

Constitution of the Brentford Lock West Residents' Association

The name of the group shall be BLW Residents' Association

The aims and objectives of the group shall be:

1. To encourage all residents to join the Residents' Association. This means that the RA is truly representative and has credibility and legitimacy.
2. To foster and encourage resident involvement and participation in residents' issues through face to face communication, social media, group meetings and events.
3. To share useful information and promote benefits of membership.
4. To ensure that the RA represents the members; and the members ultimately own the vision of the RA.
5. To work closely with the Management Company/companies. The link with the Phase 1 Management Company Directors is crucial. They are the link with Muse and the Managing Agents. (Once Phase 2 MC has been handed to the leaseholders, we will be working with them as well).
6. To develop good relations with the local council, particularly with our ward councillors. Also to develop good relations with Police (Neighbourhood Watch), London Mayoral Office, Canal and River Trust and other local RA's (The Island; Brentford Dock; etc).
7. To promote strong community cohesion through social events (summer barbecue; Christmas carols; children's Hallowe'en; etc).
8. To form friendly relationships with local businesses (Holiday Inn; Siracusa; Majestic Wines; Bianca Marten; etc) and obtain Membership discounts from them.
9. To employ effective methods of communication (newsletters, meetings, website, social media, etc.) so that members are kept in touch with each other and the RA.
10. To establish flexible committee roles with agreed time limits.
11. To engage with any proposals for new developments at Brentford Lock West.

Membership

Membership of the Residents' Association shall be open to any person over 16 who is a leaseholder or resident.

Every individual member shall have one vote at General Meetings.

The membership of any member may be terminated for good reason by the RA Committee but the member has a right to be heard by the RA Committee before a final decision is made.

Management

The RA Committee is made up of the Officers, elected at the Annual General Meeting (AGM), and the Committee Members.

The Officers shall be the Chairperson, the Vice Chairperson, Treasurer, and Secretary.

The Committee shall meet at least 6 times a year.

The Chairperson will chair all meetings of the RA. If the Chairperson is unavailable the Vice Chairperson will chair the meeting.

Voting at all meetings will be by show of hands or, if felt necessary, a secret ballot. If there is a tied vote then the Chairperson will have the final and overriding vote.

The RA Committee may, by a two-thirds majority vote, and for a good and proper reason, remove any Committee member, provided that person has the right to be heard before a final decision is made.

The RA Committee may appoint another member of the RA as a committee member to fill a vacancy.

Duties of the Officers

a) The duties of the Chairperson are to:

- Chair meetings of the Committee and the General Meetings.
- Represent the RA Residents' Association at functions/meetings that the RA has been invited to and act as spokesperson for the RA when necessary.

b) The duties of the Secretary are to:

- Take and keep minutes of all meetings
- Prepare the agenda for meetings, in consultation with the Chairperson and committee
- Maintain the membership list
- Deal with all correspondence
- Collect and circulate any relevant information within the association

c) The duties of the Treasurer are to:

- Supervise the financial affairs of the group.
- Keep proper accounts that show all monies collected and paid out by the association.

Finance

- Any monies obtained by the association will only be used for the association.
- Any bank accounts opened for the association should be in the name of BLW Residents' Association.
- Any cheques issued should be signed by the Treasurer and one other nominated official.

Annual General Meeting

- a) The association will hold an Annual General Meeting (AGM) in the month of February or March. In addition there will be 3 other meetings of the membership - plus the AGM - making a minimum of 4 meetings a year.
- b) All members will be given at least twenty-one days notice of the AGM and will be entitled to attend and vote.
- c) The business of the AGM will include :
- A report from the Chairperson summarising the Group's activities over the year
 - A report from the Treasurer summarising the income and expenditure of the association
 - A report from the sub-committees summarising their achievements over the year
 - Electing or re-electing the Chairperson, Vice Chairperson, Treasurer, and Secretary
 - Considering any other matters

Extraordinary General Meeting

An extraordinary general meeting (EGM) may be called by the officers and committee to discuss an urgent matter. The Secretary shall give all members at least 7 days' notice of any EGM together with notice of the business to be discussed. All members will be entitled to attend this meeting and vote on decisions made.

Quorum

The quorum for committee meetings of the association shall be 4 members. The quorum for all general meetings will be one-third of the membership or 15 members, whichever is the lesser.

Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

Dissolution

The association may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding-up, any assets remaining, after all debts have been paid, shall be given to another association with similar aims.

This constitution was adopted at a general meeting of the Residents' Association on:

March 3rd, 2019

Signed by:

Chairperson:

Secretary:

Treasurer: