

# **ROUSDON OWNERS AND RESIDENTS ASSOCIATION**

## **CONSTITUTION (revised 2019)**

### **1 Name**

(i) The name of the Association shall be the Rousdon Owners' and Residents' Association (ROAR).

### **2 Objectives**

(i) To provide a forum for the discussion of all matters relevant to the interests of members.

(ii) To represent members' interests to Rousdon Estate Management Ltd (REM), Allhallows Ltd and any other relevant bodies and authorities.

(iii) To develop and foster the Rousdon community through social activities, events and clear communications.

(iv) To protect and enhance the unique character and environment of Rousdon Estate including the support and encouragement of sustainable practices e.g. waste disposal, energy conservation, farming, etc.

### **3 Membership**

(i) All owners and residents over the age of 18, including residents having a rental agreement of 6 months or more, are automatically members of ROAR and entitled to vote at relevant meetings. Any person wishing to actively revoke their membership should inform the secretary either by letter or by email.

(ii) Persons not living on the Estate but having an interest in it may be offered Honorary Membership at the discretion of the management committee.

### **4 Management Committee**

(i) A management committee shall be elected to carry out the business of the Association.

(ii) There shall be nine members elected on to the committee from whom the committee will elect a chair, vice-chair, secretary and treasurer.

(iii) It will be the policy of ROAR to encourage inclusivity and participation on its committee and where, in the case of more people wishing to be committee members than places available, opportunities for co-option etc. shall always be considered. On the rare occasions where a ballot for membership of the committee is required, a postal and/or e-mail vote will be completed at least ten days prior to the AGM, the votes to be counted by two independent tellers. The committee designate will meet immediately prior to the AGM for the sole purpose of appointing officers, and the new committee will be ratified at the AGM. All committee members will stand down at the end of the year but may stand for re-election.

(iv) No two members from the same household shall be eligible to be elected to the committee at the same time.

(v) The committee may co-opt up to a further three persons to represent specific interests or expertise. Any committee member resigning or otherwise ceasing to hold committee membership, may be replaced by co-option until the succeeding AGM.

(vi) The committee shall meet at least four times per year. Any committee member failing to attend at least one meeting per year shall be deemed to have resigned, subject to the chair's discretion.

(vii) A quorum of at least five elected committee members, including at least two officers, shall be present for a committee meeting to proceed.

(viii) Committee members shall receive no financial advantage from their membership, although reasonable expenses shall be reimbursed subject to agreement of the chair and treasurer.

(ix) The management committee may appoint sub-committees for specific and/or time limited purposes, subject to the same working rules as the main committee. Sub-committees shall not enter into any financial commitments without agreement from the management committee.

(x) Urgent decisions between committee meetings may be taken by the chair, in consultation with at least one other officer and subject to ratification at the next full committee meeting.

## **5 General Meetings**

(i) An Annual General Meeting (AGM) of ROAR shall be held each year, normally in May. All members shall have the right to speak at an AGM but Honorary members will not be permitted a vote.

(ii) The business to be transacted at the AGM shall include a presentation of a chair's report; the presentation of a financial statement and the election of a new management committee.

(iii) Arrangements for the election of the committee shall be directed by the secretary but shall include provision for information on all candidates to be circulated to the membership with the agenda, and for postal or proxy voting for those who request it. The ballot, whether postal, proxy or in person, shall be secret. In the event of a tied vote, a toss will be held, the winner being elected.

(iv) At least 28 days notice shall be given of the AGM. The notice shall be accompanied by the agenda and details of any resolution to be put to the meeting.

(v) Decisions at the AGM shall be by simple majority vote of members present unless the committee decide that a prior resolution is of such importance to include proxy and postal votes. The chair will hold a casting vote, normally exercised in favour of the *status quo*.

(vi) Extraordinary General Meetings (EGM) shall be held, if required, by the committee or by written notice to the secretary, signed by ten (10) members, stating the motion to be debated. No matters other than the stated motion(s) shall be discussed at the EGM. Any successful motion shall require a majority of at least 60 per cent of the total membership entitled to vote. The ballot, whether postal, proxy or in person, shall be secret. Members shall receive at least seven days' written notice of an EGM.

## **6 Finance**

(i) The financial year of ROAR shall run from 01 February to 31 January.

(ii) All ROAR funds shall be administered by the treasurer and overseen by the committee.

(iii) The committee shall recommend to the AGM the level of subscriptions to be paid, including no subscriptions (i.e. free membership). Any recommendation must be sufficient to ensure the efficient running of ROAR. The final decision about subscription levels shall be made annually at the AGM.

(iv) The treasurer shall maintain a bank or building society account in the name of ROAR and shall keep accounts which will be presented at the AGM.

Cheques drawn on the ROAR account shall be signed by two officers of the Committee who must not be related.

(v) Any resolution calling for the winding up of ROAR shall require the support of sixty (60 per cent of the membership voting by post, by proxy or in person at an EGM. In the event of ROAR being wound up, any remaining funds shall be donated to a charity approved by a majority vote of those present at the winding-up EGM.

## **7 Annexe to the Constitution**

### **Working procedures for the management committee forming an annexe but not part of the constitution**

(i) The management committee shall operate in compliance with Section 4 of the ROAR constitution. The committee will also adhere to the following practices:

(a) In the event of any dispute or confusion as to appropriate practice, the chair shall ask the secretary to research best practice and advise the committee accordingly. The decision shall be made by a simple majority of the committee subject to challenge at the AGM.

(b) The committee may make amendments to these working procedures at any time on a simple majority vote and shall report such changes to the next AGM.

(c) All members shall be entitled to attend management meetings as observers. However, no non-committee member shall speak or take part in the debate except during the 'Open Forum' or with the agreement of the committee.

(d) Copies of committee agenda papers and Minutes shall be made available to all members on request.