

## **Constitution of Great Park Neighbourhood Association (the “Association”)**

### **1. Area of Benefit**

Newcastle Great Park (“**Newcastle Great Park**” or the “**Development**”).

### **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 in the area of benefit;
- 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 of Members**

To achieve the aims and objects of the Association the Board 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 Association against any foreseeable risk and take out other insurance policies as appropriate;
- d. Appoint representatives, chosen at the discretion of the Committee, 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.

**5. Termination**

- 5.1 The Committee has the right to terminate the membership of any Association member, but before the decision is made, the member has the right to put their case to the Committee.
- 5.2 Any member can resign (terminate their own membership) by notifying the Secretary of the Association 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 General Meeting of the Association to which all members will be invited.

**7. Complaints**

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

**8. Meetings**

- 8.1 The Association shall hold an AGM once each calendar year and not more than fifteen months shall pass between one AGM and the next.
- 8.2 The AGM shall:
  - 8.2.1 Agree the minutes of the last AGM
  - 8.2.2 Receive an Annual Report from the Committee
  - 8.2.3 Elect committee members
  - 8.2.4 Vote on amendments to the Constitution
  - 8.2.5 Consider any resolution put forward by members
- 8.3 Any member over the age of eighteen (18) shall be entitled to stand for election to the Committee, except for any youth committees where members under the age of 16 can stand.
- 8.4 Nominations for the Committee must be received by the Secretary in writing at least three days before the meeting, unless the Committee makes a decision to accept nominations at the AGM.
- 8.5 Nominees should be present at the AGM unless they are unable to attend due to illness, holiday, etc at the discretion of the Committee. The Secretary must be informed before the meeting.
- 8.6 All members must receive in writing not less than seven (7) days notice of the AGM.
- 8.7 Notice of the AGM shall be displayed on public notice boards in the Association's area of benefit.

**9. Special General Meetings**

- 9.1 A special general meeting may be called by the Committee or if requested by at least twenty (20) representatives of the members.

**10. General Meetings**

- 10.1 General meetings are open to all people living in the area of benefit. Everyone from the area of benefit present is entitled to vote on proposals put forward.
- 10.2 Decisions of the General Meeting shall be binding on the Committee.
- 10.3 At least seven (7) days notice shall be given for a general meeting. Every eligible household will receive an invitation.
- 10.4 The quorum for a general meeting shall be a minimum of ten (10) people, including committee members.

**11. Voting**

- 11.1 Decisions at meetings (except those dealing with alterations to the constitution) shall be taken by a simple majority of those voting, including any proxy votes.
- 11.2 The named proxy must be a general committee member. The Secretary must be informed of the proxy not later than three (3) days before the meeting. Each member has one vote.
- 11.3 In the event of a tie of the vote the Chairperson of the meeting shall have the casting vote.

- 11.4 The Chairperson of the meeting shall not otherwise vote on any resolution.
- 11.5 Alterations to the Constitution require a two-third majority of those present and voting at a general meeting. Full details of proposed changes must be circulated at the next general meeting.
- 11.6 Conflict of interest must be declared. A member who declares conflict of interest should then withdraw from the discussion and voting on the issue in question.

## **12. Management Committee (the "Committee")**

- 12.1 The Committee is responsible for the management of the association.
- 12.2 It will meet as required, but a minimum of three (3) committee meetings will be held in each calendar year.
- 12.3 The Committee shall have a minimum of the following officers: a Chairperson, Secretary and Treasurer.
- 12.4 Committee members shall be elected at an Annual General Meeting (AGM).
- 12.5 The Committee shall have a minimum of five (5) and a maximum of fifteen (15) members at any one time.
- 12.6 There shall be only one committee member per household.
- 12.7 Any vacancies on the Committee may be filled by co-opting members with full voting rights until the next general meeting or AGM.
- 12.8 Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.
- 12.9 The quorum for Committee Meetings shall be five (5) or 50 percent (whichever is the greater) of committee members. This quorum should also be applied when making decisions other than at meetings.
- 12.10 The committee has the power to make decisions using electronic media outside of committee meetings. Any vote held by electronic or other means must be logged and recorded by the Secretary and formally approved at the next meeting (general or committee).
- 12.11 Committee meetings may be called by the Chairperson and Secretary, or at the request of one third of committee members. At least seven (7) days notice must be given.
- 12.12 All committee meetings are open to all members as observers.
- 12.13 A committee member automatically ceases to be such if removed by a resolution passed by the other Members of the committee.
- 12.14 Committee members who fail to attend two consecutive meetings without sending apologies to an officer automatically forfeit their position on the committee.
- 12.15 Apologies for absence should be given to the secretary or another officer before the convened meeting.
- 12.16 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.
- 12.17 The Committee must keep minutes of all meetings and ensure that all records relating to the Association are kept safely.
- 12.18 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.
- 12.19 If committee members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.
- 12.20 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.

## **13 Finance**

- 13.1 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.

- 13.2 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.
- 13.3 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.
- 13.4 All transactions require at least two authorised signatories who may not live in the same household nor be related.
- 13.5 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.
- 13.6 All funds belonging to the association may only be used in furthering the aims of the association.

#### **14 Amending/Changing the Constitution.**

- 14.1 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)
  - (d) Closing the association (Dissolution clause)
  - (e) 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.
  - (f) If a majority of the members present vote in favour of closing the association, the committee shall have the authority to do so.
- 14.2 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.

#### **15 Adopting the constitution**

12. This constitution was adopted on 29.01.2024