

Constitution Great Park Neighbourhood Association

1. Area of Benefit: Newcastle Great Park

2. Aims and Objectives

i) To promote the interests and wellbeing of residents living in the area of benefit by providing a forum for their

views

ii) To liaise with all statutory and other responsible bodies to ensure that high standards of estate management

are maintained with specific regard to footpaths, roads, street lighting, open spaces and recreation areas

iii) To liaise with Newcastle City Council, Newcastle Great Park developers and the Management Company in

order to influence the implementation and development of Newcastle Great Park

iv) To improve road and general safety in the area of benefit

v) To monitor closely the safety of roads within and leading to the Development

vi) To introduce and maintain a vigorous crime reduction policy

vii) To encourage and promote social activities for all age groups

3. Powers

Members must act within the law when carrying out the aims and objects of the association.

In order to

achieve the aims and objects the Association has the power to:

i) Employ and pay staff (who cannot be members of the committee)

ii) Cooperate and exchange information and advice with other organisations such as voluntary bodies,

charities, statutory authorities and private organisations

iii) Insure the property of the organisation against any foreseeable risk and take out other insurance policies

as needed

iv) Appoint delegates and representatives to any bodies with which the Association is concerned where such

representation is allowed

v) Raise funds by any lawful means

vi) Do anything else within the law that is necessary in carrying out the aims

4. Membership

Membership of the Association is open to:

i) residents of Newcastle Great Park who are 18 years of age or over

ii) every member is entitled to one vote at any meeting of the association and is eligible for election or co

option to the committee.

Termination

The Committee has the right to terminate the membership of any member, but before the decision is made, the

member has the right to put their case to the Committee.

5. Subscriptions
No annual subscription is currently envisaged. However, should it become necessary, such subscriptions and

their value shall be agreed at a special General Meeting to which all members will be invited.

6. Complaints

Any member having grounds for complaint should bring the complaint to the attention of the

Committee, and

this must be done in writing. The decision of the Committee in relation to the complaint shall be final.

7. Meetings of All Members

i) 21 days notice must be given to members of any Annual or Special General Meeting

ii) Individual notices giving details of a meeting may be sent to all members or a notice may be displayed in a

public place accessible to all members

iii) An Annual General Meeting (AGM) must be held each calendar year to deal with the following business:

a) Receive the committee's report and accounts for the previous year

b) Elect members of the committee for the following year. Only one resident per house is eligible to be elected

to the Management Committee

c) Deal with any other matter which the committee, or members, wish to raise provided that the chairperson is

prepared to accept it as legitimate business for the meeting

iv) A Special General Meeting of all members may be held at any time if either the committee calls one, or if at

least 5 members ask the committee in writing to call one

v) The Chairperson or vicechairperson of the committee or, in their absence, some other person elected by

the meeting takes the chair at the General Meeting

8. Voting and Decisions at Meetings

i) Every resolution at any meeting of the association is decided by a majority of the votes cast by the members

present. In the case of equality of votes the Chairperson has a second or casting vote

ii) No decision may be taken at a committee meeting unless at least three committee members are present and

two of whom vote in favour

iii) No decision may be taken at a General Meeting unless at least ten full members are present. If at least this

number of members are not present then the meeting may be adjourned for at least 14 days.

At the

reconvened meeting, decisions based on a majority vote can be made provided there at least three members

present

9. Management Committee

i) The Committee is responsible for the management of the association

ii) It will meet as required but not less than twice in each year

iii) The committee consists of a minimum of 4 and a maximum of 14 members of the association

iv) The committee shall be elected at the AGM and will serve for a period of two years, after which they must

stand down. They are eligible for reelection

v) Candidates who wish to stand for election to the committee must make themselves known to the

Chairperson of the meeting, at the relevant point at the AGM and must be nominated and seconded by other

members

vi) At their first meeting following the AGM, the committee will appoint from amongst themselves: a) Chairperson and Vicechairperson OR
b) Two Joint Chairpersons,
c) Secretary
d) and honorary Treasurer
vii) If anyone resigns from the committee during their term of office the committee has the power to appoint another member to the vacancy. This new member will have the same voting powers as the replaced member and will remain on the committee until the next AGM. The management committee has the power to coopt any member of the association to the committee at any time.
viii) A committee member automatically ceases to be such if removed by a resolution passed by the other

Members of the committee

ix) Committee members who fail to attend two consecutive meetings without sending apologies to an officer automatically forfeit their position on the committee and will be replaced by coopted members
x) Apologies for absence should be given to the secretary or another officer before the convened meeting.
xi) Sub Committees may be appointed by the Committee and given powers to undertake specific tasks that may be required by the Management Committee or the members
xii) The Committee must keep minutes of all meetings and ensure that all records relating to the Association are kept safely.
xiii) When a committee member leaves the committee for any reason, they must return all correspondence and property relating to or belonging to the association to the secretary or another officer
xiv) If committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided
xv) The committee members may make reasonable additional rules, policies and procedures to help run the organisation. These must not conflict with this constitution or the law

10. Finance

i) The Chairperson, Secretary and Treasurer shall constitute the association finance committee. This finance committee shall be responsible for the administration of any funds belonging to the association and report directly to the management committee
ii) The finance committee have, by the agreement of the management committee, the power to make certain payments on behalf of the association when necessary, without recourse to the management committee. However any such payments must be ratified at the next management committee meeting
iii) The association officers and management committee shall administer the association bank account. All funds belonging to, or raised by the association, must be paid into a bank or building society account operated

by, and in the name of, the association

iv) All transactions require at least two authorised signatories who may not live in the same household nor be related

v) No member of the committee may be employed by the association nor receive any payment except for reasonable out of pocket expenses properly incurred for the purposes of the association

vi) All funds belonging to the association may only be used in furthering the aims of the association

11. Amending/Changing the Constitution This constitution may be changed at any General Meeting if agreed by a majority vote of the members present.

No changes may be made to:

i) Clause 2 (Aims) if it would make a fundamental change to the aims

ii) This clause (Clause 11)

iii) Clause 12 (Closing Down The Association)

12. Closing down the association (Dissolution clause)

i) If the committee decides that it is necessary to close down the association, it shall call a Special General

Meeting of all members and recommend closure to them

ii) If a majority of the members present vote in favour of closing down the association, the committee shall have

the authority to do so

iii) Any assets remaining after all the debts and liabilities have been paid, must be transferred to one or more

voluntary organisations or registered charities, with aims similar to those of the association

13. Adopting the constitution

This constitution was adopted on [date] by the people whose signatures appear below. They are the first members of the organisation and will be management

committee members until the AGM, which must be held within one year of this date.

Signed

Print name