



## Constitution

### 1 Name

- 1.1 The Association shall be known as the *Staines Park Residents Association* and in this document is referred to as "the Association".
- 1.2 The Association will cover the area of Staines Park (OS Grid reference: TQ044708) inclusive of the recreational facilities and parkland bounded by Commercial Road, the Allotments, Riverbridge Primary School, Knowle Park Avenue/Gordon Close, Sweeps Ditch, Burges Way and Knowle Green.

### 2 Our Mission, Aims and Objectives

- 2.1 The Staines Park Residents Association is an Association with a mission to: *"Protect, promote and enhance Staines Park for the benefit, health, recreation and enjoyment of current & future generations of local residents"*.

The aims and objectives of the Association shall be:

- 2.2 To seek to protect and safeguard the whole of Staines Park, in perpetuity, from unsuitable development.
- 2.3 To represent the interests of those local residents who regularly use Staines Park.
- 2.4 To protect, promote & enhance the rich and diverse wildlife, trees and planting within Staines Park.
- 2.5 To reach out to the local community to use Staines Park in ways which will bring people together.
- 2.6 To review & identify areas where the upkeep and maintenance of the park requires improvement.
- 2.7 To campaign & work to improve levels of investment within Staines Park.
- 2.8 To engage with the landowner (Spelthorne Borough Council) to achieve our aims.

- 2.9 To work in partnership with those organisations which also use Staines Park, including the Staines Bowling Club, the Spelthorne Museum, the Spelthorne Resource Centre and the Staines Society of Model Engineers.
- 2.10 The Association shall be non-party political.

### **3 Membership**

- 3.1 Membership of the Association shall be open to anyone who:
- is 16 years and over; and
  - resident in one of the electoral wards surrounding Staines Park, namely: Staines, Staines South & Riverside and Laleham; and
  - supports the aims of the Association
- 3.2 Membership of the Association will begin as soon as the membership form and first annual payment (£3 per individual or £5 per family living in the same household) has been received to cover administrative costs in printing and distributing committee papers, leaflets & newsletters.
- 3.3 Every member of the Association shall have one vote at general meetings. In the event of a tie, the chairman has the casting vote.
- 3.4 Members of the Association shall be bound by the Code of Conduct.
- 3.5 The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, objectives and mission of the Association.
- 3.6 Any member may put themselves up for election to the Management Committee provided they live within the boundaries of the electoral wards in Staines, are a regular user of the park and have no conflict of interest in so doing (refer to Code of Conduct). Each nominee must be proposed and seconded by two separate individuals.

### **4 Associate Membership**

- 4.1 Anyone living outside of the area who is supportive of the aims of the Association and wishes to be kept informed about the work of the Association may complete the membership form and make the annual subscription and become an Associate Member.
- 4.2 Associate Members may not be eligible for election onto the Committees nor have voting rights.

## 5 Ceasing Membership

- 5.1 Members may resign at any time in writing to the Membership Secretary
- 5.2 Any member who has not paid their household membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.
- 5.3 The Association will not tolerate offensive behaviour, including racist, sexist or inflammatory remarks (refer to Code of Conduct). Anyone behaving in an offensive way may be asked not to attend future meetings and resign from the group if an apology is not given or the behaviour is repeated. Any member so excluded shall have the right of appeal to the following general meeting.
- 5.4 Any member may be excluded for a breach of the above condition or for any other conduct contravening the objectives of the Association, by a majority of those present and voting at any general meeting.

## 6 Committee

- 6.1 The business of the Association will be run by a Management Committee elected at the Annual General Meeting.
- 6.2 The Committee will meet as necessary and no less than 4 times per year.
- 6.3 Seven days' notice of committee meetings will be given to all members of the committee.
- 6.4 The Committee will consist of 9 members and be comprised of 5 officers and 4 committee members. Up to two additional members may be co-opted onto the committee at the discretion of the committee.
- 6.5 The quorum for committee meetings shall be a minimum of 5 members
- 6.6 The officers of the Management Committee will comprise:
  - Chair, who shall chair both committee and general meetings
  - A Vice Chair, who in the Chair's absence shall act as deputy
  - Secretary, who shall be responsible for the taking of the minutes and distribution of all papers for both committee and general meetings.
  - Membership secretary, who shall be responsible for keeping records of members.
  - Treasurer, who shall be responsible for maintaining the accounts.

- 6.7 The Management Committee have the power to set up sub-groups and working parties as deemed necessary, which shall be accountable to the committee.
- 6.8 Only members of the Association may be eligible to serve on the Management Committee or its sub-groups and working parties.
- 6.9 Due to the objectives of the Association as outlined under Section 2 above, serving Councillors can not be elected to the Committee.
- 6.10 Where a casual vacancy (or vacancies) arises on the committee, it/they will be filled by election at the next General Meeting of the Association.
- 6.11 The committee shall present an update of its recent activities to each General Meeting of the Association. Each year a full annual report shall be submitted to the Annual General Committee.
- 6.12 Committee members who miss more than three consecutive meetings without giving reasonable apologies will be asked to resign their post.
- 6.13 A member of the committee may be removed or suspended from their post if they bring the good name of the Association into disrepute. A full meeting of the committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspend.

