

Drumoig Residents' Association Constitution

1. Name

1.1 The Association shall be known as the “**Drumoig Residents' Association**”.

2. Boundaries

2.1 The Boundaries of the Association shall be the area known as Drumoig and includes the areas known as Forgan, Comerton, Pickletillum, Morendy and Craigie.

3. Aims and Objectives

3.1 The aims and objectives of the Association are to protect and advance the interests of all house owners and residents in the area covered by the Association on matters concerning the environment and the social and community life of the area.

3.2 The Association is non-political.

3.3 The Association may liaise or co-operate with other local organisations that share these aims and objectives.

4. Members

4.1 Membership shall be open to any household within the Association's boundaries.

4.2 Each member household shall pay an annual subscription to be agreed at each Annual General Meeting and to be payable on or before 1st March following that meeting.

4.3 In the event of a vote being necessary each member household will be entitled to one vote.

5. Management of the Association

5.1 The affairs of the Association shall be in the hands of a Committee that has full powers to manage and take responsibility for the efficient organisation of the Association's activities.

5.2 The Committee shall consist of a Chairperson, Secretary, and Treasurer and at least three other members of the Association elected by the members present at each Annual General Meeting, or Special General Meeting.

5.3 The Committee shall have the power to co-opt any person until the next Annual General Meeting, or for such shorter periods as they may think fit.

5.4 The Committee shall be responsible for the administration of all funds held by the Association. For this purpose, the Treasurer shall act under the direction of the Chairperson.

5.5 Should any Committee Member fail to attend two consecutive meetings without tendering apologies, the Committee may at its discretion terminate the person's Committee Membership

5.6 The Committee shall meet as often as the members think fit, but not less than four times in each year. It shall have a quorum of four members including at least two office bearers, and shall take all decisions by a simple majority, the Chairperson having the casting vote if necessary.

5.7 Minutes of each Committee Meeting shall be available to all members for inspection on request to the Secretary.

5.8 Minutes of the Annual General Meeting or a Special General Meeting will be made available to any member within 28 days of the meeting, on request to the Secretary.

6. Officers of the Association

6.1 The Association's Officers shall be the Chairperson, Secretary and Treasurer, who shall be members of the Association elected by the members present at each Annual General Meeting, or Special General Meeting.

6.2 The Chairperson of the Association shall serve for no more than three years.

6.3 Only officers of the Association or persons authorised by them shall have the authority to speak on behalf of the Association representing its views.

7. Annual General Meeting

7.1 An Annual General Meeting shall be held during January, on a date decided by the Committee. Not less than 14 days notice of the AGM shall be given to all members of the Association.

7.2 The ordinary business of the Annual General Meeting shall be the election of the Officers and the Committee, the consideration of the Chairperson's report, the submission of the Accounts of the Association and Any Other Business.

- 7.3 Decisions at the Annual General Meeting shall be by simple majority of those member households voting, the Chairperson having the casting vote if necessary.
- 7.4 Minutes of the previous Annual General Meeting shall be made available to members attending the Annual General Meeting.
- 7.5 The Quorum for the meeting shall be 1/5th of the fully paid-up member households.

8. Special General Meeting

- 8.1 A Special General Meeting may be called at any time for any purpose, either at the direction of the Committee or upon requisition in writing to the Chairperson from at least 1/3rd of all fully paid up member households stating the purpose of the request.
- 8.2 The Committee shall convene such a Special General Meeting within 28 days of the receipt of a requisition and shall give to all member households no less than ten full days' notice of the meeting and the business to be conducted at such a meeting.
- 8.3 All decisions at the Special General Meeting shall be by at least 2/3rds majority of those member households present.

9. Finance

- 9.1 All monies raised by or on behalf of the Association shall be used to meet the aims of the Association and for no other purposes.
- 9.2 The Treasurer shall keep proper accounts for the finances of the Association and shall pay all monies received into an account in the name of the association at the bank determined by the Committee.
- 9.3 Cheques are to be signed by any two Officers of the Association whose names and specimen signatures are to be lodged with the Manager of a bank to be determined by the Committee.
- 9.4 Online banking shall require two Committee members to have knowledge of the log-in details and to have access to the online accounts.
- 9.4 The Committee and Officers of the Association shall have no power to borrow monies unless authorised to do so by a Special General Meeting convened for that purpose.
- 9.5 A suitable person, who is not a serving member of Committee, appointed by the Committee shall audit the Accounts at least once per year.

10. Constitution

- 10.1 Proposed alterations to this Constitution, whether proposed by the Committee or otherwise, shall take place only following a vote at a Special General Meeting for that purpose.
- 10.2 Provided proper notice has been given, Special General Meetings may be held upon the same occasions as other meetings or Annual General Meetings of the Association.

11. Communications

- 11.1 The Association will prepare and operate a Privacy Policy to protect personal information collected from members.
- 11.2 The Association shall comply with the requirements of the General Data Protection Register and only retain and use personal information so long as the member has given their consent.
- 11.3 The Association will use email as the main source of communicating with those members who have given the Association their consent to use and retain their email address.
- 11.4 The Association has a community website that will be used to post relevant information, news and events. No personal details will be posted on the website.
- 11.5 Any abusive or inappropriate correspondence from members will not be tolerated or accepted by members or by the Committee.
- 11.6 The Committee will have the right to suspend the membership of any members who they consider to have breached such acceptable standards of communication.

12. Dissolution of the Association

- 12.1 The Association may be dissolved by agreement of at least a 2/3rds majority of all those member households present at a Special General Meeting called for that purpose.
- 12.2 Any assets remaining after the satisfaction of any proper debts and liabilities shall be the property of the member households.
- 12.3 The distribution of the assets remaining shall be decided at the Special General Meeting.

Adoption

This Constitution was adopted as the **Drumoig Residents' Association Constitution** at the Inaugural General Meeting of 23rd January 2019.

Signed:

Chairperson:

Date: