

CONSTITUTION of the Queen's Park Area Residents' Association

Adopted at AGM on 8th November 2012

Article I: General Aims

The Queen's Park Area Residents' Association (hereafter called "the Association") is a non-sectarian, non-political, non-profit-making community organisation established to promote a better quality of life in the Queen's Park area and can raise funds for this purpose.

Article II: The Queen's Park Area

Defined as the area of the London Borough of Brent bounded on the north by the North London Railway Line, on the south by the main railway line into Euston; on the west by the properties on the Queen's Park side of Chamberlayne Road; and on the east by Donaldson Road/Woodville Road, the boundary of Paddington Cemetery and the properties on the west side of Willesden Lane.

Article III: Membership

Section 1: Members

Membership is open to any individual adult resident of the Queen's Park Area who pays a valid subscription ("a full member").

Section 2: Associate Members

Associate membership is open to any adult living outside the Queen's Park area who pays a valid subscription. Associate members have full rights of participation in the activities of the Association, to speak at Meetings and to be members of action committees; but do not have the right to vote at meetings, nor to hold office in the Association unless co-opted under Article IV, Section 2 (e) or Section 5 (a).

Section 3: Members' Authority

No member shall make use of the Association name or property unless authorized by a Monthly Meeting or in an emergency by two officers who report back to the next Monthly Meeting.

Article IV: Organisation

Section 1: Annual General Meeting

- a) The Annual General Meeting (AGM) governs the structure of the Association. The quorum for the AGM will consist of not less than 30 members. It will meet during each year to conduct the following business:
- b) To elect a member to fulfill each of the roles of Chair, Vice-Chair, Secretary, Treasurer and Membership Secretary. Also to elect two members to sit as Association representatives on the

City of London's Queen's Park Joint Consultative Group, a member to liaise with the Metropolitan Police, a member to liaise with the Planning Department of the London Borough of Brent. Also to elect a member as Newsletter Editor and a member as Website Manager. All the Officers and Liaison Members above are unpaid voluntary roles, but can be reimbursed by the Association for any reasonable expenses incurred in carrying out their roles. Those elected may serve until the next AGM. The Chair will not be eligible to serve for more than three consecutive terms as such.

- c) To elect Street Representatives who must be:
 - i. Members of the Association
 - ii. Resident in the Street in which they will serve at the time of their election and during their term of office, unless there is no one willing to serve a particular Street when residents from other Streets may be nominated.
 - iii. Elected by a simple majority of votes cast by full members at the AGM.
A Street Representative will not serve more than three consecutive terms unless no new representative is willing to serve.
- d) To receive reports from the Chair, Secretary, Treasurer, Membership Secretary, Action Committees and associated groups.
- e) To amend (if required) the Constitution by a two-thirds majority of those members present and voting, providing the provisions of Article V, Section 2, have been met.
- f) To agree the annual accounts of the Association prepared by the Treasurer and checked by an independent scrutineer.
- g) To appoint an independent scrutineer.
- h) To set the amount of the annual membership subscription.

Section 2: Monthly Meetings

- a) The activities of the Association shall be co-ordinated at Monthly Meetings where all full members are entitled to vote.
- b) As detailed an agenda as possible will be sent to all members not fewer than three days before the meeting.
- c) The Monthly Meeting will generally occur every month with the exception of August, on the dates and at the locations agreed at the AGM or at a prior Monthly Meeting.
- d) Where an item is considered by the officers to affect the whole membership, all members will be sent details and their views sought. Alternatively, this procedure will be followed if a written request is sent to the Secretary and Chair signed by at least 15 full members.
- e) The Monthly Meeting may co-opt members to fill any vacancies which remain after the AGM.
- f) The Monthly Meeting quorum will be 20. If there is no quorum the meeting may proceed if a majority of members present agree but all decisions are subject to ratification by the next quorate Monthly Meeting.
- g) The Monthly Meeting may set up Action Committees for special purposes and may affiliate to and support organisations or groups whose aims and methods are consistent with those of the Association.

Section 3: Special General Meetings

- a) Special General Meetings may be called by a simple majority of those present and voting at a quorate Monthly Meeting, or in response to a request for such a meeting signed by not fewer than 15 full members.
- b) Notice for a Special General Meeting must be sent to the membership not less than seven days before the date set for the meeting and will state the purpose for that meeting.
- c) A Special General Meeting will be chaired by the Chair or Vice-Chair elected at the last AGM.
- d) The quorum for a Special General Meeting will be 30 members.
- e) Decisions may be made by a simple majority of full members voting at a Special General Meeting.

