

Park Hill Residents' Association Constitution

Adopted on 14 September 2017

1. Name

The name of the organisation is Park Hill Residents' Association (referred to in this Constitution as PHRA).

2. Area of Benefit

PHRA exists for the benefit of residents and leaseholders of the Park Hill estate (referred to in this constitution as "Park Hill").

3. Objectives

- PHRA will work to benefit the people of Park Hill.
- It will act to represent those people with service providers, local councillors and other partners and carry out activities with the object of improving the quality of life for everybody in Park Hill.
- It will communicate information from these partners to people in Park Hill.
- PHRA shall not support one political party or religion over another.
- PHRA can become officially attached to other organisations that have similar charitable objects.
- PHRA may set up subgroups on specific matters that will report back to the Committee (see rule 7).

4. Powers

PHRA may meet these objectives by:

- holding meetings and events;
- running community activities and training;
- undertaking environmental improvements;
- communicating with people in the area in the most appropriate manner;
- raising money to support these objects; and
- representing the views of the people in Park Hill to elected members of Sheffield City Council, service providers and other bodies.

PHRA may work together with any organisation, public, private or independent

5. Membership

Anyone who is resident or a leaseholder in Park Hill, who supports the objectives of PHRA, and who agrees to abide by its rules may apply to become a member of PHRA. The rights of members may depend upon their age.

Applications for membership will be made annually, either in writing, by email or through the PHRA website. Applicants must give their full name, address (non-resident leaseholders), and their address at Park Hill. PHRA reserves the right to confirm these details to the best of its ability.

If someone lives outside Park Hill they can become a 'well-wisher'. They can't vote at general meetings

The Committee can, for good and sufficient reason, exclude from meetings a member, provided that the member has the right to be heard by the Committee before a decision is made.

6. Equal Opportunities

Membership and all activities of PHRA shall be open to all regardless of age, gender, race, colour, religion, sexuality, marital status, or any disability that a person may have where practicable and appropriate.

No member of PHRA shall discriminate against any other person because of that person's age, gender, race, colour, religion, sexuality, marital status, or disability.

7. The Committee and Officers

a) Officers

The Annual General Meeting of PHRA shall elect from amongst its members a Chairperson, a Secretary, a Treasurer and such other officers as may be deemed necessary. They must be over 16 years old.

- The Chairperson shall preside at all General Meetings and Committee Meetings.
- The Secretary shall be responsible for the administration of PHRA and for taking the minutes at General Meetings and Committee Meetings.
- The Treasurer shall handle all financial matters and maintain all financial records of PHRA, and present financial reports to General Meetings and Committee Meetings.

b) The Committee

There shall be a Committee responsible for the day-to-day activities of PHRA. The Committee shall consist of the officers and up to six

additional members elected at the Annual General Meeting (AGM). Retiring members shall be eligible for re-election. They must be over 16 years old.

c) Vacancies on the committee

The Committee can appoint new Committee members to temporarily fill vacancies at a Committee Meeting until the next General Meeting, where the vacancy may be filled by election from the floor.

d) Non-voting observers

People from outside Park Hill can be invited to join the Committee as a non-voting observers because of their skills. They should not number more than one third of the committee.

7. Meetings

a) General Meetings

General Meetings of PHRA shall be held at least twice in each calendar year. The AGM shall normally be held within 15 months of the last AGM. All members shall be entitled to seven days' notice of any General Meetings of the PHRA. Reasonable effort should be made to ensure that people living in Park Hill are aware of the meeting. At the AGM all the existing committee will retire. They will be eligible for re-election to the Committee along with any other member of PHRA.

b) Committee meetings

The Committee shall meet as often as deemed necessary.

c) Voting at meetings

All motions at General Meetings and Committee Meetings of PHRA shall be decided by majority vote of the members present. In the event of there being an equal number of votes, the Chairperson shall have a second and casting vote.

d) How many people are needed to decide? (Quorum at meetings)

The quorum at General Meetings shall be 25 or one third of total membership, whichever is the least. The quorum at Committee Meetings shall be 3 or 1/3 of the committee, whichever is most, at least one of whom shall be an officer elected under rule 7a).

e) Special General Meeting

A Special General Meeting shall be called if 10 people, eligible to vote, pass a written request to the secretary stating the reason for that request. The meeting should take place within 14 days.

8. Finance

All funds belonging to PHRA, or placed within its care, shall be held by the Treasurer and placed in a bank or building society account, opened in the name of PHRA. All cheques or other money transfers shall require the signature of two of the elected committee.

The financial records and accounts of PHRA shall be examined annually by one independent person who is not a member of PHRA and who is appointed by a General Meeting of PHRA.

9. Alterations to the Constitution and rules

Any proposal to amend these rules shall require a two thirds majority of members voting at a General Meeting of which all members have received at least twenty-one days' notice setting out the wording of the proposed alteration.

10. Closing PHRA down (Dissolution)

A proposal to close PHRA is an amendment to the Constitution (see rule 9). PHRA must have discharged all its legal and contractual obligations and liabilities before it closes. On closing PHRA's assets and funds remaining after the settlement of debts and liabilities shall be donated to another voluntary body or bodies with similar or compatible aims, decided by PHRA in a General Meeting.

This Constitution and rules were adopted by a General Meeting of PHRA held on 14 September 2017.

Signed:

(Chairperson)

Dated: