

CONSTITUTION

1) Name of the Association

'Pine View Residents' Association'

2) Aims and Objectives

- a) To promote the interests of all residents in the catchment area of the Association which is: -
Howards Crescent, Shaftsbury Drive and Whitfield Road
- b) To provide means of consultation and negotiation with Cannock Chase Council and other agencies
- c) To help to improve the area and encourage all residents to participate in the Association

3) Membership

Membership shall be open to all permanent residents of the above named streets regardless of race, colour, religion, sex, sexual orientation, age, disability or political beliefs. If an elected member or council officer lives within the catchment area, they can attend general meetings and Annual General Meetings as a resident not in any other role.

4) The Committee

The committee shall be elected at an A.G.M. The committee shall consist of Chairperson, Vice-chairperson, Treasurer, Secretary and general committee members and must not consist of anyone with a conflict of interest (i.e. elected members or council officers). Any vacancies can be filled at a General Meeting.

5) Committee Rules

All committee members must inform the Secretary if they are unable to attend meetings. Any member who misses 3 consecutive meetings will no longer be a committee member. Any officer who resigns shall not be eligible to sit as a committee member or officer for a period of 2 years. Any business discussed will remain confidential.

6) Meetings

The Association will hold regular committee meetings. The quorum will be 4 people.

7) Annual General Meeting

The Annual General Meeting (AGM) should take place not less than twelve months and not more than fifteen months after the previous A.G.M. The Secretary will notify all residents in writing no less than 14 days prior to the meeting. The quorum will be a minimum of 8 people.

8) General Meeting

The Association will hold general meetings that will be open to all residents of the above named streets. The quorum shall be at least 8 people.

9) Special General Meetings

The Secretary may call a Special General Meeting at the request of any committee member or, in any case where the written request is supported by the signatures of at least 51% of the committee. The reason for the meeting must be given in writing to all residents of the above named streets 14 days prior to the meeting.

10) Finances

- a) A bank account will be opened in the name of the Association
- b) Signatures required to draw on the account will be any two of three signatories, Treasurer being one, Chairperson and Secretary if feasible, or any other two members not living at the same address or in the same family
- c) The Treasurer will keep proper accounts of all income and expenditure and a financial report will be given at each committee meeting
- d) The accounts will be checked annually by an independent person and a financial report presented at the A.G.M. when a copy will also be sent to Cannock Chase Council

11) Changes in the Constitution

Changes to the constitution can be made at an A.G.M. or Special General Meeting and must be agreed by 51% of those present.

12) Grievance Procedure

If any member has a grievance it shall be put in writing to the Secretary and the complainant will have the right to air their grievance at the next committee meeting, if the matter cannot be resolved within the Association then the CTRF's (Chase Tenants' and Residents' Federation) grievance procedure may be adopted where they will endeavour to resolve the complaint

13) Dissolution

Dissolution of the Association may only be discussed at an A.G.M. or Special General Meeting called for the purpose to which all residents will be invited. Any remaining funds from the Association's Council grant will be given back to Cannock Chase Council. Any funds raised by the Association will be given to a Community Event or Charity decided by the committee.

Constitution adopted _____ **(date)**

Signed by
Chairperson _____

Vice-chairperson _____

Secretary _____

Treasurer _____

