



THE STANPIT & MUDEFORD RESIDENTS' ASSOCIATION

CONSTITUTION

THE STANPIT & MUDEFORD RESIDENTS' ASSOCIATION

CONSTITUTION



**The SAMRA Committee meets on the first Wednesday
in the month at the Stanpit Village Hall**

LIFE PRESIDENT TED EDMUND



Registered address is that of the SAMRA Secretary

SAMRA CONSTITUTION

1. INTRODUCTION

The Stanpit and Mudeford Residents' Association (SAMRA) provides a forum to assist residents to communicate, discuss and act on items of common interest, for the protection and enhancement of their environment. Membership of SAMRA is open to all residents or property owners in Stanpit, Mudeford and adjoining areas. SAMRA shall be unbiased in matters of Party politics.

2. AIMS OF SAMRA

- 2.1. To maintain and improve the built and natural environment of the area where it affects residents.
- 2.2. To advise and assist members in their dealings with service providers (e.g. Borough and County Councils).
- 2.3. To ascertain the views of members by promoting meetings.
- 2.4. To inform members about matters relevant to them through a magazine and the SAMRA website.
- 2.5. To promote social events for the benefit of members.
- 2.6. To establish and maintain contact with other organizations where this may benefit residents.

3. MANAGEMENT

- 3.1. SAMRA shall be managed by an Executive Committee ("the Committee") of up to 14 members, including Officers, all of whom shall serve on an honorary basis.
- 3.2. The Officers of SAMRA shall be: Chairman, Vice Chairman, Secretary, Treasurer and Membership Secretary.
- 3.3. Within the limits of 3.1., the Committee may co-opt additional members.
- 3.4. All Officers and Committee members must be elected or re-elected at the Annual General Meeting.
- 3.5. No elected members of Christchurch Borough Council or Dorset County Council shall be eligible to be members of the Committee.

4. EXECUTIVE COMMITTEE

- 4.1. The Committee shall meet as often as is necessary, normally at monthly intervals; a meeting may be called at any time at the request of 3 Committee members.
- 4.2. A quorum shall consist of at least 6 Committee members.
- 4.3. If neither the Chairman nor Vice Chairman is present at a meeting, those in attendance shall elect a chairman for that meeting.
- 4.4. A record of attendances shall be kept by the Secretary; if any Committee member fails to attend 3 consecutive meetings they may be excluded, at the Committee's discretion.
- 4.5. Committee members must declare any direct interest in a matter to be discussed, and the Committee will decide whether to exclude the member from discussion of that matter.
- 4.6. SAMRA members are invited to attend at the start of a Committee meeting if they have any matters to discuss with Committee members.
- 4.7. The Committee may suspend membership from any person whose words or actions threaten the good name and reputation of SAMRA; a proposal to remove membership from them shall be endorsed by a majority vote of members at an Annual General Meeting.
- 4.8. The Committee may propose an Honorary Life President and from time to time Honorary Members, based on long service to SAMRA. Any such proposal shall be approved or rejected by a vote of members at an Annual General Meeting.

5. DUTIES OF OFFICERS

- 5.1. The Chairman shall:
 - Ensure that SAMRA conducts its business in compliance with its Constitution.
 - Ensure that SAMRA is protected by appropriate insurance.
 - Provide guidance to the Committee in accordance with SAMRA's declared aims and objectives.
 - Chair General (including AGM) and Committee Meetings.
 - Offer advice to less experienced members of the Committee.
 - When required, chair the Joint Committee of Christchurch Residents' Associations (Chairman of JCCRA is appointed by rotation within constituent associations).
- 5.2. The Vice Chairman shall:
 - Assist the Chairman in his/her duties.
 - Act as the Chairman in his/her absence.

- 5.3. The Secretary shall:
 - Send formal correspondence on behalf of SAMRA and be the official address of SAMRA.
 - Write, issue and retain minutes of General and Committee meetings.
- 5.4. The Treasurer shall:
 - Protect SAMRA's finances.
 - Control, monitor and record the flow of cash and cheques in and out of the SAMRA accounts.
 - Be responsible for the production of an inspected Statement of Accounts and a Budget for the AGM.
- 5.5. The Membership Secretary shall:
 - Keep and maintain an up-to-date list of Members.
 - Organise the collection of subscriptions, and pass this money to the Treasurer.
 - Be responsible for the co-ordination of the Road Wardens and the distribution of the Magazine.

6. FINANCE AND SUBSCRIPTIONS

- 6.1. SAMRA's Financial Year shall run from September to August of each year.
- 6.2. SAMRA's funds shall be held in:
 - 6.2.1. A main savings account, where all withdrawals shall be authorised by two committee members from a panel of four specified signatories [SAMRA monies may also be put into other savings accounts, bank bonds or other guaranteed investments, when deemed advantageous by the Committee, subject to the same rules for withdrawals].
 - 6.2.2. A "petty cash" account (containing not more than £500), where withdrawal is authorised by the Treasurer or another specified Committee member.
- 6.3. The Treasurer shall not spend SAMRA unbudgeted monies without the approval of the Committee.
- 6.4. Expenditure or commitment of more than £1000 in any one transaction not specified in the Budget shall not be made without the approval of the majority of those attending a general meeting of members.
- 6.5. Any change in the rates of subscription to SAMRA must be approved at an AGM.
- 6.6. If a subscription has not been paid by the end of January in any Financial Year, the member concerned shall be deemed to have resigned from SAMRA.

7. ANNUAL GENERAL MEETING

- 7.1. The AGM shall be held in September of each year and is open only to SAMRA members.
- 7.2. An Agenda, with provision for nominating Officers and Committee members, shall be made available to members at least 30 days before the AGM.
- 7.3. The Life President (or in his/her absence, a member approved by those at the meeting) shall oversee the election of Officers and Committee, who must be proposed and seconded by members.
- 7.4. Those attending the AGM shall vote to accept the actions of the committee and the accounts for the previous year and approve the budget for the following year, amending it if necessary.
- 7.5. Appointment of a person from outside the committee to inspect/certify the accounts and the payment of a fee or honorarium for this work shall be endorsed at the AGM.

8. EXTRAORDINARY GENERAL MEETINGS

- 8.1. An EGM shall be convened within 28 days of individual written requests to the Secretary from at least 35 members (e-mail or hard copy), or following a proposal passed by a vote of the Committee.
- 8.2. If a vote of no confidence in the Committee is passed by those attending the meeting, for any reason, acting officers and committee sufficient to form a quorum, may be appointed by members at that meeting.
- 8.3. Any decision to dissolve SAMRA taken at an EGM (or the AGM) shall be ratified by a minimum of a two-to-one majority of those members who vote in a ballot organised by the officers (or acting officers).
- 8.4. In the event of members voting to dissolve SAMRA, all unencumbered funds shall be donated to a charity (or charities), as agreed by the committee, or held in trust for any future reopening.

9. CONSTITUTION

Amendments to this Constitution must be proposed in writing to an Annual General Meeting or Extraordinary General Meeting and, if seconded, approved by at least two-thirds of members present. This edition was approved at the Annual General Meeting, September 2009.