

FOX LANE AND DISTRICT RESIDENTS' ASSOCIATION CONSTITUTION

DECEMBER 2021

1. TITLE

The association shall be named the Fox Lane and District Residents' Association (hereafter called 'The Association')

2. AIMS AND OBJECTIVES

- a) To promote influence and improve the existing amenities of the area and support independent traders and shops.
- b) To promote friendly co-operation, and extend the spirit of neighbourliness among residents of the London Borough of Enfield, and in particular the area covered by The Association.
- c) To promote an active interest in the affairs of the Borough.
- d) To maintain an awareness of what is happening in the area covered by The Association, and other areas that might affect residents, and to work to ensure that organisations and individuals shall not impair existing amenities and/or conditions in the area's environment.
- e) To liaise with the Borough Council in the execution of its duties, and to represent the residents of the area when matters of a contentious nature arise.
- f) To co-operate with other similar organisations in the London Borough of Enfield or neighbouring boroughs.

3. AREA

The Fox Lane and District Residents' Association was founded in 1978 and represents the interest of residents living in the area bordered by The Bourne, Bourne Hill, Green Lanes, Aldermans Hill, Cannon Hill and High Street.

4. MANAGEMENT

The affairs of The Association shall be managed by a committee consisting of a maximum of 12 members ('Committee Members'), each

and all of whom shall be elected annually at The Association's Annual General Meeting ('AGM').

In the event of there being fewer than 12 members on the committee at any time, the committee shall have the power to co-opt members. Co-optees are to have no voting rights until their co-option is ratified at a subsequent general meeting.

Each elected committee member will stand down or renew their position at the AGM.

1. Chair 2. Vice Chair 3. Secretary 4. Treasurer & 8 further non officer committee positions.

5. FINANCE

The Association's financial year ('Financial Year') shall begin on 1 January and end on 31 December. The Treasurer shall be responsible for the following:

a. Operation of banking facilities in the name of The Association. Bank accounts to be with the same Bank or Building Society. Banking signatories will be the Chair, Secretary or Treasurer.

Spending Limits & Authority

- ≤£100 Treasurer & documented in committee minutes
 - ≤£250 Treasurer and one committee officer & documented in committee minutes
 - ≤£500 Treasurer & Chair or Vice Chair & documented in committee minutes
 - >£500 By Committee majority vote and must include Chair or Vice Chair
 - Standing orders or contractual commitments must be by Committee majority vote and must include Chair or Vice Chair
- b. Petty cash to a maximum of £200 can be held by the Treasurer, and retained in a secure place. Any requirement for a higher amount to be agreed with both the Chair and the Secretary
- c. The presentation of a statement of the financial affairs of The Association at the AGM

d. The presentation of a financial statement at each committee meeting.

6. MEMBERSHIP OF THE ASSOCIATION

The Committee shall elect a Committee Member to hold responsibility for maintaining a record of membership and subscriptions – both paid and owing.

Membership is per household unless specifically registered as individual members.

Full Membership

Full Members must have completed and lodged registration form with The Association, have paid the annual subscription and be a resident within the catchment area of The Association. (Previously excluded members must apply to the committee for specific consideration before reapplying). In the case of overdue annual fees, whilst this remains the responsibility of the member, The Association will make reasonable attempts to inform the member within 28 days of lapse; after which member will revert to a being a Partial Member.

Full Members will receive the FLDRAs Newsletter, and can:

- Attend AGM, with voting rights
- Attend EGMs, with voting rights
- Stand for election to committee
- Attend all social events, subject to payment of any entrance fee
- Request direct support/ engagement of The Association
- Can take part in The Association community activities

Business Membership (for businesses within the catchment area)

Being a Business Member requires payment of the annual membership fee (excluding any introductory free period). Engagement with The Association may take the form of:

- Displaying a window decal
- Offering exclusive benefits to Association Members: Examples could be discounts, special offers or promotions

- Featuring on The Association's website and in the newsletter: Examples of input into the website/ newsletter could be a feature on their business, events they may be hosting, issues they need help with or promotions they are running

The Association reserve the right to assess what the "appropriate" level of engagement should be; with the underlying objective being to drive community engagement, encourage a vibrant and successful local economy and stand behind local businesses.

7. ACCOUNTS

One person other than a Committee Member shall be appointed at the AGM as an independent examiner.

8. ANNUAL GENERAL MEETING

The AGM shall be held within the first three months of the Financial Year.

9. COMMITTEE MEETINGS

Committee meetings should be held within four weeks of a forthcoming General Meeting, every two months, or at other times as required and remotely or in person. During committee meetings arrangements will be made for the required General Meetings. Dates of these meetings will be advertised in the newsletter.

