

HIGHAMS RESIDENTS ASSOCIATION
CONSTITUTION AND RULES

1. **TITLE** The Association shall be known as the **HIGHAMS RESIDENTS ASSOCIATION**

2. **MEMBERSHIP**

All residents in that part of the London Borough of Waltham Forest comprising Crealock Grove, Henry's Avenue, Keynsham Avenue, Lichfield Road, Marion Grove, Mason Road, Montalt Road, Nesta Road, Tamworth Avenue and the Charter Road (all falling within the postal area of Woodford Green), together with such other residents in the neighbourhood as may have interests in common with the Association shall be eligible for membership of the Association, subject to confirmation by resolution of the committee.

3. **OBJECTS:**

The Association shall be independent of any political party and its objects shall be:

- (a) To serve, protect and further in every legitimate manner the general and corporate interests of members and if necessary by acquiring, holding and disposing of real property within the area above specified.
- (b) To restore, preserve and develop all local amenities.
- (c) To promote just and equitable treatment in matters of rating and other assessments.
- (d) To imbue the residents of the area with an active interest in the affairs of the Borough of Waltham Forest and of the Hale End and Hatch Lane Wards in particular and to stress the importance of civic responsibility in these affairs.
- (e) To give general information and advice to members in connection with local matters and to issue publications for this purpose.
- (f) To organise events of an educational, cultural or social nature.

4. **MANAGEMENT**

- (a) The officers of the Association shall be President, Vice-Presidents, Chairman, Vice Chairman, General Secretary and Treasurer.
- (b) The affairs of the Association shall be managed by a committee consisting of the officers and six elected members who shall have power to co-opt additional members and to form sub-committees responsible to the General Committee.
- (c) The Officers and all committee members shall retire annually but be eligible for re-election.

- (d) In addition to the officers and Committee as above appointed there shall be Trustees elected by the Committee and who shall hold office until death or resignation unless removed from office by a resolution of the Committee. The number of Trustees shall not be more than four nor less than two and any real property of the Association shall be vested in them. They shall deal with the real property of the Association as directed by resolution of the Committee of which an entry in the Minute book shall be conclusive evidence and they shall be indemnified against risk and expense by the Association.
 - (e) The Association at its Annual General Meeting may also from time to time elect an honorary Patron, any such person normally having given distinguished service in the Highams area generally, or to the Association in particular, and any such person shall not serve on the Committee.
5. **SUBSCRIPTION** There will be an annual subscription, due on the 1st July. The amount will be decided by the Committee on an annual basis.
6. **MEETINGS**
- (a) The Annual General Meeting shall be held in the Spring of each year. The business of such meeting shall be:
 - (i) To receive the reports of the Officers and Committee.
 - (ii) To approve the audited accounts for the previous financial year.
 - (iii) To elect the Officers, Committee and Auditors for the ensuing year.
 - (iv) Any other business appropriate to an Annual General Meeting.
 - (b) The Committee shall meet as and when necessary. Two Officers and three members shall form a quorum.
7. **SPECIAL GENERAL MEETING**
- (a) After receiving a request signed by at least 15 members and setting out the business to be transacted at such a meeting, the General Secretary shall convene a meeting of the Association to be held within 28 days of the request being received.
 - (b) The General Meeting shall have power to call a Special General Meeting at any time by giving the requisite notice.
8. **NOTICES** Fourteen days notice of all General Meetings of the Association shall be given specifying the business to be transacted thereat.
9. **VOTING** Voting at General and Committee Meetings shall be of a show of hands, or by ballot if so determined by a resolution passed at the meeting., The Chairman shall have a casting vote. Only Members whose subscription is paid shall be entitled to vote.
10. **ELECTION OF OFFICERS AND COMMITTEE**
- (a) The General Secretary shall give with the notice of the Annual General Meeting list of those officers and members of the Committee who offer themselves for re-election. Any member whose subscription is paid may propose or second any other member or members for any or all of these positions. Such nominations must be sent, with the names of the proposer and seconder and with the written consent of the nominee, to the Secretary not less than seven days before the meeting.

- (b) The Annual General Meeting shall elect the Officers and Committee members from the names in accordance with Rule 10(a).
- (c) In the event of insufficient names being before the Meeting, nominations may be accepted at the Annual General Meeting, otherwise the Committee shall fill such vacancies at their discretion. They shall also have power to fill any vacancies arising during the year.

11. **FINANCE**

- (a) The Financial Year shall end on 31st December.
- (b) All funds received on behalf of the Association shall be deposited in the name of the Association with a Bank and cheques shall be signed by the Treasurer and countersigned by one of the following: Chairman, Vice-Chairman, General Secretary.
- (c) All expenditure shall be approved by resolution of the Committee, which shall also decide the amount of petty cash to be held by Officers and Committees.
- (d) The Accounts shall be audited annually and presented to the Annual General Meeting.
- (e) An Auditor or Auditors shall be appointed each year by the Annual General Meeting. They shall not be Officers or Members of the Committee.

12. **RECORDS** The General Secretary shall have custody of the records of the Association, except for the Accounts, which shall be maintained by and be the responsibility of the Treasurer.

13. **AMENDMENT OF RULES**

- (a) No amendment shall be made to these rules except by the Annual General Meeting or a Special General Meeting called for that purpose. The proposed amendments with the names of the proposer and seconder shall be received by the General Secretary not less than 28 days before the Annual General Meeting. In the event of a Special General Meeting being requested for the purpose of amending the rules, the proposed amendment shall accompany the request.
- (b) Two-thirds of the votes recorded shall be required to carry any such amendment.

14. **DISSOLUTION** The Association shall only be dissolved upon the vote of two-thirds of the members present at a Meeting called to consider the question of dissolution, such meeting shall also resolve the disposal of the Association's funds upon its dissolution.

Constitution and Rules last amended 2013