Section 4: Duties of Officers, Liaison Members and Street Representatives

- a) The **Chair** or **Vice-Chair** shall preside at all meetings of the Association. If the Chair gives notice of absence or is absent for 10 minutes following the time scheduled for the start of any meeting, the Vice-Chair shall preside (and if both are absent, the meeting shall elect a temporary Chair). Together with other officers and liaison members, the Chair and Vice-Chair will generally represent the Association in its relations with the London Borough of Brent, Corporation of the City of London, and other bodies.
- b) The **Secretary** shall maintain proper records and reports of all meetings of the Association and its committees; serve three days' notice of Association meetings to all members (except Special General Meetings which require 7 days notice and dissolution which requires 21 days notice) assisted by Street Representatives and manage all correspondence on behalf of the Association. Notices of the meetings of the Association and its committees shall give an agenda of the business to be transacted, normally accompanied by minutes of previous meetings and other relevant papers.
- c) The **Treasurer** will expend the funds of the Association as directed by the Monthly Meetings, keeping appropriate records of all income and expenditures. The Treasurer shall maintain proper financial records of the Association, a Bank Account as authorised by the AGM of the Association, ensure (together with the Membership Secretary) the maintenance of an up-to-date register of paid-up members, oversee the financial management and reports to the Association of accounts of Action Committees acting on behalf of the Association, report in writing on proposed donations to local community bodies which a Monthly Meeting may authorise, and submit annual accounts to the AGM of the Association. The Treasurer will also maintain appropriate insurance cover for the Association.
- d) The **Newsletter Editor** shall produce a newsletter providing information about the Association and its activities and area for the benefit of the Association, local community and area, at a frequency and timings agreed at the Monthly Meetings.
- e) The **Website Manager** shall manage and develop the Association's website providing information about the Association and its activities and area for the benefit of the local community.
- f) The **Membership Secretary** shall maintain an up-to-date record of members of the Association and their interests relevant to the Association's objectives and increase membership as widely representative of the Queen's Park community as possible. S/he should ascertain that each new

member receives a copy of the Constitution and a membership card on payment of a subscription, annual, by standing order, or as a life membership.

- g) The **Street Representative** shall act as a channel of information, communication, and help on local concerns for their members and local area and to work with the Membership Secretary to recruit new members. A Street Representative not attending three consecutive Monthly Meetings, without prior reasonable notice of absence, shall be deemed to have resigned. Street Representatives shall not serve for more than 3 consecutive terms unless no new representative can be nominated and elected

Section 5: Action Committees

- a) Action Committees can be set up by the Monthly Meeting and can include full members, Associate members and non-members in their ranks.
- b) Any decision or action by an Action Committee which may commit the Association to any expenditure or liability is to be agreed beforehand by a quorate Monthly Meeting or if exceptionally urgent by two officers (one of whom must be the Treasurer) who report back to the next Monthly Meeting.
- c) Action Committees not initiated by the Monthly Meeting that desire recognition and support of the Association may ask the Monthly Meeting for recognition by stating in writing their aims and action strategies.
- d) Action Committees shall keep the Monthly Meeting informed of their activities and shall report their progress as required by the Monthly Meeting.
- e) Affiliated groups shall appoint a Liaison Officer and be entitled to send delegates to the Monthly Meeting, who may be required to report on progress. Unless a member of the Association, a delegate will not have a vote.
- f) The Association may withdraw recognition of an affiliated group whose aims or practices become contrary to those of the Association.
- g) The Association may allow any Action Committee to make use of property or premises held in the name of the Association.

Section 6: Finance

The financial year of the Association shall run from 1st October to 30th September.

Article V: Constitution

Section 1: Adoption of this Constitution

This Constitution will come into effect upon the acceptance by a simple majority of members of the Association present and voting at the AGM in November 2012.

Section 2: Amendments to the Constitution

The Constitution may be amended by a two-thirds majority of those members present and voting at an AGM, providing that the substance of such proposed amendments has been submitted in writing to the Monthly Meeting not fewer than 4 weeks previously.

Article VI: Dissolution

If the Monthly Meeting by a simple majority decide at any time that it is necessary to dissolve the Association, it shall call a Special General Meeting of all members giving them at least 21 days notice and stating the terms of the resolution to be proposed at that meeting. If such a decision shall be confirmed by a two-thirds majority of those present and voting, the Special General Meeting shall then have the power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given to a charity that will benefit the local community as the meeting may decide.

END

8 November 2012