



Constitution Document

Version Number	Version Date	Reason for change	AGM Agreed date
1.1	1st April 21	First version of the constitution	22 nd April 2021
1.2	23 rd May 22	Audit refinements made	23 rd May 2022

CONSTITUTION

1. NAME

The name of the group will be **Thame Park Estates' Residents Association (TPERA)** and the group will represent Hampden Gardens and Thame Park Estate of which contain the following streets: Warren Mead, Hode Garth, Fords Croft, Blackthorn Grange, Esingdon Drive, Bartone Place, Augustine Way. The group will also represent Oakfield, Thame Park Road which is a single dwelling on the perimeter of the Thame Park Estate. The group will also welcome other residents within the immediate area as specified by the Committee from time to time.

2. AIMS

The Association will be non-party in politics and non-sectarian in religion. Its aims are as follows:

1. To unite residents, and ensure everyone has equal opportunities to take part, remove all barriers to participation arising from ethnicity, religion, geographical location, special needs, language differences, learning difficulties, sexual orientation, gender, age or disability, in a common effort to improve conditions of life in the area and to foster a community spirit.
2. To encourage the community of the **AREA COVERED** to improve their wellbeing and make them more effective.
3. To work with the directors of the Resident Management Company (RMC) for both the Hampden Gardens and Thame Park estate and allow the RMC and the residents to use the RA governance structure.
4. To build up and extend good relationships with Thame Town Council and other organisations in the area and contribute to local decisions and to monitoring and measuring local performance.
5. To raise money as necessary to achieve these aims.

3. MEMBERSHIP

1. Membership will be automatic for all recognised residents of the area covered by **TPERA** and defined on the map contained in this constitution.
2. All members have an equal vote.
3. All members should act in the interests of and according to the values of **TPERA** and must not discriminate unlawfully on the grounds of ethnicity, religion, geographical location, special needs, language differences, learning difficulties, sexual orientation, gender, age or disability.
4. At all times, members must behave in a reasonable way when attending meetings or any other functions in connection with the Association. Any 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 to the following general meeting. If the appeal fails, he or she may be expelled from membership.
5. Members may nominate two representatives from the Committee to attend Thame Town Council Resident's Association Meetings to further promote the needs and expectations of their area.

4. COMMITTEE

1. Except where stated otherwise, the committee will direct the policy and general management of the affairs of the Association formed by this document.
2. The committee will consist of a chairperson, treasurer, secretary, external communications officer and membership communications officer.
3. In addition to these officers, the committee may co-opt as advisers other interested individuals or representatives of statutory or voluntary agencies active in the area or of such other organisations as the committee may decide. However, no such co-opted member may vote.
4. The committee may appoint sub-committees to carry out the activities of the resident's association. Such sub-committees will be directly accountable to the committee.
5. Committee meetings will be open to any member of the association wishing to attend, who may speak but not vote.
6. The committee will keep minutes and the secretary will record in them all proceedings and resolutions of the committee.
7. Officers of the committee must carry out the duties given to them at general meetings.
8. The election or removal of officers or committee members may only be carried out by a general meeting of the association.
9. The committee may fill any vacancies arising among officers until the next general meeting.

5. OFFICERS

1. The association annual general meeting (AGM) will elect the following officers of the association:
 - a. Chairperson
 - b. Secretary
 - c. Treasurer
 - d. External Communications Officer
 - e. Membership Communications Officer
2. These officers will meet before general meetings to set and clarify agenda items.
3. All officers of the association have a duty to further all its aims.
4. Any member or officer delegated to represent the association in consulting any other body will act on the instructions of the association and must report back to the next committee or general meeting, whichever is the sooner.

6. ROLE OF THE OFFICERS

1. The chair will:
 - a. be responsible for the smooth running of the meetings.
 - b. help set agendas.
 - c. help with the smooth running of the association.
2. The secretary will:

- a. keep a record of attendance at association meetings.
- b. deal with correspondence
- c. be responsible for preparing all agendas of meetings of the association.
- d. help with the smooth running of the association.
- e. be responsible for making sure proper minutes of all meetings are kept in a minute book, which will be available for any member of the association.
- f. be responsible for making sure that a proper register of delegates/co-opted members/guests is kept, which will be available for any member of the association to see at all reasonable times.

3. The treasurer will:

- a. set up a bank account.
- b. meet the committee as required to check accounts and sign cheques.
- c. report the finances of the association at each general meeting.
- d. send copies of audit accounts each year to the Thame Town Council to be checked.
- e. chair all fundraising sub-group meetings.
- f. help set the agenda and help with the smooth running of the meetings.

