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Email: contact@shirleyoaksvillage.co.uk

## **SHIRLEY OAKS VILLAGE RESIDENTS ASSOCIATION (SOVRA)**

### **THE CONSTITUTION**

#### **1: THE ASSOCIATION**

- a) The Association shall be known as Shirley Oaks Village Residents Association (SOVRA)
- b) SOVRA is an independent Association which has no allegiances 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 all the way through 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 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) Full Voting Membership is open to all residents living within the village over the age of 16 years.
- b) To become a member, individuals must complete the relevant application form and pay the Subscription fee due, and annually thereafter. The membership year runs from 1st May until 30th April of the following year. Membership shall lapse when the member leaves Shirley Oaks Village or fails to pay the subscription fee.
- c) At the discretion of SOVRA committee, there shall be granted an additional Non-Voting Membership, to be known as "Friends of Shirley Oaks Village". This is open to non-residents of the Village with a close connection to one or more of its residents or have a genuine interest in the Village of Shirley Oaks.
- d) To become a 'Friend' the individual must complete the relevant membership form and pay the subscription fee due and annually thereafter.
- e) Membership fees will be reviewed and decided by the membership, at the Annual General meeting.
- f) Members shall always conduct themselves, in accordance with SOVRA's Code of Conduct (See Appendix I).
- g) In the event of continuous or serious breaches of the constitution or code of conduct, any membership of SOVRA can be suspended or ended by a two thirds majority of the Committee.
- h) A member whose membership has been suspended shall have a right of appeal to an independent committee constituted for the purpose. The independent committee would comprise 1 paid member - chosen by the suspended member - and 2 committee members.

#### **4: CONDUCT OF BUSINESS**

- a) The Business of SOVRA will be conducted by a committee normally elected at the Annual General Meeting.
- b) The election of officers of the committee may only take place at a General Meeting of SOVRA.
- c) The Committee may temporarily fill any vacancy arising among the officers of SOVRA, from its other members until the next General Meeting.
- d) Committee members must declare any vested, beneficial or commercial interest in a matter under discussion and then withdraw from voting.
- e) Without reference to membership or residency, the committee shall be able to co-opt up to four representatives with particular expertise and knowledge, to provide assistance to the committee. The co-opted person may attend committee meetings when invited but will have no vote.
- f) From time to time, working groups or sub-committees from the membership may be set up to look at particular issues. The composition of each working group shall consist of at least one committee member. Such working groups will report their recommendations directly to the committee. Such working groups shall not have the power to make decisions on behalf of the committee or SOVRA membership. The sub-committee shall report back on its activities at each committee meeting.

#### **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 the total membership.
- c) The Annual General Meeting shall:
  - I. Agree the minutes of the last AGM.
  - II. Receive an annual report from the committee.
  - III. Present the audited accounts of SOVRA.
  - IV. Appoint an independent auditor for the forthcoming year.
  - V. Agree membership fees (if any).
  - VI. Vote on amendments to the constitution.
  - VII. Consider any proposal or resolution put forward by members.
  - VIII. Elect Committee Members & Officers.
- d) A Special General Meeting may be called by the committee, or if requested by at least 10% of the membership. This request must be made in writing to the secretary, 14 days' notice of the meeting shall be given to all members.

#### **6: ELECTION OF SOVRA COMMITTEE AND OFFICERS**

- a) Any full member may apply to be a Committee Member.
- b) Any Committee member may apply to stand as an officer of the committee.
- c) Any member may nominate individuals or volunteer themselves for any of the above
- d) Nominations should be formally proposed by one SOVRA member and seconded by two others. Applications must be made on the prescribed form, available from the secretary.
- e) Nominations must be sent to the secretary at least 10 calendar days before the elections. The Secretary shall advise the committee of all such nominations at least 7 calendar days before the meeting.
- f) The committee members and its officers will serve for one year, then stand down but have the right to be nominated and elected to the committee for the following year.
- g) Officers, Chairperson, Secretary, Treasurer and Vice Chairperson can serve in the same elected position for a maximum of 3 consecutive years (subject to successful election each year). In the event that there are no other nominations after the three years, the standing officer may stand for re-election for a further year, and annually thereafter.
- h) On standing down they may be nominated and elected to a different position for a maximum of 3 consecutive years (subject to successful election).

- i) 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.

## **7: THE SOVRA COMMITTEE**

- a) The Committee will:
- Fulfil the aims of SOVRA by seeking 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 meetings.
  - Collaborate with Shirley Oaks Management Ltd to ensure the opinions, issues and concerns agreed by the membership are addressed.
- b) The Quorum for a meeting will be 50% of the elected committee.
- c) The committee shall meet not less than four times a year.
- d) An elected member of the committee must attend at least 60% of committee meetings, failure to do so, may at the discretion of the committee, result in termination of their membership of the committee. At least two thirds of the whole committee must agree to any such termination of membership.
- e) Committee members retain the right to be nominated as a resident director of Shirley Oaks Management Ltd and remain on the committee but must always act in accordance with the best interest of the majority of the membership of SOVRA.
- f) Shirley Oaks Management Ltd resident Directors who are not committee members may be invited to attend the committee but would have no voting rights.

## **8: MINUTES**

All formal meetings will be documented, and the minutes will be formally approved at the next meeting.

## **9: VOTING**

- a) Each member will have one vote. The Chairperson will have only one vote.
- b) Unless, otherwise stated, decisions shall be taken by a majority vote. Proxy votes will be accepted at any meeting of the Association, providing that the person eligible to vote puts their wishes in writing. All proxy votes to be submitted to an officer of the committee at least 48 hours before the commencement of such meeting. Officers should declare all Proxy votes to the committee within 24 hours.
- c) Conflict of interest must be declared. A member who declares a conflict of interest should then withdraw from voting on the issue in question.

## **10: FINANCE**

- a) A Bank account shall be held in the name of Shirley Oaks Village Residents Association (SOVRA)
- b) The committee shall authorise in writing three signatories out of the four officers.
- c) All cheques must be signed by no fewer than two of the authorised signatories. If the Treasurer signs, this signature must appear first to protect against misuse of funds.
- d) The Treasurer shall present a statement to the committee at their meetings, accurately account for all expenditure and income and present an independently inspected report at the Annual General Meeting.
- e) An independent auditor shall be appointed, who is not a committee member or serving officer.
- f) All monies acquired by SOVRA shall be applied for the benefit of SOVRA and shall be used for no other purpose.



- g) The SOVRA financial year shall run from 1st March to the 28th (29th) February.
- h) Repayment of reasonable out of pocket expenses incurred, may be refunded after authorisation by the committee. All receipts and invoices must be kept and a written receipt given for any expenditure.

## 11: ALTERATION TO THE CONSTITUTION & DISSOLUTION

- a) Any proposal to change the constitution must be submitted 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 15% of the membership. Changes to the constitution require the agreement of two thirds of the votes' cast, including proxy votes.
- b) The committee or, if a committee no longer exists a majority of the remaining members of the Group may 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 course of funding.

## 12: SUNDRY MATTERS

- 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.
- b) Personal data will be processed and held in accordance with SOVRA's Data Protection Policy. (See Appendix II).

The above constitution was adopted at SOVRA AGM, held on 10 April 2019. (Date of meeting).  
At which the three committee members were present.

Chair or ~~Vice Chair~~

Print Name: MAY ASFAHANI Signature: [Signature] Date: 10/4/19

Treasurer

Print Name: DAVID WOODHOUSE Signature: [Signature] Date: 10/4/19

~~Secretary~~ Vice Chair

Print Name: ALEX ARBISMAN Signature: [Signature] Date: 10/4/19