

# **The Shirley Oaks Village Residents' Association (SOVRA)**

## **THE CONSTITUTION**

### **1. THE ASSOCIATION**

- a) The Association is known as The Shirley Oaks Village Residents' Association (SOVRA).
- b) SOVRA is an independent Association that has no allegiance to any political party.
- c) SOVRA membership will be open to all residents within the boundary of entry from A232 Wickham Road into Shirley Oaks Road and to the exit from Primrose Lane onto the A215 Shirley Road, Croydon.

### **2. AIMS**

The aims of SOVRA are:

- a) To represent the common interests of all residents living within the village.
- b) To promote and encourage a community spirit within the village.
- c) To represent the opinions, concerns or issues that are raised and agreed by the membership to local and national agencies.
- d) To represent the opinions, concerns or issues that are raised and agreed by the membership to Shirley Oaks Management Ltd and to the appointed Property Management Company.
- e) To improve the village environment and its infrastructure.

### **3. MEMBERSHIP**

- a) Membership is open to all residents within the village over the age of 16 years.
- b) Personal data will be processed and held in accordance with the SOVRA Data Protection Policy.
- c) Any membership fee will be decided and reviewed at the Annual General Meeting of the membership.
- d) Members shall conduct themselves in accordance with the SOVRA Code of Conduct.
- e) Membership shall end when a member moves out of Shirley Oaks Village.

### **4. CONDUCT OF BUSINESS**

- a) The business of SOVRA will be conducted by a committee normally elected at the Annual General Meeting.
- b) Employees of the Council shall not represent SOVRA in its dealings with the Council.
- c) The election or removal of officers and committee members normally may only take place at a General Meeting of SOVRA.
- d) The committee may temporarily fill any vacancy arising among the officers of SOVRA from its other members until the next General Meeting.
- e) Committee members must declare any vested, beneficial or commercial interest in a matter under discussion and then withdraw from the discussion and not vote.

### **5. MEMBERSHIP MEETINGS**

- a) There will be an Annual General Meeting and other General Meetings as deemed necessary. Not less than 21 calendar days' notice shall be given of the AGM to all members and those eligible for membership.
- b) The quorum for these meetings will be 5% of total membership.

The Annual General Meeting shall:

- Agree the minutes of the last AGM
  - Receive an annual report from the committee
  - Present the audited accounts of SOVRA
  - Elect Committee members
  - Appoint an independent auditor for the forthcoming year
  - Agree membership fees (if any)
  - Vote on amendments to the Constitution
  - Consider any proposal/ resolution put forward by members
- c) A Special General Meeting may be called by the committee or if requested by at least 5% of the membership, this request must be made in writing to the Secretary. 14 calendar days notice of the meeting shall be given to all members.

## **6. ELECTION OF SOVRA COMMITTEE**

- a) Any member may stand for any position on the committee.
- b) Any member may nominate individuals or volunteer themselves for any such positions.
- c) Nominations should be formally proposed by one SOVRA member and seconded by two others.
- d) Nominations must be sent to the secretary at least 7 calendar days before the elections.
- e) Officers and non officer members of the committee will be elected by the membership.
- f) The committee members and its officers will serve for one year and stand down but have the right to be nominated and elected to the committee the following year.
- g) Officers, Chairperson, Secretary, Vice Chairperson and Treasurer can serve in the same elected position for a maximum of 3 consecutive years (subject to successful election each year). On standing down they may be nominated and elected to a different position for a maximum of 3 consecutive years (subject to successful election).
- h) Non-officer committee members can serve for a maximum of 5 years.
- i) An independent auditor will be appointed, who is not a committee member or serving officer.
- j) Where there is a contest for officers of the committee, or where the membership is unable to reach agreement on an issue, voting will be carried out by a written ballot.
- k) Each member will have one vote only. The Chairman will have only one vote.

