

Constitution of the Vartry Community Residents' Association

Updated May 2024

1. Name

- a) The name of the Group is Vartry Community Residents' Association (VCRA) called 'the group' in this constitution.
- b) VCRA covers all properties on Vartry Rd and adjoining/surrounding streets, namely: Berkeley Road, St John's Road, Heysham Road, Manchester Road, Candler Street, Franklin Street, Richmond Road and Albert Road.

2. Aims of the group

- a) To promote the interests and wellbeing of all residents of the community.
- b) To promote all residents' rights and the maintenance and improvement of housing conditions, amenities, and the environment of the community.
- c) To promote social activities for all members of the community.
- d) To uphold and work for good relations amongst all members of the community.
- e) To promote continuous improvement in service delivery to residents by Haringey Council, neighbourhood Police and other public, private and voluntary bodies.
- f) To maximise opportunities for residents to be consulted on and participate in activities and events to influence service delivery.
- g) To achieve best value for money in carrying out its activities.
- a) To promote the upkeep and improvement of green spaces and parks in the community including improvement of its habitat value and existing facilities.

3. Powers

To further these aims, the group may exercise the following powers:

- a) To raise funds and receive contributions, donations and otherwise, provided that the group shall not undertake any permanent or ongoing trading activity;
- b) To bring together representatives of voluntary and statutory organisations, government departments and individuals;
- c) To produce leaflets/posters to publicise group activities;
- d) To hold meetings and events;
- e) To pay the necessary expenses involved in running the group, meetings and events;
- f) To employ staff or contractors, when necessary, to carry out work;
- g) To negotiate with Haringey Council and other bodies on behalf of some or all of the authorised occupants of properties listed in the community;
- h) To co-operate with other community, voluntary, statutory, private and partnership bodies and to undertake joint activities in the area to achieve the aims.
- i) To undertake any other lawful activity to further the group's aims.

4. Membership

Membership shall be open to:

- a) All authorised occupants of properties listed in 1(b) above irrespective of sex, gender identity, sexuality, race, ethnic origin, national origin, nationality, religion, culture, disability, age, health status, marital status, class, political beliefs (except where such beliefs are based on discriminatory practices), unrelated criminal activities and responsibility for dependants.
- b) All authorised occupants shall be considered members of the Association unless they have given written notice to the Secretary or Chair that they do not wish to be members.
- c) An authorised occupant is a person who resides in a property listed in 1(b) above and who is:
 - a tenant whose name is on the tenancy agreement for the property; or
 - a shared owner or owner of a leasehold property whose name is on the lease or deed for the property; or
 - a spouse, partner or child aged 16 or over of a tenant or leaseholder, and who is living in the property; or
 - another family or household member living in the property with the agreement of the landlord; or
 - a lodger living in the property with the agreement of the landlord; or
 - a sub-lessee of a leaseholder.
- d) Associate membership is open to any resident of a property in the area adjacent to the area specified in 1(b) above. Applications for associate membership must be approved by the Committee. An associate member may attend and participate in general meetings, may serve as a non-voting co-opted member of the Committee, and may serve on subcommittees and working groups. An associate member may not vote at general meetings or be a voting member of the Associate Committee.
- e) An associate member may also be a person who, because of their work in a community/religious/non-profit organisation in the area covered by VCRA, is accepted by the Chair or Secretary of the Committee to be a member. This membership should be reviewed by the Chair at every Annual General Meeting.
- f) Each member will have one vote and will be eligible to stand for election onto the committee.
- g) The group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities in all its operations and activities.
- h) It is a condition of membership that members conduct themselves in a reasonable, respectful and non-discriminatory manner at meetings or in the premises used by the Association. Any member may be excluded from one or more meetings or permanently, for a breach of this condition, or for any other form of conduct contravening the aims of the Association, by a majority of those present and voting at any Committee or General Meeting. Any member so excluded has the right of appeal to the following General Meeting.

