

## **Constitution of Sovereign Harbour Residents' Association**

### **General**

1. The association shall be called "Sovereign Harbour Residents' Association".
2. The object of the association shall be the representation of the interests of residents of Sovereign Harbour.

### **Membership**

3. Membership is open to all residential households within the area of Sovereign Harbour, as defined by the map attached to this constitution as Figure 1 and dated 9 May 2006 .
4. Membership fees shall be determined by the committee of the association.
5. Each household shall be entitled to one vote at general meetings and in election of association officers.

### **Management**

6. The management of the association shall be vested in a committee of up to twelve members comprising chairperson, deputy chairperson, treasurer and secretary, together with up to eight other members.
7. The committee shall be empowered to:
  - organise the provision of services to members
  - set membership fees
  - make decisions, regulations and bye-laws in accordance with this constitution, and
  - settle disputed points not otherwise provided for
8. A quorum at committee meetings shall comprise no less than 50% of committee members. In the absence of the chairperson the meeting shall be chaired by the deputy chairperson or secretary.
9. Each committee member shall offer themselves for re-election at the annual general meeting (AGM) of the association. In the period between AGMs the committee shall have the power to replace inactive committee members and to co-opt additional committee members up to a maximum of twelve.
10. The association's financial accounts shall be prepared on a calendar year basis and submitted to the AGM for approval. Funds and other property of the association shall only be applied towards the furtherance of the association's agreed objectives. In the event of dissolution of the association, any funds remaining shall not be paid to or distributed amongst the members but shall be devoted to objectives similar to those of the association, or to a recognised charitable organisation.

### **AGM and Election of Committee**

11. An annual general meeting (AGM) of members shall be held during each calendar year to
  - Receive the chairperson's report
  - Adopt the financial accounts for the previous year, and
  - Elect committee members. An honorary auditor who is not a member of the committee shall also be elected at each AGM.
12. An announcement of the AGM shall be made at least four weeks prior to the date of the AGM. The notice shall also seek nominations for the committee. Nominations will be accepted up to one week prior to the date of the AGM.

13. Should twelve or fewer nominations be received, the committee for the ensuing year will comprise all those nominated. The positions of chairperson, deputy chairperson, secretary and treasurer will be determined as the first item of business at the next committee meeting.
14. Should more than twelve nominations be received, each candidate shall be allowed up to two minutes to address the meeting on his or her objectives and the successful candidates shall be determined by a ballot.

### **General and Special General Meetings**

15. A general meeting of members may be called by the committee from time to time to discuss matters of general interest.
16. A special general meeting may be called by a written request to the secretary signed by 10% or more members giving detail of the matter to be brought before the meeting. The special general meeting shall be called by the secretary within 35 days of the receipt of the request and all members shall be given at least seven days notice of the meeting by the posting of an announcement on the association web site and/or the association newsletter. The meeting shall give absolute priority to the matters of which notice is given in the request, but for convenience may address additional items as the committee sees fit. All items to be considered at the special general meeting will be communicated to members when notice of the meeting is given.
17. No amendments shall be considered to this constitution except at an AGM or special general meeting. Proposed amendments shall be made in writing, signed by the proposer and seconder members and be received by the secretary in such time that at least 14 days notice may be given by the posting of an announcement on the association web site. To be successful, all amendments shall require a two-thirds majority of members present.
18. A quorum at a general, special general and annual general meeting is 10% or more members. Unless stated otherwise, decisions are effected by a simple majority of members present.
19. In the event of an equality of votes at any general meeting or committee meeting the chairperson shall have an additional and casting vote.
20. Nothing in this constitution shall restrict the committee from acting in the interests of the members to deal with any emergency or any event that makes it impractical to follow the constitution and rules previously agreed.