

St Luke's Residents Association

1. Name of organisation

St Luke's Residents' Association (SLRA)

2. Objectives

To engender a strong sense of community in the St Luke's (Waldon Hill) area of Torquay

3. Aims

- Provide support and to help each other.
- Offer information and signposting.
- Encourage friendships and neighbourliness.
- Have a collective voice when there are decisions to be made which may affect us.
- Encourage special interest groups and to organise community events.

4. Policies

4.1 Equal Opportunities

The Association will not discriminate on the grounds of gender, race, colour ethnic or national origin, sexuality, disability religious or political belief, marital status or age.

Any offensive behaviour including racist, sexist or inflammatory remarks will not be tolerated either at meetings or via the website or social media links to the group. Anyone behaving in an offensive way or breaking the Equal Opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the committee, accompanied by a friend, before a final decision is made.

5. Members

Membership will be open to anyone living in St Luke's Road, St Luke's Road North, St Luke's Road South, St Luke's Park and Cary Road.
A list of all members will be kept by the secretary.

5.1 Becoming a member, how can people join?

- Through the website:- stlukesra.org.uk
- By attending one of the meetings of the association and signing in.
- By email or telephone:- StLukesRA@Gmail.Com / 0844 487 9370

Annual membership is free.

5.2 Ceasing to be a member

- Members may resign at any time by writing to the secretary.

6. Committee and Officers

The business of the association will be carried out by a committee elected at the Annual General Meeting. The committee will meet as necessary, and not less than four times a year.

Notice of all meetings will be circulated in advance and will be open for all members and prospective members to attend.

SLRA will have a committee comprising six officers:- President, Chair, Vice Chair, Secretary, Treasurer and ICT Manager.

President, a figurehead for the organisation

Chair, who will chair all meetings

Vice Chair, to cover for the Chair in their absence

Secretary, who shall be responsible for taking minutes and keeping records of members

Treasurer, who shall be responsible for maintaining accounts

ICT Manager, who shall be responsible for maintaining the website and other ICT services

The officers will jointly administer the social media links to the group.

In the event of an officer standing down during the year, a replacement will be sought and elected at the next meeting of members.

7. Annual General Meetings (AGM) and General Meetings

7.1 AGM's

An AGM will be held within 13 months of the previous AGM.

10 days notice of meetings will be posted on the website and nominations for the committee may be made to the Secretary before the meeting or at the meeting.

Any proposals for discussions must be given at least 14 days in advance to the Secretary.

The quorum for the AGM will be 10 members or 1/10 of the membership at the time whichever is the greater.

At the AGM the committee will:-

- Present a report of the activities of the Association
- Present the accounts of the Association
- Elect officers for the next year

Only members of the Association have the right to vote.

7.2 General Meetings

Meetings will be held as required but at least four times a year.

10 days notice of meetings will be posted on the website.

Any proposals for discussions must be given at least 14 days in advance to the Secretary.

The quorum for the General Meetings will be 10 members or 1/10 of the membership at the time whichever is the greater.

7.3 Rules of procedure

All questions that arise at any meeting will be discussed openly and the meeting will seek to find a general consensus that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a

decision will be made by a simple majority of members present. If the number of votes cast on each side are equal the Chair shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the SLRA at a bank agreed by the committee. Two cheque signatories will be nominated by the committee (one to be the Treasurer). These two must sign every cheque and the signatories must not be related, nor be members of the same household.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.

All money raised by or on behalf of the SLRA is to be used to further the aims of the group as specified in item one of this constitution.

9. Changes to the Constitution

Amendments to the constitution may only be made at the AGM or a Special General Meeting.

Any proposal to amend the constitution must be given to the secretary in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the Association it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Association.

If it is agreed to dissolve the Association all remaining money and assets, once outstanding debts have been paid, will be donated to a local charitable organisation; the organisation to be agreed at the meeting which agrees the dissolution.