5. Management Committee

- a) The group shall elect a committee of between 4 and 12 members who will direct the policy, management, and activities of the group. They shall be elected at an AGM to serve until the following AGM at which time they may stand for re-election.
- b) The Chair will have a casting vote in the event of a tie.
- c) The committee will have the power to co-opt members if it wishes to use this power.
- d) The Committee will meet a minimum of four times a year. The quorum level will be 4 members. Committee meetings shall be open to all members of the Association who may take part in discussions at the meeting but may not vote.
- e) From amongst the committee, a chairperson, a secretary, and a treasurer will be selected. Other members may be appointed to undertake responsibilities within the group, e.g. fundraising, liaison.

Procedure for election

- f) Nominations for election to the Committee may be made by the Committee or by any member of VCRA.
- g) A member may nominate themselves, or any member of VCRA, provided the nominated person is an authorised occupant and agrees to be nominated.
- h) If there are insufficient nominations to fill the minimum number of places on the Committee, nominations may be made from the floor at the Annual General Meeting.
- i) The election shall be by a simple majority vote, determined by a show of hands by those present.
- j) An election shall take place even if it is uncontested.

Termination of Committee membership

A person ceases to be a member of the Committee if they:

- k) Resign from the Committee and/or from the Association,
- l) Are convicted of an offence which in the view of the committee could bring the Association or its committee into disrepute,
- m) Act in contravention of the requirement for reasonable and respectful behaviour. A person removed from Committee membership may appeal to the next General Meeting to be reinstated to the committee.

6. Meetings

- a) General meetings will be held as often as necessary and at least once a year either in person or online.
- b) An Annual General Meeting (AGM) of the group shall be held at least once every 14 months. All members shall be notified not less than fourteen days before the meeting, by mail, leafleting or electronic/digital means (or a combination of these). An agenda will be circulated. Business of the AGM will include electing the committee, reporting on the activities during the year, amendments to the constitution and approval of the group's accounts.

- c) An Extraordinary General Meeting (EGM) can be held at the chair's discretion or by a written request to the chair of not less than 4 members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members ahead of the meeting. An Extraordinary General Meeting should only consider the business specified in the request.

Proceedings at general meetings

- a) Reasonable efforts shall be made to ensure General Meetings are held in premises which are accessible to disabled people.
- b) The quorum for the Annual General Meeting, Ordinary General Meetings and Special General Meetings is 10 members of VCRA (authorised occupants).
- c) General meetings shall be chaired by a member, as agreed by the Committee. If the agreed Chairperson is not present five minutes after the scheduled starting time for the meeting, the Committee members present shall choose one of their number to chair the meeting.
- d) Any member of the Association may make a proposal. For it to be voted on by other members it must be seconded, or supported, by another member.
- e) Only members of the Association present at the meeting may vote.
- f) Before voting, any member of the Association may propose an amendment, which must also be seconded. The proposed amendment must be put to the vote first. If the amendment is carried, the relevant part of the original proposal shall be disregarded without a further vote. If, however, the amendment is defeated, then the original proposal will be put to a vote.
- g) Minutes of the General Meetings must be taken and made available to members. It is sufficient to make them available via electronic means, although reasonable efforts should be made to aid members who cannot access the electronic documents so that they have access to the minutes.

7. Finances

- a) Any money raised through whichever fundraising means shall be used to further the aims of the group and for no other purpose.
- b) A bank account will be opened in the name of the group.
- c) The account will require two signatures on any cheque or other bank document (except paying in slips). There will be up to four people designated as signatories available to the treasurer for signing cheques.
- d) The group shall decide the signatories to any account set up in the name of the group.
- e) A simple written note of the group's financial position, will be produced and available at committee meetings.
- f) No member shall derive any financial benefit from the group, except for payment or reimbursement of 'reasonable or incurred expenses'.
- g) No money will be paid out in the name of the group without a receipt being presented and retained for records.

8. Amendments to the constitution

- a) Amendments to the constitution may be proposed by any member. Any proposed amendments will be first considered by a minimum of 4 committee members.
- b) If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the proposed amendments.
- c) The amendment(s) will be authorised via a two-thirds majority vote of members.
- d) Any changes to the constitution take effect from the end of the meeting at which they are approved, unless a later date is specified in the amendment resolution.

9. Dissolution

- a) If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 14 days notice.
- b) If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

Adopted on theday of 2024

Signed (Chair)

Signed (Treasurer)

Signed (Secretary)

End.