



## Lambeth Estate Residents' Association Constitution

### 1. Name

The name of the Association shall be the Lambeth Estate Residents' Association.

### 2. Area

The Association shall cover all homes in and adjoining the Roupell Street Conservation Area (see map).

### 3. Objectives

The Association is established for the following purposes:

- a. To safeguard the collective and individual interests of all Association Members.
- b. To promote and defend the Roupell Street Conservation Area Statement.
- c. To strive for environmental improvement in the Area.
- d. To maintain the residential character of the Area.
- e. To sustain and strengthen community feelings in the Area.
- f. To engage more widely in matters which may impact the Area, or affect or concern Association Members.

### 4. Powers

The Association shall have, through its Committee, the following powers:

- a. To hold meetings and events.
- b. To establish and collectively represent the views of Association Members in pursuit of the Objectives to elected representatives, governmental authorities and others.
- c. To publish information for Association Members, including a website, newsletters, emails and social media.
- d. To raise funds and accept donations to funds.
- e. To apply funds to the Objectives.

### 5. Association Membership

All residents of the Area are automatically considered Association Members, with the right to vote at meetings.

### 6. Management

The Association shall be managed by the Committee, elected at the AGM each year.

The Committee shall consist of a Chair, Secretary, Treasurer and up to 13 other members.

Committee Members may take up Dedicated Roles as decided by the Committee.

The Committee shall operate according to the Committee Procedure.

### 7. General Meetings

An Annual General Meeting of the Association shall be held each year in or about October to receive Committee reports and audited accounts, to elect Committee Members for the following year, and for any other business.

The Committee shall give at least a fortnight's notice of the AGM in writing to Association Members, inviting nominations for election as Committee Members.

Nominations may be made in writing or in person at the AGM, and Association Members may nominate themselves or others. In the event of more nominations than Committee places, an election will be held.

Committee positions shall be decided at the AGM or by the Committee at its first meeting following the AGM.

In addition, the Chair or Secretary may call a Special General Meeting of the Association at any time for matters which require wider consideration. A fortnight's written notice shall be given to Association Members unless there is particular urgency.

## 8. Finance

Bank account/s for the Association shall have the Treasurer, Chair and Secretary as signatories (also authorised for online banking) but be principally managed by the Treasurer.

The Treasurer shall keep accounts of all money received and spent, and present a report to the AGM. Accounts shall be reviewed and signed annually by two other Committee Members.

## 9. Constitution

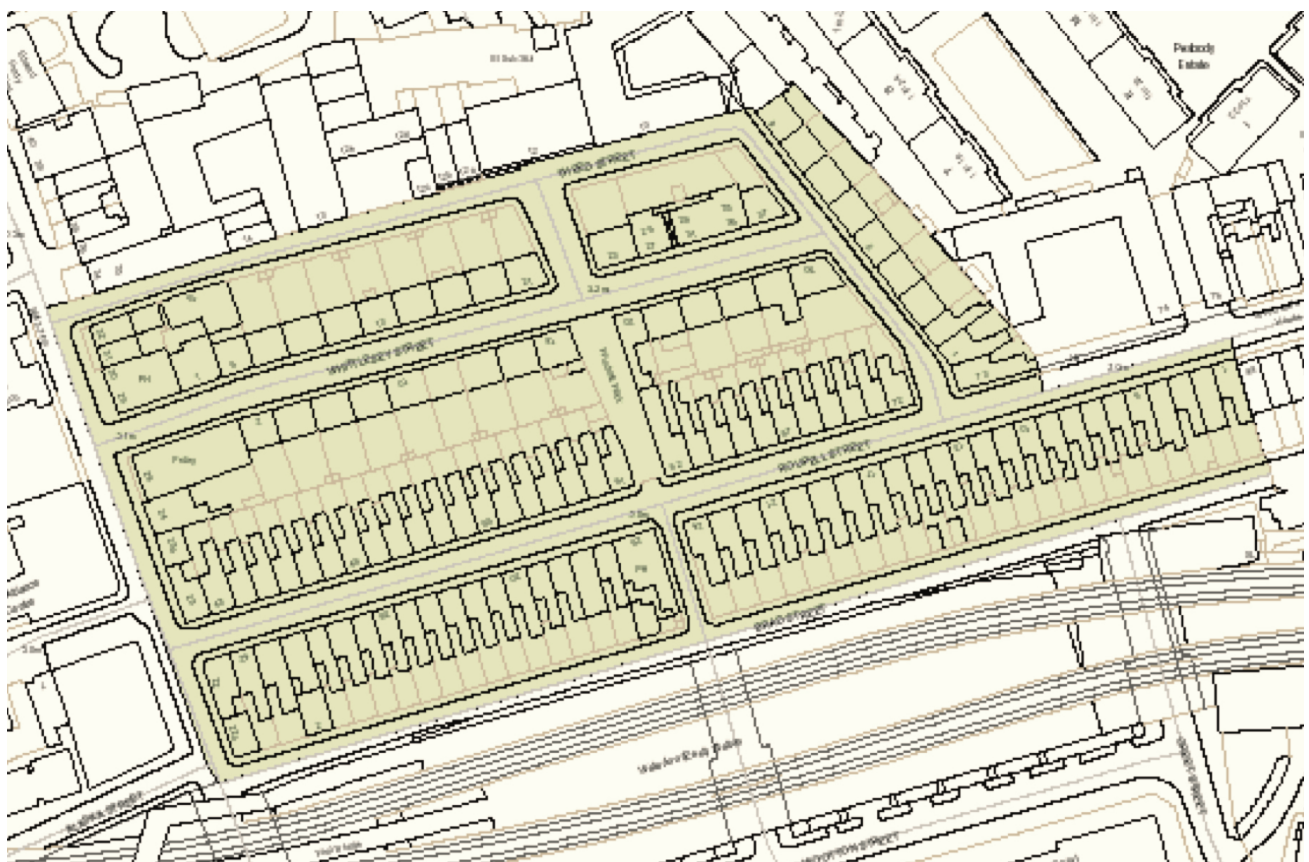
Any proposed changes to the Constitution for discussion at the AGM or at a Special General Meeting should be made in writing to the Secretary, who shall circulate them to Association Members with the meeting notice.