## **7 Annual General Meeting**

- 7.1 An Annual General Meeting (AGM) of the Association shall be held once a year (within 15 months of the last AGM).
- 7.2 The Secretary will give 28 days' notice of an AGM. Such notice to be by email or by hard copy under special request.
- 7.3 Nominations for Management Committee posts from for the forthcoming year shall be submitted to the Secretary 21 days in advance and circulated to all members; such nominations shall include the names of the proposer, the seconder and a statement of intent from the nominee.
- 7.4 The Secretary shall invite Technical Officers, Ward and relevant Portfolio Councillors from Spelthorne Borough Council.
- 7.5 The quorum for the AGM should be a minimum of 10% of the membership number, or 10 members, whichever is greater.

7.6 Voting will be by a show of hands unless otherwise stipulated. In the event of a tie the Chair has the casting vote unless it is related to elections, in which case a secret ballot shall be held. Such ballot shall be supervised by an independent party.

7.7 At the AGM meeting:

- The minutes of the previous AGM will be presented and approved.
- The existing committee will present a report of the Association's activities in the past year.
- Audited accounts for the year will be presented.
- The existing officers and committee members will stand down.
- The committee for the next year will be elected
- Any proposals to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which they are to be considered
- Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.

## **8 General Meetings**

8.1 General meetings are open to all members and will be held at least once every 3 months. One of these quarterly general meetings could include the AGM.

8.2 Where possible, meeting dates shall be set 6 months in advance.

8.3 The Secretary will give 28 days' notice of a general meeting. Such notice to be by email or by hard copy under special request.

8.4 Extraordinary meetings may be called when there is an urgent matter to be discussed which cannot wait until the next meeting, or the Association need to consult on the constitution. Such meetings may be called by a minimum of two (2) members of the Management Committee, a written request from five (5) members of the Association to the Secretary or voted on at a general meetings where the majority decide it is necessary and advisable.

8.5 All members of the Association will be entitled to attend General Meetings, to speak and to vote.

8.6 The Secretary shall invite Ward & Portfolio Councillors and Technical Officers from Spelthorne Borough Council.

8.7 A quorum for general meetings shall be 10% of the membership or 5 members, whichever is the greater number. This number of members will need to be present to take a decision on behalf of the Association.

- 8.8 All matters for decision will be decided by a simple majority of those members present and voting.
- 8.9 All members of the Association will abide by a Code of Conduct and be expected to treat each other with respect and act in a courteous manner at Association events. The Chair may ask members to leave if their behaviour is disruptive or offensive.

## **9 Rules of procedure for meetings**

- 9.1 All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- 9.2 If a consensus cannot be reached 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.

## **10 Finance**

- 10.1 All money raised by or on behalf of the Association shall be applied to cover the running costs of the Association and the achievement of the objectives of the Association and for no other purpose.
- 10.2 The Treasurer shall keep proper account of the income and expenditure of the Association and shall open a bank/building society account in the name of the Association and keep copies of all relevant invoices and receipts to support expenditure and income.
- 10.3 Members of the Association should seek pre-approval of the Management Committee for expenditures. Reimbursement will be made only on production of a receipt.
- 10.4 The Management Committee will nominate at least 3 people who can sign cheques. These people must not live in the same household, or be close family members. If these committee members stand down they are responsible for transferring responsibility for the Association's bank account to the new committee members.
- 10.5 For cheques, one authorised signatory can sign for up to £50. For cheques £50 and above, there must be 2 signatories. There must be 2 signatories for cash withdrawals also.

- 10.6 The accounts comprising a detailed income and expenditure account by type of income/cost and a balance sheet shall be independently audited at least once per year.
- 10.7 The committee are responsible for the proper use of money raised through grants according to the guidelines issued by the funding body. The Treasurer should keep receipts for all money paid out in expenses to committee members for duties carried out on behalf of the group.

## 11 Changes to the Constitution

- 11.1 Any proposals to amend the constitution must be presented to the secretary in writing at least 21 days prior to the meeting at which they are to be considered.
- 11.2 Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.
- 11.3 Any changes to this constitution must be agreed by the majority of those members present and voting at the General or Annual General Meeting at which they are being considered.

## 12 Dissolution

- 12.1 If the General meeting decides at any time by a simple majority that it is necessary or advisable to dissolve the Association, the officers shall call a meeting of all members, giving at least 14 days' notice in writing and stating the terms of the dissolution resolution to be proposed at the meeting. A resolution to dissolve the Association shall be agreed by a majority of those present and voting.
- 12.2 All outstanding bills will be paid and the balance of any grants and funds held by the Association will be held in trust by Spelthorne Borough Council as landowner to be spent on establishing a further Staines Park Residents Association.

\*\*\*

*By signing this model constitution you confirm that your Association will abide by the standards that are defined in the model constitution and recognition criteria.*

Signed: .....

Position: .....

Date: .....

---

Signed: .....

Position: .....

Date: .....

---

Signed: .....

Position: .....

Date: .....

---

Signed: .....

Position: .....

Date: .....