

Shackleton Village Residents Association

An unincorporated association (voluntary group/not for profit organisation)

The name of the association shall be Shackleton Village Residents Association, which benefits residents of the Shackleton Village (which includes the areas formerly known as the Fernleigh Park Development and The Airfield House Development) and its open areas. The Shackleton Village Residents Association will now be referred to as 'the RA', 'the Association' and/or 'the area of benefit' for the remainder of this document.

Purpose

The purpose of the RA is to:

- Represent the interests of residents living in the 'area of benefit' by acting as a collective voice in matters relating to managing, maintaining and improving their home environment, local amenities and open spaces.
- Improve the quality of life on the estate and promote wellbeing
- Promote a safe, clean, and friendly community
- Act as a liaison between residents and external bodies (e.g. managing agents, council, police) whose business interests directly or indirectly affect the members of the Association.
- To advocate for vulnerable and marginalised residents to ensure that they have a voice.

Membership

The Association is committed to placing equal opportunities at the core of its practices and to promoting equality of opportunity to its members. Everyone, irrespective of age, disability, gender re-assignment, marital or civil partnership status, pregnancy and maternity, race, religion and belief (or lack of it), sex and sexual orientation, will be given every opportunity to participate at management committee level and at general or open meetings and other organised events.

By adopting this Constitution, the Association shall agree to adopt and abide by an equal opportunities policy and a code of conduct (see Appendix).

- Membership is open to all residents of the 'area of benefit' (owners and tenants) regardless of their home or residential status. This includes private and shared ownership leaseholders, rented tenants of the housing associations, lodgers and any tenants of leaseholders.
- All Members may participate in meetings of the Residents' Association, events or other initiatives undertaken by the Association. However, no residents will be obliged to participate.
- All residents must opt in to being members of the RA.
- Residents will cease being Members of the Residents' Association if they are no longer residents of the 'area of benefit', or if they are found in breach the Code of Conduct (see Appendix).
- Members can also choose to leave the RA voluntarily and must notify a member of the elected committee

- Each household is entitled to a vote for elections of the committee or when votes on decisions of the RA are asked for. To clarify, this means one vote per household.
- Members must act respectfully and in the best interest of the community.

Committee Structure

An elected committee will be responsible for managing the day-to-day affairs of the Association and are elected annually at an Annual General Meeting (AGM).

The RA will be run by a committee consisting of:

- Chair
- 2x Vice Chairs
- Secretary
- Vice Secretary
- Treasurer
- Vice Treasurer
- Public open space lead
- Communications Lead
- Events Lead
- 2x General Committee roles

Roles

- **Chair** – leads the RA and guides the association to achieve its aims, chairs meetings, ensures the Management Committee members carry out their allotted tasks, main external contact and representative of the RA, ensures that minutes of meeting are accurately recorded and meetings are properly convened.
- **Vice Chair** – supports chairs workload and leads on agreed areas (e.g. events, engagement), deputises for the Chair in his/her/their absence, can be an optional role if difficult to recruit for.
- **Secretary** – organises and arranges venues for meetings, agendas, minutes and distributes to members, informs members of date time and place of meetings, keeps an updated list of members in line with GDPR regulations and guidelines, writes and receives correspondence.
- **Treasurer** – opens bank account and shares responsibility for signing cheques, keeps all documents relating to the finances of the Association, keeps account books and receipts, prepares an annual income and expenditure account for approval by the auditor/examiner and AGM, lead on applications for grants if necessary, deal with petty cash expenditure.
- **Vice Treasurer** – assists with managing finances and reporting on spending
- **Events lead** – to maintain an events calendar, lead on any event planning and organising
- **Public Open Space lead** – work with the Management Company on maintaining our open spaces
- **Communications Lead** – official spokesperson, promotions and publicity lead, as required and agreed at Committee meetings.
- **Supporting Committee roles** – provide support to the Committee as agreed at Committee meetings

