

Grove End Gardens Residents Association

Constitution and Rules

Originally adopted: 4-Nov-1982.

Amended by resolution of the Association: AGM 22-May-2007, EGM 15-Oct-2009, AGM 18-Jun-2012.

1. Name

Grove End Gardens Residents Association (GEGRA).

2. Aims

To promote the shared interests of GEGRA's members and ensure that residents' concerns are appropriately addressed promptly and comprehensively by management and the local council.

Including but not limited to:

- Maintaining and improving the amenities affecting GEGRA's members.
- Ensuring the service charge is fair and reasonable, and is spent effectively and efficiently.

3. Membership

(i) Membership is open to:

Leaseholder – a person owning a flat in Grove End Gardens (GEG) under a lease and who pays to the Landlord or their agent, or their immediate landlord, a variable service charge with respect to that flat;

Tenant – a person lawfully occupying a flat at GEG and not falling within the definition of Leaseholder.

(ii) Membership is obtained by paying a non-refundable annual membership fee for each flat on 1 April each year.

(iii) Membership of GEGRA shall be an acknowledgement of the acceptance of these Rules and Constitution.

(iv) Membership of GEGRA shall terminate:

- (a) when a member gives notice in writing to the GEGRA Secretary or ceases to pay the annual membership fee;
- (b) when a member ceases to be either a Leaseholder or a Tenant of GEG;
- (c) where the GEGRA General Committee (see 4(a) below) in its absolute discretion resolves to cancel the membership of any member who has acted in a manner contrary to the aims or rules of GEGRA.

4. Organisation

(a) GEGRA shall be run by a General Committee of up to 12 GEGRA members elected at the AGM; all roles are unpaid. Following the conclusion of that AGM, the General Committee shall elect from among its members a Management Committee, comprising the officers of GEGRA namely a Chair, Vice Chair, Secretary and Treasurer, all unpaid. Should vacancies occur during the year, the General Committees may co-opt additional members from the current GEGRA membership. All Committee members, whether elected or co-opted, shall retire annually at the AGM and are eligible for re-election without nomination. No member shall serve a term of more than two consecutive years as Chair, except with a two-thirds support of the incoming General Committee. All committee members must declare any conflict of interest.

(b) The Chair shall be responsible for the conduct of the affairs of GEGRA and shall direct and have the casting vote of the Management and General Committees which must be convened not less than four times a year. Committee meetings may be convened by 14 days written notice, containing the Agenda. The quorum of the Management Committee shall be two officers, one of whom must be the Chair or Vice Chair; and of the General Committee shall be two officers and three members.

(c) The Management Committee may form sub-committees for special projects and co-opt members from its current GEGRA membership for a specific project.

(d) A member of the Management and General Committees shall cease to be eligible where:

- (i) they cease to be a member of GEGRA; or
- (ii) they fail to attend two consecutive meetings without the prior consent of the Chair; or
- (iii) a resolution of the General Committee requires a member to stand down.

(e) The Secretary will take and issue minutes of the Management and General Committee meetings to all Committee members.

(f) The financial year shall run from 1 April to 31 March. The Treasurer shall keep a simple record of income and expenditure and a balance sheet to submit to the AGM; the supporting documents shall be available for inspection by any GEGRA member for up to six months after the AGM. Any recommendation to change the membership fee must be approved by an AGM or EGM.

(g) The Management Committee shall be responsible for keeping GEGRA members appropriately informed.

(h) Any letter, circular or other document issued in the name of GEGRA must be authorised either by the Chair or, in their absence, the Vice Chair and one other GEGRA officer.

5. General Meetings

(a) The AGM of GEGRA shall be held within four months from the close of the previous financial year. The AGM shall be presented with a report of the year's work of GEGRA.

(b) Either the officers of GEGRA or a written request signed by a minimum of 10 GEGRA members may call for an Extraordinary General Meeting (EGM) of GEGRA.

(c) AGMs and EGMs shall be convened by the Secretary by giving 21 days' notice and by posting notice of the meeting on each of GEGRA's notice boards. The quorum for an AGM and EGM is 25 members.

(e) Resolutions for an AGM and EGM shall be proposed and seconded by GEGRA members and notified to the Secretary seven days before the relevant meeting, unless, exceptionally, the resolution is admitted by the Chair at the meeting.

(f) Nominations for membership of the General Committee shall be proposed and seconded by GEGRA members, shall include the written consent of the person nominated to act if elected, and shall be notified to the Secretary seven days in advance of the AGM unless, exceptionally, the nomination is accepted by the Chair at the meeting.

(g) A notice detailing all resolutions and nominations, including the names of the proposers and seconders, shall be kept by the Secretary and be available for inspection by any GEGRA member for seven days prior to the AGM or EGM.

(h) Minutes of General Meetings, recording details of all voting, will be made available to the membership.

(i) Voting shall be by a simple majority and by a show of hands unless the majority of those present demand a ballot. In the case of a tie, the Chair of the meeting shall have the casting vote.

(k) The Chair has the discretion to deal with matters which principally affect Leaseholders at a specially convened meeting of Leaseholder members, where the quorum will be 15. Alternatively, the Chair can deal with the matter at the General Meeting by allowing only the Leaseholders to vote. Similar provisions shall apply for Tenants.

(k) Every member present shall have one vote except in the case of joint Leaseholders/Tenants, where only one person will be permitted to vote. In case of any dispute the decision of the Chair shall be final.

6. Finance

(a) The property and funds of GEGRA shall be held and administered by the Management Committee who will authorise any payment.

(b) A bank account shall be opened in the name of GEGRA. All cheques must be signed by two officers, neither of whom shall be the payee.

(c) In the event of GEGRA being wound up, any surplus funds shall be disbursed to a suitable charity to be decided by a simple majority of the GEGRA membership.

7. Alteration to the Rules and Constitution

Alterations of the Rules and Constitution of GEGRA shall be made only at an AGM or EGM.

8. Liability

The advice and assistance supplied by GEGRA, its officers, Committee members or members will be given without any liability or responsibility for any loss, however caused.