



Sunray & Egmont Community Residents Association

web: <https://www.secra.org.uk> | email: hello@secra.org.uk | twitter: [@communitysunray](https://twitter.com/communitysunray)
facebook: <https://www.facebook.com/sunraycommunity>

Our Constitution

1. NAME

- a) The Association shall be known as the **Sunray and Egmont Community Residents Association (SECRA)**
- b) The Association SECRA will cover the area shown in the highlighted area of the map in Appendix 1

2. AIMS & OBJECTIVES

The aims and objectives of the Association shall be:

- a) To represent and to promote the interests of all residents living in the defined area.
- b) To seek to improve conditions for residents in this area.
- c) To work in partnership with RBK and other agencies to achieve our aims.
- d) To represent the interests of residents in consultation with the local authority and other bodies.
- e) The Association shall be non-party political and non-sectarian.

3. MEMBERSHIP

- a) Full membership of the Association shall be automatically open to all residents living in the defined area.
- b) Businesses, groups and individuals who are not residents, but who are providing or using amenities/services (such as the allotments, Sunray community hall, Knollmead Primary school,

The Sunray and Egmont Community Residents Association (SECra) was officially formed on 3rd July 2019. SECra is a voluntary, non-profit organisation run by and for the whole community that lives, works and plays on the Sunray and Egmont estate, Tolworth, Surrey.

If you would like to make a donation, please visit our online store: <https://secra-shop.azurewebsites.net/> or you can make a direct payment to our account: Bank: Metro, Account Name: Sunray Community, Sort code: 23 05 80, Account Number: 31012066



Sunray & Egmont Community Residents Association

web: <https://www.secra.org.uk> | email: hello@secra.org.uk

scouts, etc.), within the SECRA area will be defined as associate members and can attend all meetings and put forward requests and suggestions, but will not have any voting rights.

- c) Membership will be free, but some events / initiatives may need to be funded through optional donations.
- d) The Association will challenge any remarks or behaviour at meetings that cause offence and make people feel unwelcome.
- e) The Association will take positive action to reach those people that are under-represented at meetings and events and will ensure that all members have the opportunity to be involved in the Association and its events.
- f) All full members shall have voting rights on all issues raised at general meetings that they attend.
- g) The constitution will be available to read/download on the association website and Facebook group. Each eligible person shall on request be supplied with a printed or emailed copy of the constitution if they are unable to access either the website or the Facebook group.
- h) It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association.
- i) Any members may be excluded for a breach of this condition or for any other conduct contravening the objectives of the Association, by a majority of those present and voting at any general meeting. Any member so excluded shall have the right of appeal to the following general meeting.

4. MANAGEMENT COMMITTEE

- a) The Association will be run by a committee elected at the Annual General Meeting. The Committee will be made up of Officers, including a Chair, Secretary, Treasurer and Ordinary members. It would also, if possible, include a Vice chair.
- b) The maximum number of committee members will be 12.
- c) The committee will provide an update to the residents of the area twice a 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, email updates, the association website and / or social media networks.
- d) There will be a minimum of 4 committee meetings held during the course of the Association's year; one of which can include the Annual General Meeting



Sunray & Egmont Community Residents Association

web: <https://www.secra.org.uk> | email: hello@secra.org.uk

- e) At least seven days' notice of committee meetings will be given to all members of the committee.
- f) The quorum for committee meetings shall be a minimum of 4 members
- g) Where a casual vacancy (or vacancies) arises on the committee, it/they will be filled by election at the next General Meeting of the Association.
- h) The committee shall deal with any issues of management of the Association which require decision during the periods between general Meetings of the Association, and report these to the next General Meeting.
- i) Committee members who miss more than three consecutive meetings without giving reasonable apologies will be asked to resign their post.
- j) A member of the committee may be removed or suspended from their post if they bring the good name of the Association into disrepute. 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.

5. ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) of the Association shall be held once a year (within 13 months of the last AGM). Written notice of the meeting must be sent at least fourteen days in advance to every household (through newsletter, email, website, social media network and any other means that subsequently becomes available) and members 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 should be a minimum of 6.
- c) At the meeting:
 - 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.
 - iv. The existing committee will stand down.
 - v. The officers and committee for the next year will be elected
 - vi. Any proposals to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which they are to be considered
 - vii. Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.
- d) Nominations for officers and committee members will be accepted only if the person nominated is present at the Annual General Meeting or has put in writing that they want to



Sunray & Egmont Community Residents Association

web: <https://www.secra.org.uk> | email: hello@secra.org.uk

stand. If there is nobody willing to stand, the committee will decide whether to start procedures to close the Association down. Alternatively, the committee can continue in office to try and redevelop the Association for up to six months. It is the responsibility of the committee to recruit a new committee or formally dissolve the Association within that period.

