to £999.99 needs to be agreed on by a full committee meeting.
- 7.9 The Committee shall not enter into any legal agreements or contracts, nor commit the Association to financial indebtedness nor donate monies except with the approval of a duly convened meeting of the Association.
- 7.10 A banking account shall be kept in the name of the Association and all cheques or mandates shall be signed by the Treasurer and counter-signed by one of three other designated signatories, one of these three signatories must be the Chairperson. No two signatories shall be members of the same family or household. A resolution by the Committee shall be sufficient authority to add or remove designated counter-signatories to the bank account.
- 7.11 The Treasurer shall not be related to or live in the same household as the Chairperson or any other signatory

7.12 A Member[s] of the Association may request from the Treasurer, with good cause a copy of the financial accounts of the Residents Association. Such request is to be actioned within 30 days of a request being made.

7.12.1 The request is to be made via a letter or email to the Treasurer clearly stating the reason for the request and where the information should be sent to.

7.12.2 The Treasurer is to report all requests to the Secretary and will be included with in the Treasurers report at the next Committee meeting

## 8. **MEETINGS**

8.1 The AGM of the Association shall be held not later than thirteen months (13) months from the date of the previous AGM or EGM

8.2 An Extraordinary General Meeting (EGM) of the Association shall be convened at any time by the Secretary, either upon the written instructions of the Committee, or upon a written request signed by no fewer than fifteen (15) members, each residing or working from separate addresses.

8.3 A quorum at an AGM or EGM shall be not less than twenty (20) voting members of the Association, such quorum to be confirmed at the commencement of the meeting.

8.4 The minimum period of notice required to hold an AGM or EGM is 14 days.

(a) Notice of AGM or EGM shall be delivered to each member of the Association together with an agenda.

(b) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent. Bulk letterbox drop notification will also be accepted and deemed delivered when all current committee member can confirm they have received their notification via letterbox drop.

8.5 Procedure at general meetings of members will also include participation in meetings by electronic means apply to any general meeting of the members, with all references to be taken as references to members.

8.6 Nominations for the appointment of the Officers and for membership of the Committee shall be proposed and seconded by two members of the Association in writing including by electronic means and lodged with the Secretary at the AGM or EGM to include the written or verbal consent of the nominee.

8.7 Minutes of all the appointments of Officers and members and resolutions carried at an AGM or EGM shall be taken. The minutes shall be open to inspection by any member who shall be entitled to take copies thereof.

8.8 Voting at the meetings of the Association shall be by a simple majority from a show of hands unless a majority demands a ballot. Voting via electronic meeting such as Zoom will also be done via the raise hand function or poll. In the case of a tie the Chairperson shall have the casting vote.

## 9. **ALTERATIONS TO THE RULES AND CONSTITUTION**

No alterations to the rules and the Constitution of the Association shall be made except at the AGM or EGM.

## 10. **WINDING UP**

In the event of winding up the Association any remaining assets held for the Association, less any outstanding liabilities incurred on its behalf, shall be paid over or transferred to any charity that members present so direct.

## 11. **Force Majeure**

Committee Level Quorum

Should the event where due to circumstances a quorum of members can no longer be obtained to form a quorum of committee (5 members per committee meeting) not counting illness or holiday for a period of less than two month. Then a working group is to be formed by the remaining members. The member can request and be assisted by former committee members which may or may not be residing at Heyford Park with the assistance and oversight of the Heyford Park Parish Council

12. **LEGAL INFORMATION**

- 12.1 The Constitution is agreed by the members attending the AGM/EGM and signed as the binding document that the Heyford Park Residents Association shall work upon to promote and protect the common rights and interests of the members of the Association.
- 12.2 It is a living document and shall be amended as necessary to reflect the Association's right to promote the common rights and interests of the members of the Association. This document must be signed by the Chairperson immediately after the AGM/EGM is completed.

*This Constitution has been edited and was proposed for the EGM in April 2021 and all proposals have been accepted by the majority of those present*

Signed

Name

Chairperson appointed date 24/04/2021