4 The External Communications Officer will

- a. devise and implement a communications strategy involving all available media to ensure that the Association's arguments and news items are broadcast in an optimum manner.
- b. create and maintain contacts with media outlets so that they are receptive to the Association's arguments and news items.
- c. help set the agenda and help with the smooth running of meetings.

5. The Membership Communications Officer will

- a. devise a strategy for information provision and involvement that will maintain Members' enthusiasm and commitment.
- b. maintain records of Members' details.
- c. co-ordinate volunteers to produce a website for external and Members' information.
- d. keep Members informed of the progress of the Association.
- e. help set the agenda and help with the smooth running of the meetings.

7. COMMITTEE MEETINGS

- 1. The committee will meet at least two times a year.
- 2. Committee meetings will be open to any member of the association wishing to attend, who may speak but not vote.
- 3. The quorum for committee meetings will be four committee members.

8. GENERAL MEETING

- 1. The quorum for the general meeting will be ten ordinary members (including committee members).
- 2. All questions arising at the general meeting will be decided by a simple majority of those present and voting. A member of the group will be entitled to appoint a proxy, who will be a representative of the residents, to attend any general

meetings that the usual member is unable to attend. The proxy will exercise the vote of the member in whose place they are attending, in addition to his or her own vote.

3. No person will exercise more than one vote but if the votes are equally divided the Chair, or in their absence the member elected to chair the meeting, will have a second or casting vote.
4. Representatives of Thame Town Council and other non-committee members may be invited to attend meetings to help the group achieve its aims.

9. EXTRAORDINARY GENERAL MEETINGS

1. The committee may at any time call an extraordinary general meeting of the association.
2. The secretary must notify all members of an extraordinary general meeting in writing at least 21 days before the meeting.

10. ANNUAL GENERAL MEETINGS

The first AGM of the association will be held within 12 months after the constitution has been established (1st February 2021) and once in each year (not more than 15 months after the previous AGM) at a place chosen by the committee. At this AGM the business will include the following:

1. The annual report and the accounts for the previous year will be presented to the meeting.
2. Officers and members (except co-opted members) will be elected to serve on the committee.
3. The meeting will deal with whatever other matters are from time to time necessary.
4. Officers of the committee will be re-elected annually.
5. Nominations for officers of the committee will be invited 21 days before the AGM.
6. Subscriptions (if any) will be set at the AGM, and will be kept as low as possible.
7. Subscriptions may be reduced or waived completely in times of hardship.
8. Subscriptions or other money raised by or on behalf of the association may only be used to further its aims.

11. NOTICE OF MEETINGS

1. The membership will be notified of all meetings via electronic media (email and website) or by the distribution of leaflets for those with no access to electronic media. Notices of meetings will advertise the date, time, and place of the meeting.
2. The leaflets and posters will be distributed in the community at least seven days before a meeting.

12. FINANCE

1. All money raised by and on behalf of the association must be used to further the aims of the group and for no other purpose. Members will be paid only for the services actually provided or reasonable and out-of-pocket expenses.

2. The accounts will be audited at least once a year. If turnover is less than £5000, then the audit will be carried out using an independent member of the estates who will have full access to the accounts to verify the treasurer's report. If turnover is over £5000, then TPERA will pay for a professional audit to be completed and presented at the AGM.
3. The treasurer will present an audited statement of accounts for the last year to the AGM.
4. The group will exercise effective financial control over any money provided to it by the Council or any other statutory/voluntary/charitable organisation to promote the association's aims.
5. A copy of audited accounts must be sent to the Community Involvement Officer for checking at the end of each financial year.

13. ALTERATIONS TO THE CONSTITUTION

1. This constitution may be altered or added to only at an **annual** or **extraordinary** general meeting called for such a purpose. No alteration or addition may be made to clause **13** or clause **14**.
2. Alterations or additions to the constitution must have the consent of at least two-thirds of all members present and voting at the general meeting.

14. DISSOLVING THE ASSOCIATION

1. The association may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a special general meeting held for the purpose. Twenty-one days' notice of this meeting must be given (to the members). Such a resolution may give instructions for the disposal of any assets held by or in the name of the association if any property remains after paying off all debts and liabilities.
2. Such property (except for grants issued by Thame Town Council or a central government office, which should be returned to the distributor) must not be paid to or distributed among members of the association but must be given or transferred to a charitable institution or institutions whose aims or objectives are similar to some or all of the aims of the association. If not all the money can be used in this way, then it may be given to some other charitable purpose.