Elections

- Committee members are elected annually in the AGM
- If the position is uncontested, the individual in that role can remain in that role, up to a maximum of 3 years.
- Any resident can stand for a role.
- An individual can only stand for a role for a maximum of 3 years before stepping down, but they may nominate themselves for election into a different role, if there is a vacancy, to run consecutively.
- Voting can take place:
 - at an AGM
 - online (survey, whatsapp poll) if agreed

Meetings

An Annual General Meeting (AGM) will be held within 15 months of the previous meeting, and the Committee will report on the activities of the previous year, then stand down. Committee members may stand again if they wish but will need to be voted in again. Committee members will be elected at this meeting and committee members will hold office for one year from the date they are elected.

Quorum – As a guide, over 10% of members must be present or vote by proxy at the AGM to elect new committee members. Over 10% of members must be present to vote on decisions made at meetings. In meetings where the quorum is not achieved, no decisions can be made and the vote should be reconvened.

- The RA will hold:
 - regular committee meetings (e.g monthly or quarterly, to be decided by committee)
 - an annual general meeting (AGM) open to residents
- A minimum of 3 committee members must be present for committee decisions (quorum)
- Special Meetings (SGM) for exceptional matters may be held at the discretion of the Committee, to which all members will be sent an invitation.
- Voting by proxy - If notified in advance, the Secretary can make arrangement for those members who are unable to exercise their vote personally to vote by proxy. Proxies may not speak on behalf of the person at the meeting.

Decision Making

- Decisions should aim for consensus where possible
- If a vote is needed, a simple majority wins (half +1)
- The chair has the deciding vote in a tie

Communication

The RA will communicate with residents via:

- Email/ facebook group/ noticeboard/ meetings
- Updates should be clear, regular and transparent and be agreed by the Committee in advance.

Notes or record of discussions and decisions shall be taken at all the Association's meetings. These will be kept by the Vice Secretary, who will make it available to all members.

Finances

The main committee member responsible for the finances of the Residents' Association is the Treasurer, who will have to account for the finances at the AGM. Although all committee members share responsibility for overseeing that proper financial planning takes place.

The Association may raise funds by obtaining grants from other bodies or fund-raising schemes. All monies raised must be used only to further its aims. All funds shall be kept in a bank account in the name of the Association. All expenditure must be agreed and controlled by the committee.

- Any funds must be used for the benefit of the estate
- The treasurer will keep clear records of income and spending
- Spending over £100 should be agreed by the committee via vote
- Basic financial updates should be shared with residents periodically
- Signatories should include the Secretary, Treasurer, Chairperson and Vice Chairperson. All cheques are required to have two signatures. No officer may sign a blank cheque.
- Audited accounts must be presented at the AGM and a statement of account at all general meetings.
- The financial year runs from 1 April to 31 March.
- All financial statements must be provided at every AGM.

Code of Conduct

All members and committee representatives must:

- Treat others with respect
- Avoid abusive, discriminatory, or disruptive behaviour
- Act in the best interests of the community

The chair (with committee support) may take action if this is not followed. Please see our Code of Conduct Policy in Appendix.

A designated escalation and complaints procedure will be agreed once members of the committee have been voted in.

Amendments

- A SGM shall be called to consider changes to the Constitution.
- Any changes to the Constitution must be handed to the Secretary 14 days before a SGM or with the request for a SGM at which the proposal will be discussed.
- Changes to the Constitution will only be effective if agreed by two-thirds of the members voting in favour of the change.
- Changes should be communicated clearly to residents.

Dissolution

If the RA is dissolved:

- Dissolution of the Residents' Association may be done when the Association is no longer deemed to be functional, has no further need to exist or does not have the required membership to be recognised.
- The following procedure will need to take place: A two-thirds vote for the dissolution of the Association is required OR all Committee members can sign a declaration explaining the reason for dissolution
- Any remaining funds should be used for the benefit of the estate or donated to a local cause agreed by members.
- Any equipment must be handed back to the funding bodies.

