



# The Constitution of Shoeburyness Residents' Association

## 1. Name

The Association shall be known as Shoeburyness Residents' Association.

## 2. Aims

The aims of the Association will be to:

- Share relevant information from services, agencies and Southend City Council,
- Preserve and enhance the amenities enjoyed by Shoeburyness Residents,
- Prompt Councillors to consider the supply of services and appropriate infrastructure when new builds and developments are planned within and around Shoeburyness,
- Raise the profile of Shoeburyness across the City and ensure funding is equably distributed.

## 3. Membership

Membership is open to all residents of Shoeburyness and West Shoebury Wards as defined by its electoral boundaries with the exception of serving Councillors and MPs. Membership will begin as soon as the membership form and first annual payment has been received. A list of all members will be kept by the Membership Secretary. The membership fee is determined by the committee and regularly reviewed.

Residents who join the Shoeburyness Facebook group and do not pay a membership fee, may attend meetings and events organised by Shoeburyness Residents' Association but they do not have voting rights.

### 3a. Exceptions

Members who move away from Shoeburyness, may remain as members upon application to the Chair. This is not an automatic right and the Chair's decision is final.

### 3b Ceasing to be a member

Members may resign at any time by notifying the secretary.

Members who have not paid their annual membership fee will be reminded by the membership secretary. Members who fail to pay after a reminder will be deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be tolerated. Anyone behaving in an offensive way or breaking the Equal Opportunities policy at meetings or events may have their membership rescinded, if an apology is not given or the behaviour is repeated.

## **4. Officers and committee**

The business of the group will be carried out by a committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee will consist of 8 members and be composed of 4 officers and four committee members. Up to two additional members may be co-opted onto the committee at the discretion of the committee.

All paid members are eligible to serve as officers and committee members when vacancies occur. Following appointment, committee members sign and abide by the SRA Code of Conduct. The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings,
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers,
- Membership secretary, who shall be responsible for keeping records of members,
- Treasurer, who shall be responsible for maintaining accounts.

The quorum for committee meetings shall be four. In the event of a tie if a vote is called, the Chair shall have the casting vote.

The committee may appoint sub-committees as necessary and may determine their powers and terms of reference.

## **5. Meetings**

### **5.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within 15 months of the previous AGM, to which all residents are entitled to attend, although only members who have paid an annual membership fee are eligible to vote.

At the AGM:

- The Chair will present a report of the work carried out during the year,
- The Treasurer will present the audited accounts of the association,
- The officers and committee for the next year will be elected,
- Proposals to amend the Constitution will be discussed.

The quorum for the AGM will be 10% of the membership or 10 members whichever is the greater number.

### **5.2 General Meetings**

If an additional meeting is needed, the Chairman and Officers of the Committee shall be responsible for its organisation. The business of these meetings will be decided by the Committee and will be concerned with matters of interest to Shoeburyness residents.

### **5.3. Extraordinary General Meetings**

The Chairman or Secretary of the Committee shall within twenty-one days of receiving a written request, signed by twenty or more voting members and giving reasons for the request, call an Extraordinary General meeting of the Association.

Members will be given two weeks' notice, giving the venue, date and time, and agenda. Notice may be by telephone, e-mail, or post.

The quorum for an extraordinary General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

## **6. Rules of Procedure for Meetings**

All questions arising at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken, and a decision will be made by a simple majority of members present and entitled to vote. In the case of a tie, the Chairman shall have a casting vote.

Minutes will be kept of all SRA committee meetings and public meetings which will be agreed and signed by the chair.

## **7. Finance**

An account will be maintained on behalf of the association at a bank agreed by the committee. Two check signatories will be nominated by the committee, one to be the treasurer. The signatories must not be related nor members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All monies raised by or on behalf of the Association shall be supplied to further the aims of the Association and for no other purpose.

The accounts shall be audited at least once a year and an audited statement of accounts for the last financial year shall be presented at the Annual General Meeting.

## **8. Amendments to the constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

The proposal must be considered at a committee meeting prior to the AGM/Special General Meeting, and if agreed, must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a simple majority of those present and entitled to vote. In the event of a tie, the Chair shall have the casting vote.

## **9 Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group, it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other asset held by the Association, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation shall be decided by a simple majority of the committee and members present at the meeting.

*This updated Constitution was discussed and agreed at a committee meeting held on 18<sup>th</sup> April 2023.*