

LEA PARK RESIDENTS ASSOCIATION OF THAME OXFORDSHIRE CONSTITUTION AND ARTICLES OF ASSOCIATION Revised

1. The Association shall be known as the Lea Park Residents Association of Thame.
2. Membership of the Association shall be open to even house numbers 94 to 108 Aylesbury Road, and all households of Edgehill, Fleetwood Way, Skippon Way, Lambert Walk, Ireton Court, Pym Walk, Harrison Place, Roundhead Drive, Cromwell Avenue, Parliament Road, Chalgrove Road, Berkeley Road, Cavalier Road, Rushall Road, Hopton Road, Denbigh Road, Henrietta Road, Ludlow Drive, Strafford Way, Charles Drive, Ormond Road, Clarendon Drive, Blake Way, Dunbar Drive, Marston Road, Onslow Drive, Digby Close, Naseby Close, Langdale Road, Stuart Way, Goffe Close, Weldon Way, Grenville Way, Overton Drive, Cavendish Walk, Pennington Place, Hamilton Road, Sedgemoor Drive, Astley Road, Glenham Road, Pelham Road and Vane Road. All matters requiring membership voting will be on the basis of one vote per member household.
3. The subscription for membership of the Association will be £2.00 per household per year and existing members will be encouraged to set up an annual standing order. Changes to subscription rates can only be agreed at the Annual General Meeting or Extraordinary General Meeting of the Association.
4. Subscriptions or other money raised for the Association must only be used to further its stated aims.
5. A record of the members of the Association shall be kept by the Membership Secretary of the Association. These records should be stored securely so that members' information is not compromised. The committee is bound to protect the members' confidentiality by ensuring that the database is not available to individuals and organisations. LPRA will only email when we have information to disseminate and all mailings will be authorised by an elected committee member.
6. The aims of the Association shall be:-
 - a. Identify problems which affect residents' quality of life and to ensure that Lea Park remains a safe and pleasant place to live.
 - b. Find solutions to problems that arise.
 - c. Represent residents' concerns to local and national government and other agencies having authority over Lea Park.
 - d. Help put groups of residents in touch with voluntary, private and public organizations which may be able to assist them in maintaining and repairing the shared areas of Lea Park.
 - e. Actively campaign for changes and improvements in the area.
 - f. Enable residents to help and support one another in delivering a better environment.
7. The Association must treat all qualifying members equally.
8. **MANAGEMENT**
 - 8.1. The business of the Association will be carried out by a committee comprising a Chairperson, Vice Chairperson, Secretary, Membership Secretary, Treasurer, Media Secretary and other representatives from Lea Park.
 - 8.2. The Treasurer should be a person competent in financial record keeping and able to prepare accounts at the year-end showing monies received and expended during the year. The Treasurer should be checked with DBS to ensure financial probity.
 - 8.3. No Committee member shall enter into any legal agreements or contracts, or commit the Association to financial indebtedness or donate monies except with the approval of a duly convened meeting of the full committee.
 - 8.4. All Committee members must be residents of Lea Park,

