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Great Park

Neighbourhood Association

Great Park Community Centre
Roseden Way
Great Park
Newcastle upon Tyne
NE13 9BD

Email: secretary@gpna.uk

Constitution Great Park Neighbourhood Association

1. Area of Benefit

Newcastle Great Park

2. Aims and Objectives

- a. To promote the interests and wellbeing of residents living in the area of benefit by providing a forum for their views
- b. To liaise with all statutory and other responsible bodies to ensure that high standards of estate management are maintained with specific regard to footpaths, roads, street lighting, open spaces, and recreation areas
- c. To liaise with Newcastle City Council, Newcastle Great Park developers and the Management Company in order to influence the implementation and development of Newcastle Great Park
- d. To improve road and general safety in the area of benefit
- e. To monitor closely the safety of roads within and leading to the Development
- f. To introduce and maintain a vigorous crime reduction policy
- g. To encourage and promote social activities for all age groups

3. Powers

Members must act within the law when carrying out the aims and objects of the association.

To achieve the aims and objects the Association has the power to:

- a. Employ and pay staff (who cannot be members of the committee)
- b. Cooperate and exchange information and advice with other organisations such as voluntary bodies, charities, statutory authorities, and private organisations
- c. Insure the property of the organisation against any foreseeable risk and take out other insurance policies as needed
- d. Appoint delegates and representatives to any bodies with which the Association is concerned where such representation is allowed
- e. Raise funds by any lawful means
- f. Do anything else within the law that is necessary in carrying out the aims

4. Membership

Membership of the Association is open to:

- a. Residents of Newcastle Great Park who are 18 years of age or over
- b. Every member is entitled to one vote at any meeting of the association and is eligible for election or co-option to the committee.
- c. Four levels of membership are to be utilised
 - i. Committee Officer
These are the chairperson, secretary, and treasurer
 - ii. Committee Member
These have opted to join the committee and have a voting right at meetings, and are listed as part of the committee members list
 - iii. Co-opted Member
These have been co-opted to join the committee and have a voting right at meetings and are listed as part of the committee members list
 - iv. General Member
These are all other residents who can attend committee meetings and voice concerns and opinions but do not have a voting right at meetings (except AGMs), and are not listed on the committee members list, but will be listed as in attendance at any meetings they attend

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5. Termination

The Committee has the right to terminate the membership of any member, but before the decision is made, the member has the right to put their case to the Committee.

Any member can resign (terminate their own membership) by notifying the committee officers, in writing (email preferred) or by notifying the committee at any meeting.

6. Subscriptions

No annual subscription is currently envisaged. However, should it become necessary, such subscriptions and their value shall be agreed at a special General Meeting to which all members will be invited.

7. Complaints

Any member having grounds for complaint should bring the complaint to the attention of the Committee, and this must be done in writing. The decision of the Committee in relation to the complaint shall be final.

8. Meetings of All Members

- a. 21 days' notice must be given to members of any Annual or Special General Meeting
- b. Individual notices giving details of a meeting may be sent to all members, or a notice may be displayed in a public place accessible to all members
- c. An Annual General Meeting (AGM) must be held each calendar year to deal with the following business:
 - i. Receive the committee's report and accounts for the previous year
 - ii. Elect members of the committee for the following year. Only one resident per house is eligible to be elected to the as a committee officer
 - iii. Deal with any other matter which the committee, or members, wish to raise provided that the chairperson is prepared to accept it as legitimate business for the meeting
- d. A special general meeting of all members may be held at any time if either the committee calls one, or if at least 5 members ask the committee in writing to call one
- e. The chairperson(s) or vice chairperson of the committee or, in their absence, some other person elected by the meeting takes the chair at the general meeting

9. Voting and Decisions at Meetings

- a. Every resolution at any meeting of the association is decided by most of the votes cast by the members present. In the case of equality of votes the chairperson(s) has a second or casting vote
- b. No decision may be taken at a committee meeting unless at least three committee members are present and two of whom vote in favour
- c. No decision may be taken at a General Meeting unless at least six members are present. If at least this number of members are not present, then the meeting may be adjourned for at least 14 days. At the reconvened meeting, decisions based on a majority vote can be made provided there at least three members present

10. Management Committee

- a. The committee is responsible for the management of the association
- b. It will meet as required but not less than three in each year
- c. The committee consists of a minimum of 4 and a maximum of 14 members of the association
- d. The committee shall be elected at the AGM and will serve for a period of two years, after which they must stand down. They are eligible for re-election
- e. Candidates who wish to stand for election to the committee must make themselves known to the Chairperson of the meeting, at the relevant point at the AGM and must be nominated and seconded by other members
- f. At their first meeting following the AGM, the committee will appoint from amongst themselves:
 - i. Chairperson and Vice-chairperson OR two joint Chairpersons,
 - ii. Secretary
 - iii. and honorary Treasurer

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- g. If anyone resigns from the committee during their term of office the committee has the power to appoint another member to the vacancy. This new member will have the same voting powers as the replaced member and will remain on the committee until the next AGM. The management committee has the power to co-opt any member of the association to the committee at any time.
- h. A committee member automatically ceases to be such if removed by a resolution passed by the other Members of the committee
- i. Committee members who fail to attend two consecutive meetings without sending apologies to an officer automatically forfeit their position on the committee and will be replaced by co-opted members
- j. Apologies for absence should be given to the secretary or another officer before the convened meeting.
- k. Sub Committees may be appointed by the Committee and given powers to undertake specific tasks that may be required by the Management Committee or the members
- l. The Committee must keep minutes of all meetings and ensure that all records relating to the Association are kept safely.
- m. When a committee member leaves the committee for any reason, they must return all correspondence and property relating to or belonging to the association to the secretary or another officer
- n. If committee members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided
- o. The committee members may make reasonable additional rules, policies, and procedures to help run the organisation. These must not conflict with this constitution or the law

11. Finance

- a. The Chairperson, Secretary and Treasurer shall constitute the association finance committee. This finance committee shall be responsible for the administration of any funds belonging to the association and report directly to the management committee
- b. The finance committee have, by the agreement of the management committee, the power to make certain payments on behalf of the association, when necessary, without recourse to the management committee. However, any such payments must be ratified at the next management committee meeting
- c. The association officers and management committee shall administer the association bank account. All funds belonging to, or raised by the association, must be paid into a bank, or building society account operated by, and in the name of, the association
- d. All transactions require at least two authorised signatories who may not live in the same household nor be related
- e. No member of the committee may be employed by the association nor receive any payment except for reasonable out of pocket expenses properly incurred for the purposes of the association
- f. All funds belonging to the association may only be used in furthering the aims of the association

12. Amending/Changing the Constitution

This constitution may be changed at any General Meeting if agreed by a majority vote of the members present. No changes may be made to:

- a. Aims and Objectives (Clause 2)
- b. Amending/Changing the Constitution (Clause 12)
- c. Closing the Association (Clause 13)

13. Closing the association (Dissolution clause)

- a. If the committee decides that it is necessary to close the association, it shall call a Special General Meeting of all members and recommend closure to them
- b. If most of the members present vote in favour of closing the association, the committee shall have the authority to do so

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- c. Any assets remaining after all the debts and liabilities have been paid, must be transferred to one or more voluntary organisations or registered charities, with aims like those of the association

14. Adopting the constitution

This constitution was adopted on 26th October 2020 by the people whose signatures appear below. They are the first members of the organisation and will be management committee members until the AGM, which must be held within one year of this date.