

## 1. Name

The name of the Association is: Fentiman and Richborne Association (FARA)

## 2. Area

The Association covers the following defined geographical area: Directly **Fentiman Road and Richborne Terrace SW8**, Lambeth and, indirectly, the roads that connect them ie Meadow Road, Carroun Road, Palfrey Place and Rita Road

## 3. The aims of the Association are:

- a) To represent the interests of and promote membership to all the residents within the defined area.
- b) To promote the interests and rights of residents and to encourage them to be more actively involved.
- c) To work in partnership with Lambeth Council, other Residents' Associations and other agencies and groups
- d) To represent the interests of residents in responding to consultations issued by Lambeth Council and other bodies.
- e) To ensure that residents are consulted and informed.
- f) To work towards improving the quality of life for local people and their community.
- g) To assist and promote social activities for recreation and enjoyment and encourage a community spirit and sense of responsibility
- h) To be non-party political and non-sectarian.
- i) To take into account the views of children and young people who are not old enough to be voting members.

## 4. Equalities and Diversity

- a) The Association will actively seek to promote equal opportunities within the community and within its membership.
- b) The Association will value diversity and promote good relations with all members of the community and not discriminate on the grounds of age, disability, race, faith, gender or sexual orientation.
- c) The Association will ensure that where financially or otherwise possible meetings will be held in venues that are generally accessible to members.
- d) The Association will provide information on all the ways that members can contribute their views, and how they can meet people's individual needs.
- e) The Association recognises that all sections of the community have a positive contribution to make to the life of our communities. The Association will represent the interests of all residents to the best of its ability and carry on the day to day business of the Association in an efficient, fair and responsive way.
- f) The Association will always provide all new members with appropriate information and support and make them feel welcome.

## **5. Membership**

- a) Membership of the Association is open to all residents living in the defined area of the Association over the age of 16.
- b) Every member shall be given access to a copy of the constitution, contact details for the committee, details of any planned meetings and how to include an item on an agenda.
- c) Any membership fee will be decided and reviewed at the Annual General Meeting (AGM). Any money raised by, or on behalf of, the Association will be used to further the Association's aims.
- d) Any member of the Association can put their name forward to be on the Committee either at the AGM or to be co-opted at any time by Committee members in between AGMs.
- e) Membership will end when a member stops living in the area represented, dies or resigns, but the Committee may decide to grant associate membership of the Association only in response to requests from those moving out of the area.
- f) In the event of breaches of the Constitution or Code of Conduct membership of the Association and/ or the Committee can be suspended or ended by a two thirds majority vote of the Committee (of those present)
- g) Notification of suspension of a member must be given in writing to the member with a copy of the Constitution attached.

## **6. Appeals**

- a) Any member who has been suspended, had their membership terminated or been asked to leave the Committee shall have the right to appeal. If they wish to appeal, they have the right to ask the Secretary to arrange a special meeting to hear their appeal.
- b) Appeals must be made to the Secretary within twenty-eight (28) days of receipt of the letter suspending them. A special meeting, if requested, must be held to hear the appeal within twenty-one (21) days of the Secretary receiving notification from the member.
- a) The appeals panel shall include at least three ordinary members of the Association who are not on the Committee.
- b) Any member appealing suspension shall have the right to bring a third party and, if they wish, to be represented by the third party.
- c) The decision of the appeals panel shall be binding on both parties.

## **7. Code of Conduct**

- a) Members shall conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated and will be grounds for suspension. The Chair and committee members have the right to warn the member(s) of their behaviour. If they persist, they will be suspended until further notice.
- b) It is a condition of membership that members always conduct themselves in a reasonable manner at meetings wherever these are held. A member may be suspended from the Association for failure to observe this, or for any other conduct not in line with the aims of the Association.
- c) All Committee and Association members must always comply with the Constitution and Code of Conduct. Any serious breach of the Constitution or Code of Conduct may result in Committee members, following a majority vote of the Committee, being asked to resign and if appropriate, termination of membership as indicated in section 5.
- d) Members must never personalise issues and should be willing to recognise that everybody is entitled to express their point of view without unduly preventing progress of discussion.

