



**Manor Close  
(Canterbury)  
Residents' Association**

## **Our Charter**

### **1. NAME**

The Association shall be called the “Manor Close Residents’ Association”

### **2. MEMBERSHIP**

Membership of the Association shall be available to anyone aged eighteen years and over who is a resident of Manor Close.

The Association is non-political.

Residents wishing to be a member of the Association shall register their name, address and contact details with the Secretary who will maintain the list of members.

### **3. PURPOSE**

Aims

- To act as a focal point for residents to raise issues and concerns relating to Manor Close in the local area.
- To provide a clear channel of communication regarding these matters to and from the Parish Council and other relevant bodies.
- To ensure Manor Close is a good place to live – promoting neighbourliness and community spirit.
- To help Manor Close become firmly established within the broader community.

Scope

The Association shall engage in matters where an issue is determined to have a clear general impact on the whole community or significant proportion thereof. The Association shall not normally become involved in planning applications or other disputed issues of an individual nature unless it is determined that such an issue shall provide a precedent that may have a wider impact on the community.

### **4. MANAGEMENT OF THE ASSOCIATION**

The affairs of the Association shall be managed by the Committee.

The Committee shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer and at least two other members of the Association. It shall not exceed nine members in total. Members of the Committee may be given designated job titles at the discretion of the Committee.



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Committee members will be appointed annually by the members attending the Annual General Meeting. Members of the outgoing committee are eligible for re-election.

The Committee shall have the power to co-opt individuals to fill any vacancies which arise during the year.

The Committee may co-opt up to two further members if necessary in order to ensure representation of all parts of the area or any special expertise.

The Committee may establish sub-committees as it sees fit.

The Committee shall meet at such intervals that they deem appropriate. It shall have a quorum of four members and shall take all decisions based by simple majority. The Chairman or his/her deputy shall preside at all meetings and shall have an additional casting vote in the case of a tie.

All Committee and sub-committee meetings shall be minuted.

Only Committee members or persons authorized by the committee shall have the authority to speak on behalf of the Association.

## **5. GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held every year. The business to be transacted shall include (a) The Chairman's report, (b) questions, (c) election of Committee members, (d) any other business.

Not less than twenty-eight days notice of the GM shall be given to members of the Association.

All decisions of the AGM shall be by simple majority by those present and voting. The Chairman or his/her deputy shall preside at all meetings and shall have an additional casting vote in the case of a tie.

Ordinary General Meetings of the Association may be convened in the same manner by the Committee.

## **6. SPECIAL GENERAL MEETINGS**

A Special General Meeting (SGM) of the Association may be convened at any time for any special purpose upon receipt of a written request to the Chairman from any fifteen members of the Association, stating the purpose of the request.

The Committee shall convene such a meeting within twenty-eight days of the receipt of the request and shall give no less than ten days notice of the meeting and the business to be conducted to all members.

No business other than that for which notice has been given shall be conducted at such a meeting.



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All decisions at an SGM shall be by two-thirds majority by those present and voting. The Chairman or his/her deputy shall preside at all meetings and shall have an additional casting vote in the case of a tie.

## **7. QUORUM**

The quorum for all General Meetings shall be twenty members.

## **8. ALTERATIONS TO THE CHARTER**

No alteration or addition to this charter shall be made except by approval of the Committee.

## **9. DISSOLUTION**

The Association may be dissolved by a two-thirds majority of all those members attending and voting at an SGM called for the purpose.

Any assets remaining after clearing any debts shall be donated to a local charity or charities.