6. SPECIAL GENERAL MEETINGS

- a) Special General Meetings may be called at any time for the purpose of altering the constitution or for considering any matter which needs the immediate attention of all members.
- b) Special General Meetings shall be called either at the written request of at least 6 members of the Association, or if the General Meeting decides by a simple majority that it is necessary or advisable.
- c) At least 14 days' notice of any Special General Meeting will be given to members in writing, stating the reason(s) for holding the meeting.
- d) All matters for decision will be decided by a simple majority of those present and voting.

7. SUB / WORKING GROUPS

- a) The management committee may form sub or working groups to focus on specific aims or initiatives. These groups are not required to have a formal structure or leadership, but will be required to report activities and/or progress at each of the management committee meetings

8. FINANCE

- a) If grants are available for the running of the Association, its initiatives or projects, the grant application criteria must be complied with.
- b) All money raised by or on behalf of the Association shall be applied to cover the running costs of the Association and the achievement of the objectives of the Association and for no other purpose.
- c) The Treasurer shall keep proper account of the finances of the Association and shall open 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.
- d) The committee will nominate at least 3 people who can sign cheques. These people must not live in the same household or be close family members. If these committee members stand down, they are responsible for transferring responsibility for the bank account to the new committee members.



Sunray & Egmont Community Residents Association

web: <https://www.secra.org.uk> | email: hello@secra.org.uk

- e) Each project will be allocated a fund and at least one member of the committee will be the designated project lead for that project. The project lead(s) will be responsible for the proper use of money raised for the project. The project lead must provide receipts to the Treasurer for all money paid out to either suppliers or in expenses to committee members for duties carried out.
- f) In order to make spending decisions promptly and appropriately, the following rules regarding spending decisions must be followed:

- i. Spending up to £500 requires authorisation by the Chair (or the vice-chair if Chair is unavailable) **and** from either the Secretary or Treasurer.

If the proposal is made by any of these people, then they must withdraw from the decision process. If the proposal is made by the Chair, then the vice chair will take the voting role.

Decisions can be made outside of committee meetings.

If the proposal fails and it is not time sensitive then it can be tabled at the next committee meeting and be decided under rule 3.

If the proposal fails and it is time sensitive, then it can be decided under Rule 2 or at the next committee meeting (general or special) and be decided under rule 3.

- ii. Spending over £500 and up to £1,000 requires consent from the treasurer, secretary, chair (or the vice-chair if Chair is unavailable) plus one other committee member.

Decisions can be made outside of committee meetings.

If the proposer is the Chair, Treasurer or Secretary then the Vice Chair will take the voting role.

If no agreement can be reached, then the proposal fails and can be tabled at the next committee meeting (general or special) and be decided under rule 3.

- iii. Spending over £1,000 requires the decision to be made at a regular committee meeting or by special general meeting if a decision is required prior to the next scheduled meeting.

At least three quarters of committee members either present at the meeting or who have submitted a proxy vote via the Chair must consent.

The proposer does not need to withdraw from voting.

If the threshold required is not a round number, then the threshold will be set as follows: .5 or less then the lower number will be used. .6 or more then the higher



Sunray & Egmont Community Residents Association

web: <https://www.secra.org.uk> | email: hello@secra.org.uk

number will be used. For example, if $\frac{3}{4}$ of attending/proxy votes equals 6.5 then the threshold would be 6, but if it is 6.6 then the threshold would be 7.

9. AMENDMENTS TO THE CONSTITUTION

- a) Any proposals to amend the constitution must be presented to the secretary in writing at least 21 days prior to the meeting at which they are to be considered.
- b) Proposals to amend the constitution must be circulated to all committee members within the notice of the meeting.

10. DISSOLUTION

- a) If the General meeting decides at any time by a simple majority that it is necessary or advisable to dissolve the Association, the officers shall call a meeting of all members, giving at least 14 days' notice in writing and stating the terms of the dissolution resolution to be proposed at the meeting. A resolution to dissolve the Association shall be agreed by a majority of those present and voting. All outstanding bills will be paid and the balance of any grants and funds held by the Association will be held in trust by RBK.

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

Signed by Paul Martin, Chair

Signed by Simon Green, Secretary

Signed by Wendy Francis-White, Treasurer

Appendix 1: Area covered by SECRA

To view the online version, got to:

<https://drive.google.com/open?id=168qF8h3qMqxXi5mUjEsqFeDfegcxEkUp&usp=sharing>