## **7. THE SOVRA COMMITTEE**

The committee will:

- Fulfil the aims of SOVRA by seeking the advice views and opinions of all members.
  - Monitor the work, finances and membership of SOVRA.
  - Make decisions, which are for the benefit of the membership and considered inexpedient to await the next SOVRA membership meeting.
  - Set dates and agree agendas for membership meetings.
  - Collaborate with Shirley Oaks Management Ltd to ensure the opinions, issues and concerns agreed by the membership are addressed.
- a) The quorum for this meeting will be 50% of the committee members.

- b) The committee shall meet not less than four times a year.
- c) The committee may co-opt up to four representatives with particular expertise and knowledge.
- d) Committee members retain the right to be nominated as a Resident Director of Shirley Oaks Management Company Ltd and remain on the committee, but must always act in accordance with the best interest of the majority of the membership of SOVRA.
- e) Shirley Oaks Management Company Ltd Resident Directors who are not committee members may be invited to attend the committee, but would have no voting rights.
- f) If an elected member of the committee does not attend three (3) successive committee meetings without good reason, their membership of the committee may cease, at the discretion of the committee. At least 2/3rds of the whole committee must agree to any such termination of membership.
- g) From time to time, working groups or sub-groups from the membership may be set up to look at particular issues. The composition of each working group should consist of at least one committee member. These groups will report their recommendations directly to the committee. Such working groups will not have the power to make decisions on behalf of the committee or SOVRA membership.
- h) The committee shall report back on its activities at each membership meeting.

## **8. MINUTES**

- a) All formal meetings will be minuted and the minutes will be formally approved at the next meeting.

## **9. VOTING**

- a) Each member will have one vote.
- b) The Chairperson will have only one vote.
- c) Decisions at meetings (except those dealing with alterations to the constitution) shall be taken by a simple majority of those voting, including any proxy votes.
- d) Alterations to the Constitution require a two-third majority of those present at the meeting.
- e) Conflict of interest must be declared. A member who declares conflict of interest should then withdraw from the discussion and voting on the issue in question.

## **10. FINANCE**

- a) A bank account shall be held in the name of SOVRA.
- b) The committee shall authorise in writing three signatories. These three signatories will consist of the Treasurer, Secretary and Chairperson.
- c) All cheques must be signed by no fewer than two of the three authorised signatories. If the Treasurer signs, this signature must appear first to protect against misuse of funds.
- d) The Treasurer shall properly account for all expenditure and income, and shall present an independently inspected report to the Annual General Meeting, plus a statement to the committee at their meetings.
- e) All monies acquired by SOVRA shall be applied to the benefit of SOVRA and shall be used for no other purpose.
- f) The SOVRA financial year shall run from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December.
- g) The SOVRA accounts will be audited once a year by the assigned auditor and presented at the AGM.
- h) Repayment of reasonable out of pocket expenses incurred by volunteers may be refunded after authorisation by the committee. All receipts and invoices must be kept and a written receipt given for any expenditure.

**11.EQUAL OPPORTUNITIES COMMITMENT**

- a) SOVRA shall positively promote equal opportunities and diversity within the community and within its membership, and work for the elimination of discrimination against persons on the basis of race, gender, marital status, age, sexuality, disability, political and religious beliefs.

**12.ALTERATION TO THE CONSTITUTION OR DISSOLUTION SOVRA**

- a) Any proposal to change this Constitution must be given to the Secretary not less than 28 calendar days before the General Meeting at which it is to be discussed. The quorum for this meeting is 20% of the membership. Changes to the Constitution require the agreement of two thirds of those present.
- b) The committee or, if a committee no longer exists, a majority of the remaining members of the Group, can propose that SOVRA should be wound up. They must give to all those eligible for membership at least 14 calendar days notice of the meeting at which the matter is to be discussed.
- c) For the sole purpose of dissolution a quorum need not apply, and SOVRA may be dissolved by a two-thirds majority of those present. Any assets remaining after SOVRA has paid all debts shall be dispersed pro-rata to the original source of funding.

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The above constitution was approved and supported by the SOVRA committee at the meeting which took place on ..... (Date of meeting) at which the three committee members were present:

Chair or Vice chair:

Print Name .....

Signature.....Date.....

Member:

Print Name .....

Signature.....Date.....

Member:

Print Name .....

Signature.....Date.....