Adoption of the Constitution

This constitution was adopted at the Inaugural General Meeting of Shackleton Village Residents Association on:

Date:

Signed:

Name and position in group

Signed:

Name and position in group

Appendix

EQUAL OPPORTUNITIES POLICY

Providing an Equal Opportunity for All to Participate

The Shackleton Village Residents' Association (RA) recognise that some groups and individuals experience disadvantage and discrimination. The RA will work to redress discrimination based in particular on gender, sexuality, race, national origin, religion, culture, disability, age, health status, marital status and responsibility for dependants.

In particular we will:

- Work to ensure that the RA reflects the make-up of the wider community in terms of tenure, gender, ethnicity and age.
- Try to hold meetings at times, dates and in venues, which encourage the maximum attendance, as well as providing sufficient notice of meetings.
- Challenge discriminatory or abusive comments and behaviour at our meetings.
- Carefully consider whether decisions made by the RA at general meetings might unfairly disadvantage members of our community. We will try to find solutions, which are fair for all.
- Listen to the views of our whole community and provide opportunities for people to tell us what they want and how they would like the RA to represent them. We acknowledge that not all people come to meetings and that, at times, we must actively seek people's views in other ways.

CODE OF CONDUCT POLICY

Working Together with a Positive Attitude

Introduction

The Shackleton Village Residents Association (RA) is committed to the fullest possible participation of all its members in the meetings and activities of the association.

The following guide has been drawn up to help members meet the commitment with the fullest participation, in a practical and constructive way.

Working Together

Everyone has an equal right to benefit from, contribute to, and enjoy the meeting. This means that, among other things, unacceptable language and behaviour must be avoided, be it sexist, racist, homophobic, or offensive to people with physical disability and mental illness.

Members of the association must adhere to these principles, and these guidelines will assist with its implementation.

A key feature of the (insert name of RA) commitment to participation is the value it places upon the knowledge, experience, and skills that each member brings with them to share with others at the meeting; in particular their commitment, and experiences from their everyday lives. Therefore, it is important that everyone is made to feel safe, equal, and able to make a positive contribution to the group.

Code of Conduct

General governance arrangements

- All relevant personal and financial interests must be declared to the Secretary
- Members should not use their position or role within their RA for personal gain or leverage.
- Read agenda papers (if any) of a meeting beforehand
- If members are unable to attend a meeting, send apologies to the Secretary beforehand
- Committee members accept collective responsibility for the decisions taken at a meeting
- Support the Chair at all times to ensure that members meet the above standards
- Ensure the RA is compliant with GDPR guidelines and handles personal data of members correctly.

During a meeting

- Listen to what other people have to say, and avoid being dismissive of their contribution
- Speak in a polite and respectful manner; avoid using rude, obscene or abusive language
- Do not use racist, sexist or other discriminatory language
- Wait until a speaker has finished, and allow people to speak without interruption
- Any criticism should be constructive so as to help members develop confidence, new skills and knowledge
- Ensure that everyone who wishes to speak is given the encouragement and the opportunity to do so
- Make your own contribution by responding to the matter at hand or by way of a question
- Ensure that personal or sensitive information is restricted to the meeting and members' confidentiality is always respected
- Keep to the agenda and explore the merits of each question
- The Chair should be impartial and neutral. If there is a 'deadlock' or stalemate situation, the Chair will cast the deciding vote
- Respect the authority of the Chair
- Mobile phones must be put on silent or turned off during meetings

If the Code of Conduct has been ignored

1. A member who feels that the Code of Conduct has been ignored by another should raise this concern with the Chair either at the time or immediately after the meeting. If the Chair agrees that the Code of Conduct has been ignored, he or she should advise the member accordingly and state that such behaviour is unacceptable
2. If the member in question continues to ignore the Code of Conduct, the Chair will put to the meeting a motion that the member be asked to leave the meeting immediately, with the possibility of no longer participating in the Association if their behaviour continues.
3. Any persistent breaches of the code of conduct, the equal opportunities policy or the RA/staff working agreement, the Resident Involvement team has the right to dissolve the Association following an investigation.