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- 8.5. All Committee members must be elected at an Annual General Meeting, however, should the number of committee members drop below six during the year, a replacement should be sought amongst the membership. The person/s proposed should be notified to the membership and if no reasonable objections are received within 14 days, they should be coopted for the remainder of the year. All nominations must be proposed and seconded before being put forward for election.
- 8.6. An independent auditor or examiner of accounts should be used to verify the validity of the accounts.
- 8.7. All Committee members will have to be re-elected at each Annual General Meeting and in normal circumstances no committee member can stand for more than four years. In exceptional circumstances, where insufficient new committee members are elected at the AGM to meet the configuration at Clause 8.1, or where it is deemed necessary to maintain continuity or hand over experience, the new committee can invite an outgoing committee member/s to stand again. The ex-committee member's nomination must be notified to the members and they must be given the opportunity to object to the nominee in line with Clause 8.5.
- 8.8. No person shall hold more than one post on the Committee except in exceptional circumstances where it may be necessary on a temporary basis.
- 8.9. The Committee shall represent the Association either by delegation or in entirety in dealings with other organisations, Local and/or National Government officials, Corporate Bodies and/or individuals.
- 8.10. A person outside of the Committee, must be nominated by a full committee meeting, in order to be able speak on behalf of the Association and their role will be defined by the Committee according to their specialized knowledge or specific function. No ordinary member of the Association may speak on behalf of the Association without prior authorization by the Committee.
- 8.11. The Association shall not be a member of, nor affiliated to, any political party. The Association shall not allow its name to be used by anyone soliciting support for election to public office.
- 8.12. Neither the Committee nor its elected officers may commit the Association to supporting or opposing any proposed development plans without the approval of the members of the Association. Membership approval may be obtained in any of the following ways:
1. At an Annual General Meeting, where all members have been notified in advance of the meeting, based upon a majority of two-thirds of member households attending the meeting. Proxy votes are not authorised for AGMs.
 2. At an Extraordinary General Meeting (convened as per Clause 9.3) based upon a majority of two-thirds of member households attending the meeting. Proxy votes are not authorised for EGMs.
 3. A ballot of all members (by email supplemented by hand delivery or post) where two thirds of the member households responding are in agreement.
- 8.13. Membership approval on policy decisions other than a proposed development plan that the Committee consider to require a binding member vote will be obtained via a ballot of all members (by email supplemented on best endeavours by hand delivery or post) where a majority of the member households responding are in agreement. Surveys by email alone may be used for opinion polling of members' views.

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9. MEETINGS

9.1. The committee shall meet at least four times a year, of which one must be the Annual General Meeting of the Association. Members of the committee must be given no less than 7 days' notice of a meeting.

The Chair (or Vice Chair) will conduct all committee meetings.

The Secretary (by exception, a nominated deputy from within the committee) will arrange all committee meetings, keep and circulate the minutes to committee members and make them available for subsequent meetings. For committee meetings one third of the Committee must be present to make a quorum.

9.2. Annual General Meeting (AGM) will be convened annually at which:

- The Chairperson will present the annual report of the Association.
- The Treasurer will present the accounts for the past year.
- The Committee members will be elected.

Additional presentations or agenda topics may be added to this core agenda. Any proposals from members given to the Secretary seven days before the meeting will be considered by the Committee. The meeting will be minuted by the Secretary and the minutes are to be available for members to see. At meetings (AGM and EGM) all votes taken will be decided based upon a majority of member households present and voting and are binding on the committee (except where specified elsewhere in the Constitution). Members of the Association must be given no less than 21 days' notice of the AGM.

9.3. An Extraordinary General Meeting (EGM) of the Association shall be convened by the Secretary on receipt of a request in writing authorised by the signatures of not less than 25 members, or where deemed necessary by the Committee. Notice and Agenda of such EGMs shall be posted on the LPRA web site and emailed to members who have provided current email addresses and posted to members who have not provided an email address at least 14 days before the date fixed for the meeting.

10. FINANCE

10.1. The books, records and accounts will be kept in accordance with generally accepted accounting practice. The Treasurer will prepare a statement of receipts and payments at the end of each financial year, certified by an independent examiner, to be presented at the Annual General Meeting.

10.2. The Treasurer must keep proper accounts of income and expenditure and must report them as required by the Committee and general meetings.

10.3. The books, records and accounts will be kept in accordance with generally accepted accounting practice. A third of members attending a general meeting can request an independent examination or an audit to be carried out to confirm that this is the case, although the cost of such an exercise should be considered.

11. CHANGING THE CONSTITUTION Changes can only be made at the Annual General Meeting, or an Extraordinary General Meeting, of the Association and requires a majority of members present and voting at the meeting.

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12. DISSOLVING THE ASSOCIATION The Committee, or if the Committee no longer exists, a majority of the remaining members, can propose that the Association be dissolved at an Annual General Meeting or at an Extraordinary General Meeting. Two-thirds of member households present must approve of the decision.
 - 12.1. Any assets remaining after the Association has satisfied all of its liabilities must be used for the benefit of the whole Lea Park community.