

# Hurst Park Estate Residents' Association

## Constitution and Rules

### 1. Name

The association shall be known as the Hurst Park Estate Residents' Association (HPERA) and its address for the time being shall be: 65 Hurst Park Avenue, Cambridge CB4 2AA email: [secretary@hpera.co.uk](mailto:secretary@hpera.co.uk) website: [www.hpera.co.uk](http://www.hpera.co.uk)

### 2. Aims

The aims of the association shall be to:

- Foster community involvement
- Act as a point of contact and source of news and information for the local area
- Represent the interests of members with regard to the local street environment
- Represent members on the City Council Residents' Forum
- Attend City and County Council meetings and report back on anything likely to affect the local area
- Liaise with other residents' associations on matters of mutual interest

### 3. Membership

Membership is open to anyone over the age of 18 residing in:

Highfield Avenue, Hurst Park Avenue, Orchard Avenue, Leys Avenue, Leys Road, Highworth Avenue and Mulberry Close

and who has either completed a contact form or has sent their contact information to the Chair or Secretary by email.

Payment of a membership fee is not currently required and expenses are being covered for the time being by voluntary donations.

### 4. Data Protection

The only data collected by HPERA will be the names, addresses, email addresses and telephone numbers of members. It will be used solely for the purpose of sending out information concerning the activities of the Association and under no circumstances will it be passed on to third parties.

### 5. Equal Opportunities

HPERA does not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

### 6. Officers and Committee

The business of the Association will be carried out by a Committee elected at the Annual General Meeting. The Committee will consist of no fewer than 5 and no more than 10 members including 3 officers. Up to 2 additional members may be co-opted at any time at the discretion of the Committee.

Officers will not serve for more than 4 years consecutively. Their roles are as follows:

- Chair, who shall chair both general and Committee meetings
- Secretary, who shall be responsible for the taking of minutes, distribution of papers and keeping a record of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year the Committee may appoint a temporary replacement until the next Annual General Meeting.

Any Committee member not attending for two consecutive meetings *without prior apology* will be contacted and asked if they wish to continue in post.

## **7. Meetings**

### **7.1 Committee Meetings**

The Committee will meet as and when required and not less than four times a year. The quorum will be four Committee members, to include at least one officer. Any member of the Association may make a request to the Secretary to attend and raise an issue at a Committee meeting but they will not be entitled to vote.

### **7.2 Annual General Meetings**

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for Committee membership and any proposals for other business to be discussed should be made to the Secretary no later than one week prior to the meeting.

The quorum for the AGM shall be not less than 10 members.

At the AGM the Committee will present a report on the work of HPERA over the year and a statement of the accounts. The officers and Committee for the forthcoming year will be elected and any other business notified in advance by members will be discussed.

### **7.3 Special General Meetings**

The Secretary may call a Special General Meeting if a majority of the Committee or at least eight other Association members give a written request to the Chair or Secretary stating the reason for their request. Such a meeting will take place within 21 days of a valid request. All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a Special General Meeting shall be not less than 10 members.

### **7.4 Rules of Procedure for meetings**

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

If a consensus cannot be reached then a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

## 8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the Committee. Three signatories will be nominated by the Committee (one to be the Treasurer), and they must not be related nor members of the same household. All payments must be authorized by two of the three signatories.

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

All money raised by or on behalf of HPERA is only to be used to further the aims of the Association, as specified in item 2 of this constitution.

## 9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting. Any proposal to amend the constitution must be given to the Secretary in writing and this will then be circulated with the notice of the meeting. Any amendment to the constitution will require a two-thirds majority of those present and entitled to vote.

## 10. Dissolution

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

If dissolution is agreed upon, then all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organization – the beneficiary organization to be decided at the same meeting.

## This constitution was agreed at the Inaugural Annual General Meeting of Hurst Park Estate Residents' Association on:-

Date ...24.../...April.../...2016...

Name ... Michael Page..... Signed .....

Position ...Chairman.....

Name .....Mary Pountain..... Signed .....

Position ...Secretary.....