

**FINAL DRAFT 26 September 2022**  
**THE CONSTITUTION OF**  
**THE CHARLTON PARK RESIDENTS' ASSOCIATION**  
(Revised: Sept 2022; Next Review: July 2025)

**NAME**

- a) The Association shall be known as the:
  - i) The Charlton Park Residents' Association (CPRA)

**2) The CPRA will cover the area (the area) of:**

- a) The homes and residences located and people residing in the following streets:
  - i) Charlton Park Drive, Charlton Park, Cheltenham, Gloucestershire
  - ii) King Arthur Close (including Sandringham Court), Charlton Park, Cheltenham, Gloucestershire
  - iii) King George Close (including Balmoral Court), Charlton Park, Cheltenham, Gloucestershire
  - iv) King Henry Close, Charlton Park, Cheltenham, Gloucestershire
  - v) King William Drive, Charlton Park, Cheltenham, Gloucestershire

**3) AIMS & OBJECTIVES**

- a) The aims and objectives of the Association shall be:
  - i) To represent the interests of residents living in the area.
  - ii) To work in partnership with the elected Councils, their representatives, and other agencies to achieve its aims.
- b) The Association shall be non-party political, non-sectarian and adhere to the inclusion policy (Point 6).
- c) To hold regular Committee meetings and an Annual General Meeting with Special Committee Meetings as required. Each meeting requires an agenda to be published to the Members at least 7 days in advance.

**4) MEMBERSHIP**

- a) All residents within the area are automatic members of the Association
- b) The Association shall encourage each household to pay an annual subscription.
- c) Subscriptions are annual payments made by each household within the area and are recommended to the AGM by the CPRA Executive and agreed by vote at the AGM. The subscription amount is published and collected annually.

**5) VOTING RIGHTS**

- a) Voting shall be restricted to residents of the area.
- b) Adult members only have the right to vote at any meeting of the Association.
- c) All members shall have voting rights on issues raised at Committee meetings that they attend.

## 6) INCLUSION POLICY

- a) The CPRA values diversity and will not discriminate against any person on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- b) The Association will aim to reach those people that are under-represented at meetings and events and will ensure that all members can be involved in the Association and its events.
- c) Upon request, members shall be supplied with a copy of the Constitution.
- d) At each revision of the Constitution, each member shall receive a copy.

## 7) THE COMMITTEE

- a) The Executive and Committee will be elected at the Annual General Meeting and will include a Chair, Secretary, and a Treasurer. At the discretion of the Executive the Committee may also appoint a/additional Vice Chair(s).
- a) The Committee is formed of the Executive posts:
  - i) Chair
  - ii) Secretary
  - iii) Treasurer
- b) Additionally, the Committee may comprise of any additional members whom are elected at the Annual General Meeting or appointed by the Executive.

## 8) COMMITTEE CODE OF CONDUCT & OPERATING STRUCTURE

- a) The Committee is required to always act with honesty and integrity and behave in a polite, respectful, lawful, and appropriate manner.
- b) The Committee must respect inclusivity, equality and diversity.
- c) Members of the Committee:
  - i) should not write, speak, or act on behalf of the CPRA without permission from or at the request of the Chair and the Committee
  - ii) must respect the role of the Chair in leading and keeping order in meetings.
  - iii) must effectively follow the agenda
- d) The Committee will provide an update to the residents of the area at least twice each year on their work and how it will positively encourage participation from all sections of the community. This could be in the form of newsletters.
- e) There will be a minimum of 3 committee meetings, held during the Association's year.
- f) At least 28 days' notice of committee meetings will be given to all members of the committee.
- g) The quorum for committee meetings shall be a minimum of 5 committee members.
- h) Where a casual vacancy (or vacancies) arises on the committee, new members will be appointed by the committee.
- i) The Committee shall deal with any issues of management of the Association which require decision during the periods between Annual General Meetings, and report these to the next Annual General Meeting.

- j) Committee members are expected to attend at least two Committee meetings during the Association's year.
- k) A member of the Committee may be removed or suspended from their post if they bring the good name of the Association into disrepute, or do not abide by the terms set out in this constitution. A full meeting of the Committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspend. An appeal if requested must be submitted within 28 days and only new evidence will be considered.

