

Constitution & Rules

1. The Name

The Association which shall be non-political and non-sectarian in policy, shall be named the **Hill Top Road Residents' Association**. The area represented by the Association shall be all of Hill Top Road, Oxford, OX4.

2. Aims and Objectives

- 2.1 To promote the common interests of Hill Top Road residents (*)To preserve and to improve the amenities of Hill Top Road and the surrounding areas
- 2.2 To foster and to encourage the growth of the community spirit among the residents
- 2.3 To draw attention to, monitor and comment on major issues affecting the quality of life of residents/members, including planning, proposed developments, traffic management, licensing, cultural activities, community safety and policing; etc.
- 2.4 To represent the majority views of the residents and act in the interests of all members and consult members and residents regularly
- 2.5 To represent the interests of residents/members to local, regional or national authorities and other organisations
- 2.6 To build good relationships between residents and the City and County Councils, and to participate in the Councils' consultative processes.
- 2.7 To exchange information and experiences and to work with other residents associations in Oxford and elsewhere.

** residents are defined as people who live in or own property in Hill Top Road.*

3 Membership

- 3.1 Membership shall be open to all residents of Hill Top Road.
- 3.2 Membership to the residents association is per individual, not per household.
- 3.3 Subject to the approval of the committee, persons resident outside but who have an interest in HTR may also be admitted to membership.
- 3.4 The committee shall have power to restrict membership and to grant honorary membership where considered desirable.
- 3.5 A resident is only a member when they have paid an annual subscription and this subscription is up to date.
- 3.6 A record shall be kept of all members in the current year.
- 3.7 Any member may terminate his or her membership, at any time, by notice in writing to the Secretary.

4 Subscriptions

- 4.1 An annual subscription per household shall be recommended by the committee and agreed by the Annual General Meeting and shall be payable with effect from the AGM.
- 4.2 The Association shall have the power to accept donations for any purpose consistent with its objectives, and may make special appeals for funds to be used in connection with any such purpose.
- 4.3 The committee may on resolution, passed by two-thirds of the members thereof, discontinue the membership of any member of the Association whose subscription shall be twelve months in arrears, or for any other reason, at the absolute discretion of the committee.

5 The Committee

- 5.1 There shall be a committee nominated from and elected annually by the members at the Annual General Meeting, responsible for the general management of the Association.
- 5.2 The committee shall have a minimum of four members and a maximum of seven members, including Honorary officers.
- 5.3 The Honorary Officers shall consist of a Chair, a Treasurer and a Secretary. These roles may be job-shared. Other roles maybe be defined and appointed to as the committee sees fit.
- 5.4 The committee shall meet not less than three times a year.
- 5.5 The quorum for meetings of the elected committee shall be as follows: If there are 4 members the quorum shall be 3; if there are 5 members the quorum shall be 3; if there are six members the quorum shall be 4; if there are 7 or more members the quorum shall also be 4.

- 5.6 At committee meetings, in the absence of the Chair, the meeting shall elect its own Chair who shall have both a deliberative and a casting vote.
- 5.7 The members of the committee shall take office at the end of the AGM at which they are appointed and shall hold office until the end of the next AGM. All members of the committee may be re-elected for a further term or further terms of office. The Chair of the committee shall also be the Chair of the AGM.

6 Committees and Subgroups

The committee shall have the power to appoint such sub-committees as it shall from time to time determine for any special objective or purpose. Sub- committees shall have executive powers only as defined by the committee.

7 Annual General Meeting

- 7.1 The Annual General Meeting shall be held not later than 3 months after the end of the financial year.
- 7.2 The purpose of the AGM will be to
 - To receive, and, if thought fit, to pass the audited account of the Association for the financial year
 - To receive the Report of the Chair on the work of the Association for the year
 - To receive the report of the Hon. Treasurer on the financial state of the Association
 - To elect the committee of the Association, who shall then appoint the officers from within their number
 - To decide the subscription for the ensuing year
 - To transact such other business as may be brought before it (of which not less than seven days notice in writing shall be given to the Secretary).

8 Quorums and Majorities

- 8.1 For all Annual or Special General Meetings 20% of the membership or not less than 6 members (whichever is the least) shall form a quorum.
- 8.2 In the event of a quorum not being present the meeting shall be adjourned to such place, date, and time within the ensuing fourteen days as the Chair shall decide, and the members present at that meeting shall constitute a quorum.
- 8.3 During meetings all votes taken will be decided on a majority of members voting and present, the Chair having a casting vote. There shall be only one voting member per household

9 Special General Meetings

- 9.1 The Secretary shall, within 14 days of receiving a written request to do so by not less than 10 members, call a Special General Meeting of the Association.
- 9.2 The committee by a majority vote may also call a Special General meeting.
- 9.3 The agenda of any Special General Meeting shall be circulated to members not less than 14 days before the date of the meeting.

10 Notices and Elections

- 10.1 Members will receive at least 14 days' notice of the AGM
- 10.2 Members will receive at least 14 days notice of any Special General Meeting
- 10.3 Nominations for officers and committee members should be submitted at least five days before the AGM, in the years following the Inaugural General Meeting. Individuals nominated must have agreed to stand
- 10.4 Postal votes will be allowable when individual members are unable to attend the AGM.
- 10.5 Proposed alterations to the constitution will be received in writing not less than 14 days notice before the AGM or SGM
- 10.6 Only paid-up members can stand as committee members and vote in elections or make proposals to change the constitution

11 Funds

All monies raised by, or on behalf of the Association shall be applied to the objectives of the Association and for no other purpose. At the discretion of the committee, donations may be made to other charities or other deserving causes if they meet the aims and objectives of the Association.

12 **Bank Account**

A bank account in the name of the Association shall be maintained and cheques drawn thereon shall be signed by any two of the officers of the Association.

13 **Accounts**

The Treasurer shall keep account of all moneys received and expended and shall submit for scrutiny by a person appointed at the Annual General Meeting, a financial statement as at the 30 September. A true copy, certified by the Hon. Treasurer and the scrutinizer, shall be provided to all members with the notice calling the Annual General Meeting.

14 **Minutes**

Minutes of committee meetings and all sub-committees shall be kept and made available to any member on request.

15 **Dissolution**

If the committee, by a simple majority, decides at a Special General Meeting, that it is necessary or advisable to dissolve the Association, it shall seek the approval, via a simple majority, of those members of the association who attend the SGM. Any assets remaining after the Association has satisfied all of its liabilities must either be used for the benefit of the whole community of the area, or be returned to the originator, as directed by the meeting.

16 **Alterations to the Constitution**

Alterations to this Constitution shall be made at an AGM or a Special General Meeting and shall require the approval of two thirds of the members attending. Members should submit their proposed alterations in writing not less than 14 days notice before the AGM or SGM.

This Constitution was adopted and agreed at the Inaugural General Meeting held on 16 October, 2006

Signed by the Chair and other Officers of the committee

Signature	Name	Role
		Chair
		Treasurer
		Secretary