For changes to be accepted, at least 30 members must be present and two-thirds must agree.

## 10. Dissolution

If the Committee by simple majority decide that on any grounds the Association should be dissolved, it shall call a Special General Meeting, giving at least a fortnight's written notice. If the Committee's recommendation is upheld by a simple majority of those present, the Association shall be dissolved.

In that event, the meeting shall decide how any remaining funds shall be disposed of.



**Roupell Street Conservation Area**  
Lambeth Council / Ordnance Survey

# Committee Procedure

## 1. Quorum

The Committee shall have a quorum of five.

## 2. Committee Meetings

Notice of the date, time and place of the next Committee Meeting shall normally be given at the end of the previous meeting, or by email at least a fortnight beforehand.

## 3. Agenda and Minutes

The Agenda shall be circulated at least two days prior to the meeting. Minutes will be taken, usually by the Secretary, and will be circulated to Committee Members as soon as possible afterwards.

Matters raised by Committee or Association Members or others shall be placed on the Agenda of the next Committee Meeting.

## 4. Dedicated Roles

Committee Members with Dedicated Roles shall normally raise, or have referred to them, any matters relating to those roles.

They will handle those matters and report at each Committee Meeting, unless they are unable to attend when written reports may be provided.

## 5. Voting

Decisions shall be made by consensus. When consensus cannot be reached, the Chair shall invite a vote by show of hands; unless unanimous, the minutes will record votes for and against, and any abstentions.

The Chair is entitled to vote but will usually refrain. In the event of an equal number of votes for and against a resolution, the Chair may use a casting vote.

## 6. Chair

The Chair presides at Committee Meetings, directing deliberations towards fulfilling the Objectives and ensuring all have appropriate opportunity to express opinions.

The Chair must remain impartial, using best endeavours to resolve any disputes equitably.

## 7. Secretary

The Secretary summons the Committee Members to meetings, and prepares and circulates the Agenda and Minutes.

## 8. Treasurer

The Treasurer keeps accounts and reports at each Committee Meeting and the AGM.

They submit spending to the Committee for approval and make payments when approved.

With the Treasurer's agreement, other signatories to the Association's bank account may also process approved payments.

## 9. Contact and correspondence

The Chair or Secretary lead contact and correspondence on behalf of the Association.

Any Committee Member with a Dedicated Role may contact and/or correspond with other organisations on behalf of the Association in relation to their roles, but shall copy the Chair and Secretary on any correspondence.

If circumstances should ever arise where the Chair or Secretary have concerns about correspondence, they may ask for it to cease until it can be discussed by the Committee.

## 10. Consultation between Committee Meetings

If they consider any matter pressing, the Chair, Secretary or any Committee Member may conduct a Committee Consultation by email between Committee Meetings.

Committee Members may respond to such Consultations and where majority decisions are reached they may be actioned.

If any Committee Members do not have an email address, they shall be supplied with the Committee Consultation in writing.

#### **11. Confidentiality**

Committee Members shall use appropriate discretion and tact if discussing any Association matters outside the Committee. If in doubt, they should consult the Chair, Secretary or Treasurer.

Committee Minutes shall be confidential.

#### **12. Non-attendance at meetings**

At its discretion, the Committee may replace anyone who has missed more than half the Committee Meetings in a year.

#### **13. Vacancies and co-opting**

If a vacancy occurs on the Committee during the year, the Committee will normally invite anyone who was not elected at the AGM, in order of the number of votes. They will have full voting rights.

Any other Association Member may be co-opted to the Committee but will not have voting rights.

#### **14. Others who may attend Committee meetings**

The Committee may invite guests to attend for consultation. Their involvement will be limited to the particular item, and they will not have voting rights.

#### **15. Working Parties**

Working Parties to deal with particular matters may be appointed at the Committee's discretion. Their recommendations shall be put to the Committee before action is taken. A Working Party shall include at least one full Committee Member, who will chair meetings and liaise with the Committee.

#### **16. Representation on other organisations**

If representation on other organisations is decided, delegates will be appointed by the Committee.

#### **17. Conduct of Committee Members**

Committee Members shall aim at complete integrity, regular attendance, conscientious care and use of their best skill, remembering their position of trust and responsibility to the Association.

Every Committee Member has the right to express and vote for their opinion, but they must behave in a reasonable manner and treat the views others express with respect and courtesy, and abide loyally by decisions made as the Committee is collectively responsible for its actions.

#### **18. Termination of Committee Membership**

Committee Membership ends if a Committee Member ceases to live in the Area or resigns. Any serious or persistent breach of these procedures by a Committee Member may result in their Committee Membership being suspended or terminated by a two-thirds majority vote of the Committee.

**The Committee may determine its own proceedings within the framework of this Committee Procedure.**