

CONSTITUTION
for the Residents Association to be known as:
KSARA (City of Chester)

Constitution

1. Name:

The association will be known as KSARA.

2. Area:

The association covers all Residential properties in:

- Water Tower Street
- Pemberton Road
- Canning Street
- King Street
- Kings Court
- Kings Buildings
- Fireman's Square
- King Charles Court

3. KSARA – Aims & Objectives

Aim: To bring Neighbours together to create a strong, friendly and active community.

Objective: To represent the interests and concerns of Residents within the defined area.

4. Membership :

- KSARA is open to all Residents living in the defined area.
- The management of KSARA shall be conducted by the Committee elected at the AGM
- Every Resident shall receive a copy of the Constitution, along with contact details for Committee Members.
- Residents with multiple properties shall be entitled to one vote.

5. Code of Conduct:

- Residents shall conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated. The Committee has the right to warn the Resident(s) of their behaviour.
- Residents shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.

6. Committee Role & Responsibility

- The Committee will have a maximum of 8 Residents, who will serve for a maximum of 3 years
- The quorum for Committee Meetings shall be five
- Minutes of each meeting to be collated and published on website
- Create a comprehensive list of Residents.
- Communicate any updates or issues affecting/impacting our area
- Produce a set of Financial Accounts
- Produce Annual Report
- Organise AGM and Resident update meetings (max 4 per year)
- There shall be only one Committee member per household.
- Any vacancies on the Committee may be filled by co-opting Residents until the next general meeting or AGM.
- Select representatives to attend and represent the Association at functions and or meetings that the Association has been invited to.
- Select a spokesperson for the Association when necessary.

7. Meetings:

Committee Meeting:

- Will be held on a monthly basis or as required.
- Committee meetings are open to all Residents living in the defined area, but only when they have something specific that they wish to discuss. Everyone from the defined area is entitled to speak, but not vote. An SGM (Special General Meeting) can be requested to allow contentious matters to be discussed further.
- If a Resident believes an item to be of a confidential nature this must be made known to the committee before commencement of business.
- Seven day's notice must be given to residents who wish to attend such meetings.

Special General Meetings :

- A Special General Meeting must be called by the Committee, if requested by ten Residents giving their reasons for this. The Committee shall give no less than seven day's notice prior to holding the SGM which shall take place within twenty one days of the receipt of the request or Petition.

Annual General Meeting:

- The Association shall hold an AGM once each calendar year in the month of November.
- Gain agreement to the minutes of the last AGM.
- Receive an Annual Report from the Committee.
- Present a statement of accounts to Residents.
- Elect/confirm committee members for the coming year
- All decisions shall be taken by a majority of Residents present, or via proxy or postal vote
- Consider any resolution/proposal/concern put forward by Residents if notice received seven days prior to the Meeting.
- Any Resident shall be entitled to stand for election to the committee at this time with nominations for the committee being received in writing at least three days before the meeting, unless the Committee makes a decision to accept nominations at the AGM.
- All Residents shall be given 21 days' notice of the A.G.M.
- Alterations to the Constitution, any proposed changes to this Constitution must be submitted to the Committee one month before the Meeting at which it is to be discussed.
- Vote on amendments to the constitution take place at the AGM

Residents Forums/Get togethers:

- Resident get togethers/forums will be held on a regular basis (3 or 4 per year) to ensure regular communication with residents.

8. Minority Protection from Majority Voting:

- Issues may arise when a vote on a proposal has been undertaken at a properly convened AGM/SGM/CM whereby there are a greater number of houses on one street and the outcome can affect another street adversely where there are a lesser number of houses.
- If this becomes apparent a Resident of the street affected can request that a separate vote of the Residents in the affected street is undertaken to verify that that street is happy with the proposal.

9. Subscription and Finance:

- Subscriptions for KSARA are voluntary, and can be made at any time.
- Donations may be requested from Residents to cover costs of running the Association and unforeseen expenses.
- Monies raised by or on behalf of the Association shall only be used in the furtherance of the aims of the Association.
- Bank accounts opened for the Association shall be in the name of the association.
- Cheques issued shall be signed by the nominated account holder and one other Committee member.
- A single expenditure exceeding £200 to be approved by the Committee

10. Dissolution:

- The Association may be wound up at any time if agreed by two-thirds of those Residents present and voting at any Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to a local Charity or divided amongst a number of Charities.

This Constitution was adopted at a meeting of the Association on the: [date]

Signed by:

Committee members:

Date:

This Constitution to be known as KSARA Q1 2018.