



Sunray & Egmont Community Residents Association

web: <https://www.secra.org.uk> | email: hello@secra.org.uk | twitter: @communitysunray
facebook: <https://www.facebook.com/sunraycommunity>

Our Constitution

1. NAME

- a) The Association shall be known as the **Sunray and Egmont Community Residents Association (SECra)**
- b) The Association SECra will cover the area broadly bound by the A3, Hogsmill River, Chessington Railway line and A240 to Ewell (shown in the highlighted area of the map in Appendix 1)
- c) Isolated small outlier properties may be added by a majority vote at a General meeting.

2. AIMS & OBJECTIVES

The aims and objectives of the Association shall be:

- a) To represent and to promote the interests of all residents living in the defined area.
- b) To seek to improve conditions for residents in this area.
- c) To work in partnership with RBK and other agencies to achieve our aims.
- d) To represent the interests of residents in consultation with the local authority and other bodies.
- e) The Association shall be non-party political and non-sectarian.

3. MEMBERSHIP

The Sunray and Egmont Community Residents Association (SECra) was officially formed on 3rd July 2019. SECra is a voluntary, non-profit organisation run by and for the whole community that lives, works and plays on the Sunray and Egmont estate, Tolworth, Surrey.

If you would like to make a donation, please visit our online store: <https://secra-shop.azurewebsites.net/> or you can make a direct payment to our account: Bank: Metro, Account Name: Sunray Community, Sort code: 23 05 80, Account Number: 31012066



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- a) Full membership of the Association shall be automatically open to all residents living in the defined area.
- b) Businesses, groups and individuals who are not residents, but who are providing or using amenities or services, within the SECRA area will be defined as associate members and can attend all meetings and put forward requests and suggestions but will not have any voting rights. Examples could include allotment holders, Sunray community hall users, Knollmead Primary school, Scouts, etc
- c) Membership will be free, but some events / initiatives may need to be funded through optional donations.
- d) The Association will challenge any remarks or behaviour at meetings that cause offence and make people feel unwelcome.
- e) The Association will take positive action to reach those people that are under-represented at meetings and events and will ensure that all members have the opportunity to be involved in the Association and its events.
- f) All full members shall have voting rights on all issues raised at general meetings that they attend.
- g) The constitution will be available to read/download on the association website and Facebook group. Each eligible person shall on request be supplied with a printed or emailed copy of the constitution.
- h) It shall be a condition of membership that members always conduct themselves in accordance with the COC at meetings or in premises used by the Association. Any member may be excluded for a breach of this condition or for any other conduct contravening the objectives of the Association. Any member so excluded shall have the right of appeal to the next general meeting.

4. MANAGEMENT COMMITTEE

- a) The Association will be run by a committee of up to 12 elected members at the Annual General Meeting.
- b) The Chair, Vice Chair, Treasurer and Secretary will be voted in at the AGM. If there are insufficient candidates for these roles the elected committee will decide how to fill them at the next General Meeting.
- c) There will be a minimum of 4 committee meetings held during the Association's year; one of which can include the Annual General Meeting



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- d) At least seven days' notice of committee meetings will be given to all members of the committee.
- e) At least 4 members present constitutes a quorum.
- f) Casual vacancies on the committee will be filled by co-opting volunteers if possible. Committee membership will then be ratified at the next General Meeting if appropriate.
- g) The committee shall deal with any issues of management of the Association which require decision during the periods between general Meetings of the Association, and report these to the next General Meeting.
- h) The Committee will take decisions on its priorities, position and actions by a democratic vote. If there is not a clear majority, the Chair will make the final decision.
- i) Committee members who miss more than three consecutive meetings without giving apologies will be asked to resign their post.

5. PROCESS

- a) The committee activities, where possible will divide up into projects with a leader.
 - i. Each project will have a leader (PL) and be allocated a budget to be spent at the leader's discretion.
 - ii. Projects will sometimes have a sub-committee normally made up of committee members and General members as appropriate
 - iii. Project spend and progress will be reported at every General meeting.
 - iv. Suggestions for new projects will be discussed at a committee. Due account will be taken of priority and resources. A sub-committee may be formed to investigate further or commence the project.
- b) Code of conduct (COC)
 - i. All members must abide by the Code of Conduct which is provided as a separate document and process.
 - ii. Complaints
 - 1. Any significant breaches of the COC should be reported to the Chair or Vice Chair.
 - 2. Every effort will then be made to clarify and resolve the issue.
 - 3. If there are serious breaches, the Chair or Vice Chair and at least one other uninvolved member will investigate further and report back to the next General meeting with their recommendation.
 - 4. Penalties will be a verbal warning followed by a written warning and finally asked to leave the committee. In severe cases there will be no intermediate steps and the person will be asked to leave the committee.



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5. Penalties will need ratification by at least an 80% majority vote of the full committee.

6. ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) of the Association shall be held once a year (within 13 months of the last AGM). Written notice of the meeting must be sent at least fourteen days in advance to every household (through newsletter, email, website, social media network and any other means that subsequently becomes available) and members should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the officers and committee at the meeting.
- b) The quorum for the AGM should be a minimum of 6 full members in attendance.
- c) At the AGM meeting:
 - i. The minutes of the previous general meeting & the last AGM will be presented and approved.
 - ii. The existing committee will present a report of the Association's activities in the past year.
 - iii. Audited accounts for the year will be presented.
 - iv. The existing committee will stand down.
 - v. The officers and committee for the next year will be elected
 - vi. Any proposals to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which they are to be considered
 - vii. Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.
 - viii. Nominations for officers and committee members will be accepted only if the person nominated is present at the Annual General Meeting or has given prior notification in writing that they want to stand
 - ix. If there is nobody willing to stand, the committee will decide whether to start procedures to close the Association down
 - x. Alternatively, the committee can continue in office to try and redevelop the Association for up to six months. It is the responsibility of the committee to recruit a new committee or formally dissolve the Association within that period.

7. SPECIAL GENERAL MEETINGS

- a) Special General Meetings may be called at any time for the purpose of altering the constitution or for considering any matter which needs the immediate attention of all members.



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- b) Special General Meetings shall be called either at the written request of at least 6 members of the Association, or if the General Meeting decides by a simple majority that it is necessary or advisable.
- c) At least 14 days' notice of any Special General Meeting will be given to members in writing, stating the reason(s) for holding the meeting.
- d) All matters for decision will be decided by a simple majority of those present and voting.
- e) Committee members unavailable to attend in person can instruct a proxy to vote on their behalf regarding Constitution changes

8. FINANCE

- a) If grants are available for the running of the Association, its initiatives or projects, the grant application criteria must be complied with.
- b) All money raised by or on behalf of the Association shall be applied to cover the running costs of the Association and the achievement of the objectives of the Association and for no other purpose.
- c) The Treasurer shall keep proper account of the finances of the Association and shall open a bank/building society account in the name of the Association and keep copies of all relevant invoices and receipts to support expenditure and income.
- d) The committee will nominate at least 3 people who can sign cheques. These people must not live in the same household or be close family members. If these committee members stand down, they are responsible for transferring responsibility for the bank account to the new committee members.
- e) Each project will be allocated a fund and at least one member of the committee will be the designated project lead for that project. The project lead(s) will be responsible for the proper use of money raised for the project. The project lead must provide receipts to the Treasurer for all money paid out to either suppliers or in expenses to committee members for duties carried out.
- f) In order to make spending decisions promptly and appropriately, the following rules regarding spending decisions must be followed:
 - i. Spending up to £500 can be approved by the project lead for their project and must be reported to the Treasurer with supporting invoice / receipts as soon as possible. Decisions can be made outside of committee meetings

If the proposal fails and it is not time sensitive then it can be tabled at the next



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committee meeting and be decided under rule 2.

If the proposal fails and it is time sensitive, then it can be decided under Rule 2 or at the next committee meeting (general or special) and be decided under rule 3.

- ii. Spending over £500 and up to £1,000 requires consent from the treasurer, secretary, chair (or the vice-chair if Chair is unavailable) plus one other committee member.

Decisions can be made outside of committee meetings.

If the proposer is the Chair, Treasurer or Secretary then the Vice Chair will take the voting role.

If no agreement can be reached, then the proposal fails and can be tabled at the next committee meeting (general or special) and be decided under rule 3.

- iii. Spending over £1,000 requires the decision to be made at a regular committee meeting or by special general meeting if a decision is required prior to the next scheduled meeting.

At least three quarters of committee members either present at the meeting or who have submitted a proxy vote via the Chair must consent.

The proposer does not need to withdraw from voting.

If the threshold required is not a round number, then the threshold will be set as follows: .5 or less then the lower number will be used. .6 or more then the higher number will be used. For example, if $\frac{3}{4}$ of attending/proxy votes equals 6.5 then the threshold would be 6, but if it is 6.6 then the threshold would be 7.

- iv. Spending decisions outside of the projects budget must be ratified by the committee.

- Donation/Grant/finance applications must be approved as a committee with a majority.

- g) Decisions on unrestricted funding/grants budget allocations will be made transparently and democratically

9. AMENDMENTS TO THE CONSTITUTION



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- a) Any proposals to amend the constitution must be presented to the secretary in writing at least 21 days prior to the meeting at which they are to be considered.
- b) There is no requirement for a physical meeting if the committee are unanimous that changes are urgently needed
- c) Proposals to amend the constitution must be circulated to all committee members within the notice of the meeting.

10. DISSOLUTION

- a) If the General meeting decides at any time by a simple majority that it is necessary or advisable to dissolve the Association, the officers shall call a meeting of all members, giving at least 14 days' notice in writing and stating the terms of the dissolution resolution to be proposed at the meeting. A resolution to dissolve the Association shall be agreed by a majority of those present and voting. All outstanding bills will be paid and the balance of any unrestricted grants and funds held by the Association will be transferred and held in trust by RBK and the balance of any restricted grants and funds will be returned to the original donor(s) or organisation(s).

Unrestricted funds are those available to be spent at the discretion of SECra. Restricted funds are those held under specific purposes declared by the donor when making the grant or donation.

By signing this constitution, you confirm that your Association will abide by the standards that are defined in this constitution and recognition criteria.

Signed by Paul Martin, co-Chair

Signed by Wendy Francis-White, co-Chair

Signed by Roger Smith, vice Chair

Appendix 1: Area covered by SECRA

To view the online version, got to:

<https://drive.google.com/open?id=168qF8h3qMqxXi5mUjEsqFeDfegcxEkUp&usp=sharing>