

## **1. Name**

The name of the organisation shall be Lumsden Avenue Residents' Association (LARA)

## **2. Geographical Area**

Lumsden Avenue is described as the road covered by postal codes SO15 5EJ, SO15 5EL and SO15 5EN, in the Freemantle Ward of Southampton, Hampshire. Lumsden Avenue is parallel to both Malmesbury Road and Newlands Avenue and is the area from Shirley Road and continuing up to Charlton Road with the property numbering going up to 82 (although some numbers are missing).

## **3. Aims and Objectives**

- a) To bring the people of the Lumsden Avenue together.
- b) To be able to work together to improve the surroundings of both Lumsden Avenue and its local area.
- c) To represent the residents, taking action on issues of concern or interest in ways that improve the area and incorporate the values of the Association.
- d) To encourage participation of the residents of Lumsden Avenue to represent, as far as possible, the interests of residents of Lumsden Avenue.
- e) To further develop good community relations and spirit already existing on Lumsden Avenue.
- f) To work towards partnership with Southampton City Council and other public, private and voluntary service providers to benefit the local residents.
- g) To seek assistance, support and advice (when required) from service providers, organisations and individuals.
- h) This association supports no political party and is non-discriminating.

## **4. Methods of Achieving Objectives**

- a) LARA will research the aspirations, needs and issues of its members, so that it can represent them.
- b) LARA will raise issues of concern to its members.
- c) LARA will attempt to keep its membership informed and give everybody the opportunity to put their views forward.
- d) LARA will produce and disseminate relevant information among LARA members.
- e) LARA will aim to make it as easy as possible for its members to take a full and active part in its organisation.
- f) LARA will organise events and/or meetings to further its aims and enable communication with members.
- g) LARA will raise awareness of LARA among other voluntary and statutory groups so that new and existing initiatives can be identified, and to exchange information and advice with them.

- h) LARA shall raise funds by any lawful means, including contributions, donations, legacies, grants and fundraising.
- i) All funds and property of LARA shall be used solely to promote LARA's objectives, as set forth within this constitution.
- j) No funds of LARA shall be paid or transferred directly or indirectly by way of profit to any member of LARA.
- k) LARA shall be entitled to do all such other lawful things as are considered necessary to further the aims of the Association.

## **5. Membership**

- a) Membership of LARA shall be automatic to all persons over the age of 16 whom are resident within the association's defined boundaries of Lumsden Avenue, regardless of gender, disability and culture.
- b) Residents of Lumsden Avenue may opt out of membership of LARA, should they wish to.
- c) Members should actively seek to represent the various needs of the area, and must not discriminate on the grounds of nationality, political opinion, race, religious opinion, sex, sexuality or disability.

## **6. Meetings**

- a) Meetings of the members will be held at least once every 6 months; with the Annual General Meeting to be held within 15 months of the preceding Annual General Meeting.
- b) Whilst everyone is welcome to attend members' meetings, the participation of non-residents will be at the discretion of the meeting's chairperson.
- c) Statutory, voluntary and local organisations and businesses are may be invited to send representatives to members' meetings. Such representatives shall not have any voting rights.
- d) At least 21 days' notice of the Annual General Meeting shall be given to members by the secretary.
- e) The business of each Annual General Meeting shall be:
  - i. to consider reports from members and the committee on the work of LARA and its activities during the preceding year
  - ii. to approve the audited and/or independently examined accounts
  - iii. to elect the committee
  - iv. to consider any other business of which due notice has been given.
- f) Three (3) committee members or one third of the total membership may call Extraordinary General Meeting (EGM). At least 21 days' notice shall be given to members by those calling the EGM.
- g) Meetings of the Committee shall be held on an ad-hoc basis, as required.

## **7. Formal Procedure at Meetings**

a) Voting

All issues and/or questions arising at any meeting shall be discussed. If a consensus is not reached, the way forward shall be decided by a simple majority of those present and who are entitled to vote. In the case of any equality of votes, the meeting's chairperson has the casting vote. All members of LARA present at each meeting shall have one vote. Voting by members not present at a meeting shall be at the discretion of the chairperson, with voting forms distributed to all members at least 14 days in advance of the vote. Members must declare any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on this occasion.

b) Quorum

For a members meeting or a committee meeting to be quorate, it shall be attended by at least four (4) members, including at least two (2) committee members. For an Annual General Meeting or Extraordinary General Meeting to be quorate, it shall be attended by at least four (4) members. In the event that no quorum is present at any meeting, any decisions shall stand adjourned, until those members present shall be deemed to form a Quorum.

c) Minutes

Minutes shall be produced for every meeting, normally within two weeks of the meeting taking place. The minutes shall be produced by the LARA committee's appointed secretary, or nominated stand-in, and shall record all proceedings and resolutions. The minutes shall be made available to any member who wishes to review them. At each meeting, the minutes from the previous meeting shall be reviewed, giving those attending the opportunity for comment before they are approved.

## **8. Committee**

- a) At each Annual General meeting, the committee will be elected from its members.
- b) All previous elected committee members will stand down at each Annual General Meeting but may stand for election.
- c) The committee shall elect the following officers:
  - i. Chairperson.
  - ii. Vice-Chairperson
  - iii. Treasurer
  - iv. Secretary
  - v. The committee may also appoint any of its members to undertake other identified roles. i.e. publicity officer.
  - vi. The committee may also appoint officers without portfolio.