10. EXTRAORDINARY GENERAL MEETINGS

An extraordinary general meeting ('EGM') will be held if:

- a. There is a majority vote by the committee, or
- b. 10% of the membership (as defined in the constitution as Full Members) request a general meeting. (Total current membership numbers published on FLDR website to be used as reference at point of request)
- c. At least 14 day notice must be given to the members, unless 90% of the membership agree to a shorter notice period. A membership requested general meeting must be held within 28 days of the Committee validating a request.

11. AMENDMENTS TO THE CONSTITUTION

Decisions to amend the constitution may only be taken at the AGM or an EGM. A majority of two thirds of those present and voting is necessary for an amendment to be made to the Constitution. Voting on matters

of constitution may be made by post, remotely, or as a show of hands, as decided by a Committee majority.

12. QUORUMS

The quorum for Committee Meeting shall be at greater than 50% of committee members. The quorum for the AGM or an EGM shall be at least 15 Full Members, excluding Committee Members. Unless otherwise stated, greater than 50% of votes cast constitutes a majority for decisions.

13. SUBSCRIPTIONS

The cost of membership subscription shall be decided by the Committee and payable upon joining and at the beginning of each subsequent Financial Year.

14. AFFILIATIONS

Affiliations to or by other Societies or Organisations must first be approved at a General Meeting and require a two thirds majority vote by those present and voting. Any such proposals must be notified to members prior to that meeting. A record of all affiliations shall be maintained by the Secretary.

15. DISSOLUTION AND WINDING UP

The Association can only be dissolved by resolution of an EGM, carried by a two thirds majority of those present and voting. Upon dissolution the net assets of The Association will be distributed in accordance with a two thirds majority decision on an appropriate resolution, at the EGM.

16. ELECTION OF COMMITTEE MEMBERS

Election to the 12 committee positions is open to any member who, at least 10 days prior to the AGM is a Full Member. They must have paid their membership fees in advance of the 10 days prior to the AGM.

All members wishing to stand for election should provide:

- A proposer and seconder (who must both be Full Members)
- An undertaking at the AGM to adhere to The Association's code of conduct.

As part of the election process, members standing must make an in-person presentation to the membership (length to be defined by standing committee), which will include:

- Reasons for standing
- Skills they believe they can bring to the role
- Address the “Key issues” (The sitting committee will publish a list of “key issues” as part of the AGM notification process that the membership would like to address)

Or a written presentation if unavailable to attend in person, in advance of the AGM.

Officer positions

Officer positions, being Chair, Vice Chair, Treasurer & Secretary, must be elected on a first past the post. Members standing for an unopposed position must receive a min 50% validation vote (a simple “yes” vote) from the membership present or by proxy.

Non-Officer positions

If more than 8 members stand for election as a non-officer committee member, they will be elected on a first past the post basis. Any member standing for an unopposed non-officer position must receive a min 50% validation vote of members present or by proxy. (via full member)

Co-Opted positions

(To follow same process as full committee membership)

All committee elections or Co-optees can be subject to a “motion to confirm” and if raised during the AGM, EGM or open meeting must receive a majority “Yes” vs “No” confirmation vote from the membership to be ratified

An independent person (returning officer) shall be proposed to arrange any online elections and count the votes

The minutes shall show both proposer and seconder of any motions.

17. MOTIONS

The number of votes required to pass a resolution will depend on whether it is an ordinary resolution (which requires a 51% majority) or a special resolution (which requires a 66% majority).

Special resolution is required to:

- Amend The Association's Constitution
- Amend The Association's Code of Conduct
- Perform a vote of no confidence to remove the Committee or Committee Member

Ordinary resolution can be utilised for all other issues.

The process for electing committee members is explained in 'ELECTION OF COMMITTEE MEMBERS' above.

Timing of Motions

- Any motion requiring a special resolution must be submitted in writing to The Association's Secretary no later than 10 days before the general meeting (AGM or EGM)
- Motions that require an ordinary resolution must be submitted to the Secretary no later than 10 days before the general meeting (AGM or EGM)
- The Association will endeavour to accommodate motions raised during the general meeting that require an ordinary resolution where possible/ time permitting, but will prioritise motions as follows:
 - a. Submitted motions requiring a special resolution
 - b. Motions raised during the general meeting that require an ordinary resolution
 - c.

Note – The exception to this rule is a motion to adjourn and reconvene a general meeting (AGM or EGM), which will require a special resolution and must be raised during the meeting to be adjourned.