## **9) ANNUAL GENERAL MEETING**

- a) An Annual General Meeting (AGM) of the Association shall be held once a year (within 15 months of the last AGM). Written notice of the meeting must be sent at least 28 days in advance to every household within the area. The households within the area, should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the officers and committee at the meeting.
- b) The quorum for the AGM is a minimum of 15 (which may include the Committee Members).
- c) At the AGM:
  - i) The minutes of the previous AGM will be presented and approved.
  - ii) The existing committee will present a report of the Association's activities in the past year.
  - iii) Audited accounts for the year will be presented. The accounts must end in the current year and the year-end must not be more than four months before the date of the AGM.
  - iv) The existing Committee will stand down.
  - v) The officers and Committee for the next year will be elected.
  - vi) Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.
  - vii) Nominations for Executive and committee members will be accepted only if the person nominated is present at the Annual General Meeting or has committed in written form that they wish to stand for such posts. If there is more than one nomination for each post the nominees may be asked to leave the room whilst the vote is taken.

## **10) GENERAL MEETINGS**

- a) The business of the Association shall be conducted at Committee Meetings, which shall be open to all residents.
- b) The Association will hold one Annual General Meeting per year.
- c) A quorum for a meeting will be a minimum of 6. This number of members will need to be present to take a decision on behalf of the Association.
- d) All matters for decision will be decided by a simple majority of eligible members, present and voting.
- e) No member shall have more than one vote.
- f) Minutes or notes must be kept of all meetings of the Association. The minutes shall be presented to the next meeting to be approved. The minutes should be made available to any member of the Association on request and main points should be publicised.

- g) All members of the Association will abide by the Code of Conduct as set out in this constitution and be expected to treat each other with respect and act in a courteous manner at Association events.

#### **11) SPECIAL GENERAL MEETINGS**

- a) Special General Meetings (SGM) may be called at any time by the Executive.
- b) All matters for decision will be decided by a simple majority of those present and eligible to vote.

#### **12) FINANCE**

- a) All money raised by or on behalf of the Association shall be principally applied to cover the running costs of the Association, and the achievement of the objectives of the Association.
- b) The Treasurer shall keep proper account of the finances of the Association and shall open/maintain a bank/building society account in the name of the Association and keep copies of all relevant invoices and receipts to support expenditure and income.
- c) The Committee will nominate at least two people who can make payments (electronic or other) and have access to the Association bank account. These people must not live in the same household or be family members of a Committee Member. If these committee members stand down, they are responsible for transferring responsibility CPRA bank account to the new committee members. In the absence of a replacement, transference of that responsibility is to the Chair.
- d) The Treasurer is responsible for preparing annual accounts comprising a detailed income and expenditure account by type of income/cost and a balance sheet.
- e) The Committee are responsible for the proper use of money raised through subscriptions and any grants according to the guidelines issued by the funding body and of income raised from other Association-sponsored fund-raising activities.
- f) The committee will agree by consensus how to spend the Association funds and such decisions must be recorded within the minutes of such meetings.
- g) The Treasurer should keep records for all income raised and receipts for all money paid out in expenses to committee members for duties carried out on behalf of the group.
- h) Accounts to be inspected annually by someone with a financial background who is independent of the committee.

#### **13) AMENDMENTS TO THE CONSTITUTION**

- a) Any proposals to amend the constitution must be presented to the secretary in writing at least 28 days prior to the meeting at which they are to be considered.
- b) Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.

#### **14) DISSOLUTION**

- a) Every effort will be made to continue the Association but if a Committee meeting decides at any time by a two-thirds majority that it is necessary or advisable to dissolve the Association, the officers shall call a Special General Meeting of all members, stating the terms of the dissolution resolution to be proposed at the meeting.

- b) The resolution to dissolve the Association shall be agreed by a majority of those present and voting and formal dissolution must be completed within a further 6 months from the deadline.
- c) All outstanding bills will be paid and the balance of any grants and funds held by the Association will be distributed to a charity agreed by the Executive.

**15) Declaration**

By signing this constitution, we confirm that our Association will abide by the standards that are defined in this constitution and recognition criteria.

We the undersigned have executed the revision of this Constitution in accordance with the original object and aims of the Charlton Park Residents Association and this document supersedes all previous versions.

**Executive**

Signed: .....  
 Position: Chair  
 Date: .....

Signed: .....  
 Position: Secretary  
 Date: .....

Signed: .....  
 Position: Treasurer  
 Date: .....

**Committee**

Name: .....

Signed: .....  
 Date: .....

Name: .....

Signed: .....  
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