

CONSTITUTION OF STOWFORD MILL RESIDENTS' ASSOCIATION



1. The Association is known as the agreed name of Stowford Mill Residents' Association. The area covered by the Association is Cambric Chase, Ivy Glen, Leat View, Parchment Place & The Walled Garden, Stowford Mill, Ivybridge Devon.



OBJECTIVES

2. The aims of the Association are:
 - To represent the views of members to any external organisation and to work towards ensuring that the best interests of members are served.
 - To build relationships between the Association, the wider community, businesses and other external organisations. (Town Council, Ivybridge Heritage Archive, Schools etc)
 - To ensure that all members are consulted regularly and that all residents eligible for membership are encouraged to join.
 - To encourage a greater sense of community spirit.

MEMBERSHIP

3. Membership of the Association is automatic to all home owners but voting shall be restricted to one vote per dwelling.
4. Members shall at all times conduct themselves in a reasonable manner at meetings of or in premises used by the Association. A member may be suspended from the Association for failure to observe this, or for any other conduct not in line with the aims of the Association. Any member so suspended has the right of appeal at the following General Meeting, before permanent suspension takes place.
5. Membership remains per dwelling when a house owner moves out of the area.
6. Racist or sexist behaviour will not be tolerated and will be grounds for suspension.

SUBSCRIPTIONS

7. The Association has agreed not to charge an annual subscription or other form of membership fees.

CONDUCT OF BUSINESS

8. The business of the Association will be conducted by a committee elected at the Annual General Meeting, which shall consist of Officers: Chair & Vice Chair, Secretary and no fewer than six other members. As far as possible, the composition of the committee ideally should include a representative from each street.
9. Councillors or employees of the council shall not represent the Association in its dealings with the council or be members of the committee.
10. The election or removal of officers or committee members may take place only at a General Meeting of the Association. The committee may temporarily fill any vacancy arising among the officers of the Association from its other members until the next General Meeting. The committee has the power to suspend a member or committee member by a simple majority vote until the next General meeting.
11. An officer or committee member must declare any relevant personal interest in a matter under discussion. The committee shall have the right to determine whether that member should withdraw, or be allowed to speak but not vote, or be allowed to speak and vote.

COMMITTEE MEETINGS

12. The committee shall meet no fewer than four times a year and shall be open to any members of the Association wishing to attend, who may speak at the discretion of the Chair but not vote.
13. The committee shall monitor the work and membership of the Association.
14. The committee shall report to each General Meeting on its activities since the last General Meeting.

GENERAL MEETINGS

15. General Meetings of the Association, open to all members to speak and vote, shall be held three times a year. Decisions taken at these meetings shall be binding on the committee. Decisions shall be taken by a simple majority of members present and voting. All members shall be given no fewer than 14 days' notice of any General Meeting.

ANNUAL GENERAL MEETING

16. The committee shall call an Annual General Meeting of the Association once a year. No fewer than 21 days' notice shall be given of the AGM to all members and to all those eligible for membership. A representative of the Town council shall also be invited to attend, if appropriate.

17. At this meeting:

- The committee shall present their annual report.
- The officers and committee for the next year shall be elected, officers shall serve for one year but may be re-elected.
- Any proposals submitted to the Secretary in writing no fewer than 14 days in advance of the meeting shall be considered.

18. The minutes of the AGM should be submitted to the Town council, together with the names and addresses of the officers and committee members of the Association.

SPECIAL GENERAL MEETING

19. The Secretary shall call a Special General Meeting at the request of a majority of the committee, or on receipt of a written request by at least one third of the membership of the Association. The Secretary must give at least 7 days' notice of the Special General Meeting to all members, which shall take place within 21 days of the request.

QUORUM

(The minimum number of members who must be present before a meeting may proceed)

20. The quorum for committee meetings of the Association shall be four members or one third of committee members (whichever is greater). The quorum for all General Meetings shall be seven of the members.

VOTING

21. Those attending a meeting where members of the committee are selected, will be informed that any member may stand for any position on the committee. Any member may nominate individuals or volunteer themselves for any such positions.
22. Where there is a contest for officers of the committee, or where the Association are unable to reach agreement on an issue, voting will be carried out by a written ballot.
23. Each household will have one vote only. The Chair will have only one vote, they will not have an additional or casting vote.
24. Where voting is required and a council officer is in attendance, they may be asked to administer and supervise the voting process.

NOTICE OF MEETINGS

25. Notice of all General Meetings and the Annual General Meeting will be sent to each member's home address and will include the date, time and place of the meeting and the agenda of matters to be discussed. In addition, notices or flyers will be used to ensure all those entitled to participate are made aware of the details of these meetings.

DUTIES OF THE OFFICERS

26. The officers of the Association have a duty to further the aims of the Association.
27. The Chair shall guide the meetings of the Association and its committee. If the Chair is absent, the Vice Chair will deputise.
28. The Secretary is responsible for arranging meetings and giving the relevant notice to members. The Secretary shall ensure that a proper record is kept of all meetings of the Association and its committee in the form of minutes, and make them available as required by the committee. A register of members' names and addresses will also be kept by the Secretary
29. A member appointed to represent the Association in discussions or communication with any other body (including media & social media) shall act on the instructions of the committee and shall report back to the following committee meeting or General Meeting, whichever is the sooner. No member of the Association will speak on behalf of the Association without the prior approval of the committee or members.

ALTERATION TO THE CONSTITUTION

30. Any proposal to change this Constitution must be given to the Secretary no fewer than 28 days before the General Meeting at which it is to be discussed. Any change requires the agreement of two thirds of those present and voting at the meeting. Such changes made to this Constitution must be notified to the Council within three weeks.

31. The committee or, if a committee no longer exists, a majority of the remaining members of the Association, can propose that the Association should be wound up. They must give to all those eligible for membership at least 14 days' notice of the meeting at which the matter is to be discussed.

32. For the sole purpose of dissolution a quorum need not apply, and the Association may be dissolved by a two thirds majority of those present. The Council must be notified of the decision.

EQUAL OPPORTUNITIES COMMITMENT

33. The Association 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.

The above constitution was discussed, approved and supported by the Association at the meeting which took place on 25 April 2024 at which the three members below were present:

Chair or Vice chair:

Print Name J. BINDON

Signature J. B. Date 25/4/24

Member:

Print Name P. BACIOULD

Signature P. BACIOULD Date 25/4/24

Member:

Print Name CAROL ALLEN

Signature C. allen Date 25.4.24 ..

Stowford Mill Residence Association Draft Meeting Schedule

Meeting	Date	Purpose
AGM	March 2024	General membership / committee membership / set priorities
Committee Meeting	April 2024	Action plan for priorities set at AGM. 8-week action period.
General Meeting	June 2024	Feedback from committee on progress against agreed priorities. Considerations for next step priorities.
Committee Meeting	July 2024	Action plan for priorities set at GM. 8-week action period.
General Meeting	September 2024	Feedback from committee on progress against agreed priorities. Considerations for next step priorities.
Committee Meeting	October 2024	Action plan for priorities set at GM. 8-week action period.
General Meeting	December 2024	Feedback from committee on progress against agreed priorities. Considerations for next step priorities.
Committee Meeting	January 2025	Action plan for priorities set at GM. 8-week action period.
AGM	March 2025	Feedback from committee on progress against agreed priorities. Annual reports. Considerations for next step priorities. Membership revisions