

## **Constitution for Century House Residents' Association**

### **1 NAME**

The name of the association shall be the 'Century House Residents Association', hereinafter called the association.

### **2 OBJECTS**

The objects of the association shall be:

- (a) To represent the residents' interests in any matters which members decide should be taken up with the landlord or the managing agent;
- (b) To represent the residents' interests in any matters which members decide should be taken up with local government or planning authorities;
- (c) To promote the welfare and common interests of the members.

### **3 MEMBERSHIP**

Membership shall be open to all leaseholders and tenants of Century House, other than the landlord, the agent, and any of their employees, but voting shall be restricted to one vote for each flat. All residents will be entitled to attend members meetings.

The annual subscription in respect of each flat shall be due on 31 December of each year. The amount shall be fixed by resolution at the annual general meeting.

Membership of the association shall be an acknowledgment of acceptance of its rules and constitution.

Membership of the association shall terminate:

- (a) Upon a member giving written notice to that effect to the secretary;
- (b) Upon a member ceasing to be a leaseholder or tenant of Century House.

### **4 ORGANISATION**

The committee shall consist of up to five members of the association, the officers thereof being a chairman, a secretary and a treasurer.

The election of the committee and its officers shall take place at the annual general meeting.

Committee members so elected shall hold office until the following annual general meeting when they shall be eligible for re-election without re-nomination.

Nomination for membership of the committee shall be proposed and seconded by another member of the association and notified to the secretary seven days in advance of the annual general meeting and shall include written consent of the nominee.

## 5 THE COMMITTEE

The committee shall be empowered to fill any vacancy occurring on the committee or among the officers for the remainder of its term of office; it shall also be empowered to co-opt up to three extra members if necessary. The committee shall also be empowered to appoint sub-committees from the membership, whose decisions will be subject to confirmation by the committee. The committee shall meet as and when required, its quorum consisting of a simple majority of its members, at least two of whom must be officers.

## 6 MEETINGS

The annual general meeting of the association shall be held not later than October 31 in each year. A report will be given at the annual general meeting of the years work of the association.

An extraordinary general meeting of the association may be convened at any time by the secretary, either upon written instructions of the committee, or at the written request of no fewer than six members of the association.

At the annual general meeting of the association, or at any extraordinary general meeting, 25% of the membership shall constitute a quorum, and if not present the meeting shall be adjourned to another day when members present shall form a quorum.

An ordinary general meeting of the association may be convened at any time by the secretary.

Any general meeting of the association may be convened on fourteen days written notice to the members, which notice shall contain the agenda.

Seven days' notice in writing must be given to the secretary of any resolution to be moved at any general meeting unless such resolution is admitted by the chairman at the meeting.

A notice containing all resolutions and nominations to be moved, with the names of those proposing and seconding each resolution or nomination shall be sent to each member seven days before the general meeting.

## 7 VOTING

Each flat will have one vote irrespective of the number of persons living in the flat.

Members entitled to vote will also be entitled to appoint a proxy to vote in their place and specify , if desired, how that proxy shall vote.

Voting at a meeting of the association shall be by a simple majority and be by the show of hands or in writing, if the member is unable to attend in person. In the case of equality the chairman shall have the casting vote.

For purposes connected with sections 18-30 of the Landlord & Tenant Act 1985, voting shall be restricted to variable service charge payers.

## 8 FINANCE

The property and funds of the association shall be held and administered by the committee, a resolution of the committee shall be sufficient authority for any payment therefrom. The financial year shall end on 30 June up to which date an annual statement of accounts and balance sheet shall be submitted for approval at the subsequent annual general meeting.

A bank or building society account shall be opened in the name of the association. Withdrawal of money from the account will require the signatures of two committee members, one of who must be an officer.

## 9 AUDITORS

An auditor may be appointed by a resolution at the annual general meeting. Committee members shall not be eligible for appointment as auditor.

## 10 ALTERATION TO THE RULES AND CONSTITUTION

No alteration to the rules and constitution of the association shall be made except at the annual general meeting or at an extraordinary general meeting.

## 11 SUGGESTIONS AND COMPLAINTS

All suggestions and complaints on matters regarding the association shall be made to the committee, preferably in writing.

## 12 WINDING UP OF THE ASSOCIATION

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

Ref.: UKPROP51 AJF Original 13-Oct-92, Revised 13-Nov-92.