- d) The committee, whom the membership have authorised to act on their behalf, shall have the power to make minor decisions considered inexpedient to await the next scheduled meeting; and which is to the benefit of the membership. Such actions will be reported at the next meeting. All other issues and decisions shall be subject to the recommendations of a full meeting.
- e) The committee may co-opt representatives with particular expertise, knowledge or skills, whether members of LARA or not. These representatives do not gain any additional voting rights.
- f) If an elected committee member does not attend three (3) successive meetings without good reason, their membership of the committee may be ended by a vote. The chairperson or secretary will confirm this dismissal in writing.
- g) Should a vacancy occur on the LARA Committee, any member may stand for election to the committee giving not less than one (1) week's notice. For Annual General Meetings, this period of notice does not apply.
- h) The committee shall make and carry out decisions in accordance with the objectives of the association, and shall be reported to the next members' meeting if these decisions are not made in a members' meeting.
- i) Committee members shall attend ad-hoc meetings of the committee, if possible, the results of which shall be shared at the next members' meeting to any member of the association who wishes to attend.

## **9. Committee Responsibilities**

- a) Chairperson  
Usually chairs all meetings. Ensure that all present can contribute without interruption and intimidation. Prepare the agenda with the secretary and ensure that agenda items are resolved. The chairperson will be the public face of our organisation and represent the group.
- b) Vice-Chairperson  
The Vice-Chairperson will support the chairperson in fulfilling the above role.
- c) Secretary  
Deal with all correspondence, keep minutes and records. Keep all members informed. Prepare the agenda with the chairperson.
- d) Treasurer  
Keep up to date records of all financial transactions and make sure all members of the association receive all their expenses promptly. Make regular financial reports and prepare the accounts for the auditor. Present audited accounts to the AGM.
- e) All Members of the committee will  
Work as part of a team and have the right to authorise members to represent the association to outside bodies.

## **10. Working Groups**

- a) Members of LARA or the committee may, from time to time, ask small groups of people to look at particular issues. These groups shall be known as working groups. Such groups will be able to investigate, discuss and make recommendations, but unless authorised by the membership or committee respectively, will not have the power to make decisions on behalf of LARA.
- b) The composition of each working group should consist of at least three (3) members, at least one (1) of whom shall be a committee member.

## **11. Conduct of Business or Standing Orders**

- a) Members may speak only through the chairperson.
- b) Decisions will be agreed by a simple majority, voted in through a show of hands, or a secret ballot.
- c) Meetings will end at the time agreed by the committee unless all those present agree to extend the meeting.
- d) Any offensive behaviour, including racist, ageism, sexist or inflammatory remarks will not be permitted.
- e) No member shall use his or her position for financial or personal gain.
- f) The secretary shall deal with all correspondence.
- g) Agendas shall be distributed to the membership at least two days before a meeting, where possible. Items for the agenda should be forwarded to the secretary and chairperson five days before the meeting, where possible, or covered under the Any Other Business (AOB) section of the meeting.
- h) Minutes shall be distributed to the members within 10 days of a meeting, where possible.

## **12. Finance**

- a) An account shall be opened and maintained in the name of LARA with a suitable bank or building society.
- b) The general committee shall authorise in writing at least three (3) signatories. These signatories will consist of the treasurer, secretary and at least one (1) other committee member.
- c) Two (2) authorised signatures shall be required to debit the LARA account, in any way.
- d) The treasurer shall properly account for all expenditure and income, and shall present an inspected report (independent of the committee) to the Annual General meeting.
- e) The treasurer shall report LARA's current financial position to meetings.
- f) All monies acquired by LARA shall be applied to the benefit of LARA and shall be used for no other purpose.

- g) The LARA financial year shall run from 1 April to 31 March.
- h) Repayment of reasonable out of pocket expenses incurred by volunteers may be refunded. All receipts and invoices must be kept and a written receipt given for any expenditure. Repayment of unreceipted expenses is at the discretion of the treasurer. Repayment of expenses presented more than 3 months after the date of expenditure is at the discretion of the treasurer.

### **13. Leases and Agreements**

- a) As trustees for and on behalf of the group, the current chairperson, (vice-chairperson, if applicable), secretary and treasurer, may enter into leases and access agreements that are transferable to ongoing elected office bearers to further the objectives of the group.

### **14. Amendments to the Constitution**

- a) Amendments to the Constitution can only be made at an Annual General Meeting or Extraordinary General Meeting. A two thirds majority of those attending the meeting is required for the amendment to be successful.

### **15. Dissolution**

- a) In the event of LARA being dissolved, any unspent grant monies and restricted funds are to be returned. Next, any debts due shall be settled. Further, any donations from know parties made during the previous 12 months shall be returned in full, or pro-rata to the funds available. Any remaining funds shall be donated to a chosen organisation with similar objective and/or a chosen charity. The organisations and/or charities shall be decided by a simple majority vote at an Annual General Meeting or an Extraordinary General Meeting.

## **Arrangements until the first Annual General Meeting of Lumsden Avenue Residents' Association (LARA)**

Until the first Annual General Meeting takes place, this constitution shall take effect as the LARA terms of reference.

Signed \_\_\_\_\_ Chairperson

Signed \_\_\_\_\_ Vice-Chairperson

Signed \_\_\_\_\_ Secretary

Signed \_\_\_\_\_ Treasurer

Date \_\_\_\_\_

**ADOPTION of CONSTITUTION of  
Lumsden Avenue Residents' Association (LARA)**

This Constitution was drawn up following the second inaugural Members' Meeting of Lumsden Avenue Residents' Association held on the 17<sup>th</sup> April 2012, where the following persons were elected as trustees and committee for LARA. The signatures below authorise this document to be accepted

Signed \_\_\_\_\_ Chairperson  
Signed \_\_\_\_\_ Vice-Chairperson  
Signed \_\_\_\_\_ Secretary  
Signed \_\_\_\_\_ Treasurer  
Signed \_\_\_\_\_ Officer  
Date \_\_\_\_\_