



**SEPRA
Constitution
Version 6
19th April 2011**

1. NAME

The name of the Association shall be St Edward's Park Residents Association ('the Association').

2. PURPOSE OF THE ASSOCIATION

The Association will act as a common voice of all residents on St Edward's Park when dealing with Redrow and/or the St Edward's Park Management Company Limited (STEPMCL) and their Managing Agent, or any other parties on matters that concern:

- a) anything that has not been completed adequately by Redrow and/or STEPMCL and their Managing Agent, their agents or Sub-Contractors within the specifications agreed;
- b) any communal issue in the interests of all residents, which includes, but is not limited to, the woodland areas, driveways and paths, all communal areas inside and outside, play and recreation areas.

The Association will also:

- c) provide a social function to engender community spirit across St Edward's Park.
- d) build and maintain working relationships with Regional & Local Authorities and service providers which impact on St Edward's Park
- e) not duplicate the responsibilities and duties of STEPMCL, but is a voice of the members collectively to inform and liaise with STEPMCL
- f) act always to maintain and preserve the historic and natural legacy of St Edward's Park for the benefit of future generations.

3. MEMBERSHIP

Anyone (aged 18 years or over) who is living on St Edward's Park, which includes properties on Villa Road and Wall Lane Terrace, *is* automatically a member of the Association. There are no annual membership fees.

Anyone solely representing a business based on St Edward's Park may be considered for membership, provided that he/she is also a resident at St Edward's Park.

4. FUNDING

The Association is run on a not-for-profit basis; however, day-to-day expenses will be covered through specific fund-raising opportunities, and any donations accepted from a third party without prejudice.

5. MANAGEMENT

The administration of the Association shall be managed by an Executive Committee consisting of no more than twelve members.

Executive committee members shall be elected at the Annual General Meeting (AGM) for a term of 2 Years. After serving their term the member is required to resign and may put themselves forward for re-election. There is no limit on the number of terms that an individual can serve, however they must resign and be re-elected after each term.

Once elected, the Executive Committee will appoint members to the positions of Chairperson, Vice Chairperson, Secretary and Treasurer. The Officers will act in these roles until the next AGM. A member may not hold the same position for a continuous period of more than 2 years.

The Executive Committee may co-opt members of the Association for special purposes (e.g. to provide specific expertise) as required, on a temporary basis. Co-opted members will not have voting rights, unless he/she is elected to the Executive Committee at an AGM.

If a member of the Executive Committee no longer remains a resident on St Edward's Park, he/she is required to resign from the Committee before leaving.

If a member of the Executive Committee wishes to resign mid-term, his/her position will not come up for election until the following AGM. If an Officer resigns, his/her position will be replaced promptly by another member of the Executive Committee.

Any changes to the Executive Committee will be displayed in the notice board for at least 30 days and announced in the next newsletter.

Any member of the Association can call for a vote of no confidence in any member of the Executive Committee by submitting such a motion to the Secretary and/or Chairperson. The Chairperson will investigate the matter fairly and objectively, and the outcome will be communicated and minuted at the next meeting of the Executive Committee.

6. MEETINGS OF THE ASSOCIATION

a) ANNUAL GENERAL MEETING (AGM)

The Association shall meet annually in April for the purpose of:

- receiving the annual report of the Executive Committee and Statement of Accounts;
- accepting the resignation of members of the Executive Committee and of electing a new Executive Committee;
- dealing with such matters arising as are appropriate.

All persons eligible for membership may attend an AGM. Votes will be on a one resident (aged 18 years or over), one vote basis.

b) EXECUTIVE COMMITTEE MEETINGS

The Executive Committee will meet at least quarterly to conduct the administration of the Association.

c) EXTRAORDINARY GENERAL MEETINGS (EGM)

An Extraordinary General Meeting may be called at any time, subject to reasonable notice, by the Chairman or Secretary, or at the written request of at least twelve members of the Association, to consider any matter requiring the consideration of the membership in general.

All persons eligible for membership may attend an EGM. Votes will be on a one-resident (aged 18 years or over), one vote basis.

7. QUORUM

At an Executive Committee meeting, the quorum will be 50% of the total serving committee eligible voting members + 1 in order to make or ratify a decision.

8. SOCIAL GROUP

A self managing Social Group Sub-Committee shall exist to organise social and community events on St Edward's Park in order to raise funds for the Association and for charitable purposes from time to time. It shall serve as a sub-committee of the Executive Committee. A member of the Social Group shall attend Executive Committee meetings (but without any voting rights) to provide a link between the Executive Committee and Social Group Sub-Committee.

As all fund-raising activities are conducted by the Social Group Sub-Committee, the Treasurer of the Association shall normally be a member of this sub-committee. The Treasurer of the Association shall be formally ratified on an annual basis at the AGM. The Executive Committee shall receive an update of the current financial position from the Treasurer on at least a quarterly basis.

The disbursement of funds should be agreed between the Treasurer and with at least one of the senior officers of the Executive Committee and in line with bank account signatories.

9. KEEPING RESIDENTS INFORMED

The Executive Committee will keep members informed by:

- producing newsletters which will be posted and e-mailed to all properties on St Edward's Park
- using a notice board sited in front of St Edward's Hall adjacent to the postbox
- using an internet website.

10. FINANCE

The Treasurer shall keep proper account of the finances of the Association using a bank account in the name of the Association. A Statement of Accounts shall be produced and presented at least once a year at the AGM.

The financial year shall be **6th April to 5th April.**

11. CHANGES TO THE CONSTITUTION

Any member may suggest a change to the Constitution and may do so by submitting a request in writing to the Chairman and/or the Secretary of the Executive Committee. The suggested change will be discussed by the Executive Committee, and if supported, will be recommended for adoption at the next AGM.

Any changes to the Constitution must be approved by a two-thirds majority of those members attending an Annual or Extraordinary General Meeting of the Association at which the matter is discussed.

12. DISSOLUTION

A resolution to dissolve the Association shall be dealt with as an alteration to the Constitution.