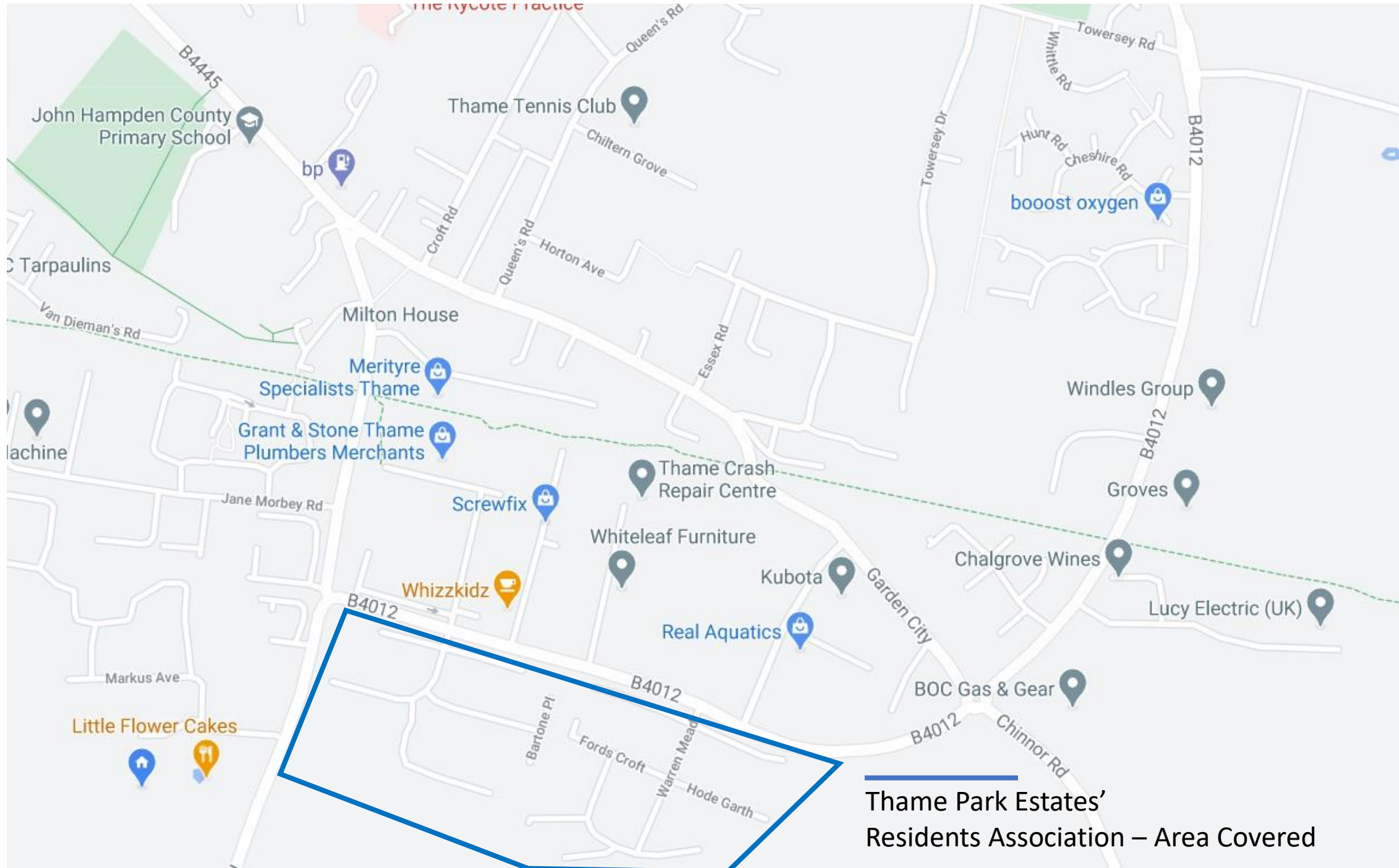
Signed:

