

**CONSTITUTION  
OF  
GREENHILL MANOR RESIDENTS' ASSOCIATION**

**As amended at the Annual General Meeting of the Association April 2023**

**RULES**

**TITLE:**

1. The Association shall be called the Greenhill Manor Residents' Association.

**AIMS AND OBJECTIVES:**

2. (a) To safeguard the interests of the residents of the district.  
(b) To promote or support without party bias any movements for maintaining or improving the amenities of the district.

**MEMBERSHIP:**

3. The Association shall be open to membership by all residents in the Greenhill Manor Area as defined by the following: - Bonnersfield Lane, Bonnersfield Close, Crofts Road, Crofts Villas, 1-56 Francis Road, Grange Road, Hill Crescent, Hill Road, Manor Road, Northwick Park Road and Richards Close. Membership shall be open to all residents and owners or occupiers of property in Greenhill Manor as defined above. The Association is not affiliated to any other organisation, nor does it have any affiliated members.
4. The Executive Committee shall have power to suspend any member, giving reasons for so doing, after following due process. Any complaint against a member must be made in writing, signed by the complainant/s and sent to the Secretary within 28 days of the incident. Misconduct may occur, for example, when a road representative fails to properly account for subscriptions received from residents or bullies, harasses or is perceived to discriminate when acting as a representative of the Association. On receipt of a complaint, the member will be suspended whilst an investigation is conducted. The suspension will not exceed 30 days and any withdrawal or dismissal of membership will require consideration of the outcome of the investigation and the approval of the majority of Committee Members.
5. The annual subscription shall be determined by members at each Annual General Meeting and become due upon request by an accredited Road Representative.
6. The membership year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March in line with the Association's Financial Year. Membership shall however continue after the 31<sup>st</sup> March for a grace period of 6 months to 30<sup>th</sup> September to allow for renewal, following which, if not renewed, the membership shall lapse.

## **OFFICERS AND EXECUTIVE COMMITTEE:**

7. The management of the Association shall be vested in an Executive Committee of up to 10 road representatives and the following 6 Officers:-  
  
Chair:  
Deputy Chair:  
Honorary Treasurer:  
Honorary Secretary:  
Planning Advisor:  
Webmaster:  
All officers shall be elected annually at the General Meeting of the Association.
8. The Executive Committee shall fix casual vacancies and co-opt members as may be necessary, the names of whom shall be notified to the next General Meeting.
9. The Executive Committee shall hold a meeting once every two months, or as frequently as circumstances demand. A minimum of five members is required to form a quorum.
10. A special Executive Committee meeting shall be called on receipt by the Chair of a written request signed by three committee members, stating the purpose for which the meeting is to be called.
11. Any member of the Executive Committee who does not attend at least once in three consecutive meetings shall cease to hold office unless a satisfactory explanation can be given to the Committee.
12. The Executive Committee shall have the power to appoint sub-committees, which will be furnished with a copy of the Minute embodying the terms of reference Sub-committees shall report periodically and submit a final statement in writing to the Executive Committee.

## **GENERAL MEETINGS:**

13. The Annual General Meeting of the Association shall be held before June each year, or on a convenient date to be decided on, and advertised to members by the Executive Committee. The Annual General Meeting is held to allow the Chair to provide a record of the year's work to members and the Treasurer's annual accounts shall be submitted for their approval.
14. The Executive Committee may call a Special General Meeting whenever they think fit, and they shall call an extraordinary meeting within one calendar month from the receipt by the Hon. Secretary of a written request signed by the majority of the members with a management role within the Association, stating the purpose for which it is to be called.
15. At least seven days' notice of the Annual, Special or Extraordinary General Meeting shall be sent to every member at his registered address, or such other address (including any email address) provided for such purpose, and such notice shall state the purpose for which the meeting is convened.
16. Accidental failure to send or failed delivery of, a notice of any meeting to any member shall not invalidate said meeting nor any decisions made or resolutions passed at said meeting.

## **VOTING:**

17. All voting shall be by show of hands unless one third of the members present shall demand a ballot.
18. At every Executive Committee or General Meeting, the Chair shall have a casting vote.
19. All meetings are to be conducted in accordance with Standing Orders.

## **FINANCE:**

20. (a) The Association is non-profit making. All monies raised by and on behalf of the Association shall be applied in the furtherance of the objectives of the Association.  
  
(b) The Treasurer shall keep proper financial accounts, shall keep the Committee regularly informed as to the financial position of the Association, and shall report the annual accounts to the Annual General Meeting. The Treasurer shall ensure that the accounts are authorised by the Chair.  
  
(c) The Treasurer shall be responsible for maintaining a correct bank account in the name of the Association. All monies received shall be paid into the Bank and all payments, other than petty cash payments, shall be made by cheque or appropriate form of electronic transmission authorised by two Committee Members. Cheques shall be signed by the Treasurer and at least one other Committee Member as decided by the Committee.  
  
(d) The financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

## **ALTERATION OF RULES:**

21. No Rule can be repealed or altered nor any addition made except at the Annual General Meeting, and must be carried by a two-thirds majority of the members present. Notices of proposed alterations to any Rule must initially be sent in writing to the Hon. Secretary at least fourteen days before calling an Extraordinary General Meeting. This must be attended by not less than 10 members of the Management of the Association and must also be subject to approval by a two-thirds majority. The proposed alteration will then be subject to final approval by members at the next Annual General Meeting.
22. Any matter or question not herein or otherwise sufficiently provided for may be dealt with and determined by the Executive Committee.
23. The acceptance of these Rules is a strict condition of membership.

## **DISSOLUTION:**

24. The Committee shall call a Special General Meeting to consider a proposal for the cessation of the Association's activities. Such a proposal shall require the approval of a two-thirds majority of the members present at the Special general Meeting, following which the Committee shall determine the manner in which the Association's funds and assets shall be

dispersed, taking account of the views expressed by members.

## **STANDING ORDERS:**

### **SO1. ORDER OF BUSINESS:**

- (a) Minutes and Matters arising therefrom.
- (b) Correspondence.
- (c) Treasurer's Statement.
- (d) Report of Sub-Committees.
- (e) Motions of which notice has been given to the Hon. Secretary in writing
- (f) Any Other Business.

SO2. All motions at General Meetings and all substantive motions at Committee meetings shall, following a full discussion, be moved and seconded before putting the motion to a vote.

SO3. An amendment must always be relevant to the motion under discussion, and shall be moved and seconded.

SO4. No second amendment to any motion shall be allowed until the first is disposed of by being negatived or becoming the substantive motion.

SO5. If an amendment be carried it shall be put as a substantive motion.

SO6. Voting procedure is such that no member shall be permitted to speak more than once upon the motion or amendment except the proposer of the motion or amendment, and excepting by permission of the Chair.

SO7. On the proposal "That the question now be put" being carried by a majority of the members present, the Chair shall call upon the mover of the motion or amendment to reply before putting the question, which shall then be voted on without further debate.

SO8. Every motion shall be put to the vote and decided by the show of hands, except as defined in Rule 18.

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