- e) Members should always be prepared to accept the majority decision, not take such a decision as any form of personal slight or criticism and should support and argue for that decision in meetings with external bodies.
- f) Members cannot receive any payment from the Association other than for bona fide expenses agreed by the Committee and approved in advance. Expense claims must be submitted to the Treasurer at least seven (7) days before the next committee meeting.
- g) Members must never use their position to seek preferential treatment for themselves, their family or relatives. Nor should they use their position to be treated more or less favourably when requesting services from the Council or other organisations, including favouring one street ahead of others in the neighbourhood.
- h) Committee members must not divulge any association business which is treated as confidential to other persons or organisations.
- i) Statements to the media or other organisations on behalf of the Association should be made by the Chair or Committee members with the prior approval of the Committee.
- j) Correspondence sent on behalf of the Association must be signed by the Secretary or Chair, agreed by the Committee and recorded in a log by the Secretary.
- k) Any resident who feels that they have not been treated fairly and equally by the Association can raise this with the Committee who will respond within twenty-eight (28) days.
- l) Any complaints received about the conduct of the Association or individual members will be taken to the Committee who will respond within twenty-eight (28) days. The Committee will only deal with complaints that relate to the activities of the Association and its members in relation to the Constitution and Code of Conduct. Committee members will not deal with neighbour or inter-personal disputes in the area.

## **8. The Committee**

- a) The Association will be run by a Committee made up of Officers and ordinary members.
- b) The Committee will produce and update a simple action plan throughout the year to be used to prepare an Annual Report to members at the AGM.
- c) The Committee shall have a minimum of the following officers: Chair, Secretary and Treasurer. The Committee shall have the power to agree to split each of these roles to spread the workload.
- d) Committee members shall be elected at an (AGM).
- e) The Committee shall have a minimum of five (5) and a maximum of fifteen (15) Committee members at any one time.
- f) Where there is more than one Committee member from a household, one only will be a signatory to the bank account, and they must be in the minority on any sub-committee that approves expenditure.
- g) The Committee may appoint sub-committees to carry out the activities of the Association. Sub-committees shall be directly accountable to the Committee. The Committee will agree in advance the terms of reference for any sub-committees, which may then act and apply any finance raised within these terms. At least one Committee member shall sit on any subcommittee of the Association.
- h) All sub-committees shall keep proper accounts and records of all meetings to be made available as required to the Committee or general meeting. The Committee or general meeting may dissolve any sub-committees. Any accounts, records or assets of the subcommittee will pass to the Committee.
- i) Any vacancies on the Committee may be filled by co-opting members with full voting rights until the next general meeting or AGM.
- j) Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.

- k) The quorum for Committee Meetings shall be five (5) or 50 percent (whichever is the greater) of Committee members. This quorum should also be applied when making decisions other than at meetings. When representing the Association at other meetings it is permissible for fewer Committee members to take decisions on behalf of the Association provided these are ratified by a quorum either immediately afterwards or at the next Committee meeting.
- l) Committee members will attend enough meetings to be up to speed with business and will make sure that they give the Secretary or other officers apologies for absence in advance of any meetings they cannot attend. Committee members who miss more than three consecutive meetings that they have confirmed in advance they could attend will be asked to resign from the Committee.
- m) The Committee has the power to make decisions using electronic media outside of Committee meetings. Any vote held by electronic or other means must be logged and recorded by the Secretary and formally approved at the next meeting (General or Committee).
- n) Committee meetings may be called by the Chair and Secretary, or at the request of one third of Committee members. At least seven (7) days' notice must be given.
- o) A minimum of three (3) Committee meetings will be held in each calendar year.
- p) All Committee meetings are open to all members as observers.

## **9. Duties of the officers**

- a) All the officers of the Association have a duty to further all the aims of the Association.
- b) The Chair shall conduct the meetings of the Association. Another committee member can take over at the request of the Chair.
- c) The Secretary is responsible for convening all meetings and giving the relevant notice to members. They shall ensure that a proper record is kept of all meetings of the Association, its committees and sub-committees in the form of minutes. They shall keep a record of all correspondence, consultation and activities carried out on behalf of the Association and provide them as required by the Committee or general meetings. The Secretary shall maintain a register of Committee members and have access to the register of Association members that will be maintained by the Newsletter Editor.
- d) The Treasurer shall oversee all banking and financial arrangements outlined in **part 14 Finance**, be responsible for keeping proper accounts of income and expenditure and report on the Association's financial matters to the Committee and AGM. All cheques must be signed by the Treasurer and one other Committee member.
- e) Any officer delegated to represent the Association in consultation with any other body shall act on the instructions of Association and shall report back to the Committee or general meeting whichever is the sooner.
- f) There will be a named officer for consultation who will be responsible for ensuring that when responses are made, they are representative of the views of the Association and not those of an individual. The named officer will keep a record of responses and provide them as required by the Committee or General meetings.