..... **CHAIRPERSON** **DATE**

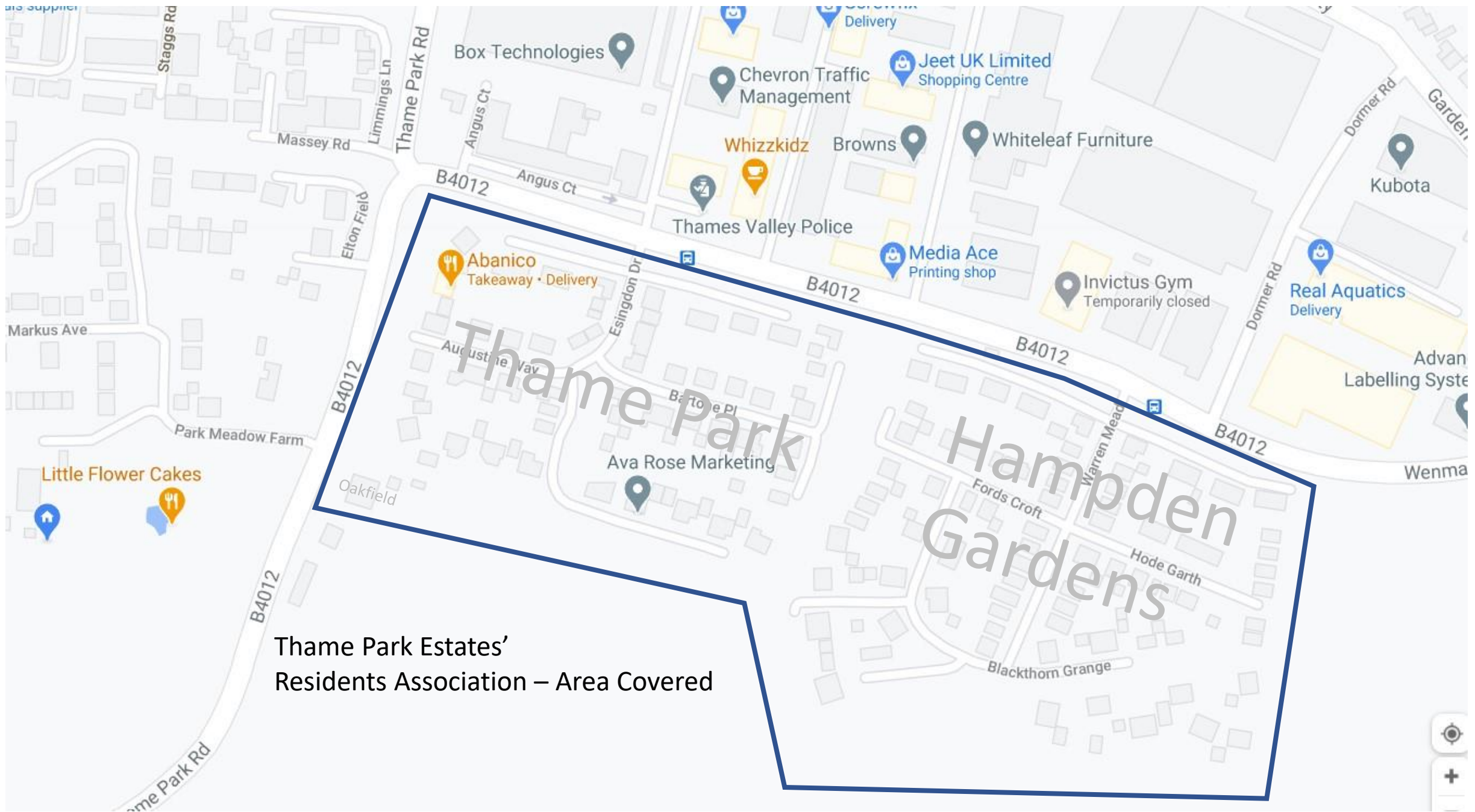
..... **SECRETARY** **DATE**

Conduct of business or standing orders

1. Committee members may speak only through the chair.
2. A simple majority, voted on through a show of hands, will make decisions. If the vote is tied the chairperson will have a second and casting vote.
3. Meetings will end at a time agreed by the chairperson.
4. Members may only interrupt a speaker with a point of order or a point of information.
5. Any offensive behaviour including racist, sexist or inflammatory remarks will not be permitted.
6. Any committee member found to have brought the association into disrepute by their actions will be expelled from the committee by a two-thirds majority vote of committee members present.
7. Any member of the group who consistently infringes the constitution will be expelled on a two-thirds majority vote of the committee members present.
8. Any expelled member of the association will not be eligible to rejoin the committee for at least six months.
9. Any such member will have the right to appeal within 21 days of the expulsion. The appeal will be heard by the membership of the association at a general meeting called for that purpose. The member concerned will be told the result of the appeal at least 14 days after the meeting.
10. The secretary will deal with all correspondence and must sign all letters sent on the association's behalf.
11. The committee will delegate members to represent the association.
12. Agendas will be sent to every member 14 days before the meeting. Items should be forwarded to the secretary or chair seven days before the meeting.
13. Minutes will be distributed at the general meeting.
14. Committee members who do not attend three consecutive meetings, without good reason, will be asked in writing if they wish to be a committee member. If they do not respond to the letter within 14 days, then it will be understood that they no longer wish to be on the committee.



Thame Park Estates'
Residents Association – Area Covered



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