## **10. Meetings**

- a) The Association shall hold an AGM once each calendar year and not more than fifteen months shall pass between one AGM and the next.

- b) The AGM shall:
  - Agree the minutes of the last AGM
  - Receive an Annual Report from the Committee
  - Present a statement of accounts to members
  - Elect Committee members
  - Agree rates for membership fees (if any)
  - Vote on amendments to the Constitution
  - Consider any resolution put forward by members
- c) Any member over the age of sixteen (16) shall be entitled to stand for election to the Committee, except for any youth committees where members under the age of 16 can stand.
- d) Nominations for the Committee must be received in writing by the Secretary at least three days before the meeting, unless the Committee decides to accept nominations at the AGM.
- e) Nominees should be present at the AGM unless they are unable to attend due to illness, holiday, etc at the discretion of the Committee. The Secretary must be informed before the meeting.
- f) All members must receive in writing not less than seven (7) days' notice of the AGM. Notice of the AGM shall be displayed on the Association's website and Facebook pages

## **11. Special General Meetings**

- a) A special general meeting may be called by the Committee or if requested by at least twenty (20) representatives of the members

## **12. General Meetings**

- a) General meetings are open to all people living in the defined area. Everyone from the defined area present is entitled to vote on proposals put forward.
- b) Decisions of the General Meeting shall be binding on the Committee.
- c) At least seven (7) days' notice shall be given for a general meeting. Every eligible household will receive an invitation.
- d) The quorum for a general meeting shall be a minimum of ten (10) people, including Committee members.
- e) If a member believes an item to be of a confidential nature this must be made known to the Chair before commencement of business. The Committee must decide if the item is to be discussed in a closed session at the end of the general meeting.

## **13. Voting**

- a) Decisions at meetings shall be taken by a simple majority of those voting, including any proxy votes.
- b) The named proxy must be a Committee member. The Secretary must be informed of the proxy not later than three (3) days before the meeting. Each member has one vote.
- c) In the event of a tie of the vote the Chair of the meeting shall have the casting vote. The Chair of the meeting shall not otherwise vote on any resolution.
- d) A counted vote is needed and the numbers shall be counted and recorded in the minutes.
- e) Alterations to the Constitution require a simple majority of those present and voting at a general meeting.
- f) Conflicts of interest must be declared. A member who declares a conflict of interest should then withdraw from the discussion and voting on the issue in question.

## **14. Minutes**

- a) All formal meetings must be minuted and the minutes formally approved by the next meeting (Committee or General)**

## **15. Finance**

- a) An accurate record of income and expenditure must be produced each year at the AGM to be made available to all members on request.**
- b) Accounts should be open to inspection by members on request**
- c) All monies raised by or on behalf of the Association shall be applied to further the aims of the Association and for no other purpose.**
- d) The Association will carry out any appropriate external scrutiny and/or audit of the accounts as required by current legislation.**
- e) Account(s) must be opened in the name of the Association. Cheques, transfers and other banking instruments or instructions shall be signed by the Treasurer and at least one (1) other signatory who must also be members of the Committee.**
- f) Signatories must not be related to, or be members of, the same household.**
- g) Proper records of all transactions including petty cash transactions must be kept.**
- h) Finances raised for or on behalf of any sub-committee must be applied only within the terms agreed by the Association Committee.**

## **16. Dissolution**

- a) The Committee, or if a Committee no longer exists, a majority of remaining members of the Association, can propose that the Association should be dissolved. They must give at least fourteen (14) days' notice to all eligible members that a meeting is taking place proposing to dissolve the Association. For the sole purpose of dissolution, a quorum need not apply, and the Association may be dissolved by a two-thirds majority of those present. Any assets remaining after settling any liabilities shall be applied for the benefit of the community in accordance with the aims of the Association.**