

# THE GARRISON RESIDENTS' ASSOCIATION CONSTITUTION

## 1. NAME

1.1 The name of the Association shall be THE GARRISON RESIDENTS' ASSOCIATION (the Association)

## 2. THE PROPERTY

2.1 All of the houses and flats, amenity areas and communal areas of and at the premises known as Shoebury Garrison.

## 3. OBJECTS OF THE ASSOCIATION

3.1 To promote and protect the common rights and interests of the members of the Association relating to the use and enjoyment of the property.

3.2 To exercise the rights conferred upon the Association by recognition under the Landlord and Tenants Act 1985 or such other statutory rights that may be given by any later enactment.

## 4. MEMBERSHIP

4.1 All persons over eighteen, by virtue of ownership or occupation of a property (whether resident or non-resident), are members of the Association, but may opt out upon notifying the Treasurer of the Association Committee in writing that they do not wish to be a member.

4.1.2 On binding matters relating to property ownership voting shall be restricted to property owners with two votes per qualifying household. On all other matters all occupiers will be entitled to vote with two votes per household irrespective of the number of persons over eighteen in the household.

4.1.3 Where any vote of the Association pertains to the business of Shoebury Garrison Management Company Limited or its successors that vote shall be limited to those members of the Association holding a "A Share" certificate in the said Shoebury Garrison Management Company Limited or its successors.

4.2 Membership of the Association shall terminate:

4.2.1. upon a member giving written notice to that effect to the Honorary Secretary.

4.2.2. upon a member ceasing to be either a resident or non-resident owner of a dwelling within the Property.

4.3 Membership of the Association shall be confirmed upon formal acceptance by the proposed member of the rules and constitution of the Association.

4.4 A copy of this constitution shall be given to each member in electronic or hard copy upon request.

## 5. PRIVACY

5.1 The Association will maintain a Register of Members containing the name and contact details (including postal address, telephone, email address) for each member to allow tracking of membership status and to enable the Association to distribute relevant documents, including Newsletters and Circulars by the most appropriate means. The contents of the Register are available to Officers of the Association for the sole purpose of fulfilling the aims and objectives of the Association only. A member's details held within the Register **will not** be made available to third parties nor to any other member without their permission. A member can request to verify or amend their own details within the register upon request to an Officer of the Association.

## 6. THE OFFICERS

6.1 The Officers of the Association shall comprise a Chairperson, Honorary Secretary and Honorary Treasurer who shall be members of the Association.

6.2 Officers of the Association shall be elected annually at the Annual General Meeting and serve for one year. If nominated, they may be re-elected.

## 7. THE COMMITTEE

7.1 The Committee of the Association shall consist of not less than five and no more than nine members of the Association and the Officers of the Association.

7.2 Committee members shall be elected annually and serve for one year. If nominated, they may be re-elected.

7.3 The committee shall be empowered to co-opt other members of the Association for a period not exceeding six months for the purpose of forming sub-committees or to consider such matters as the committee or the Association shall determine, and the decisions of such sub-committees shall be ratified by the Committee before implementation.

7.4 A quorum for any meeting of the Committee shall be at least five, of whom at least two must be Officers.

7.5 The Committee shall implement the objects of the Association and the resolutions of the Association.

## 8. ELECTIONS

8.1 The election of the Officers and Committee shall take place during the Association Annual General Meeting or any Extraordinary Annual General Meeting.

8.2 Nominations for the appointment of Officers and for membership shall be proposed and seconded by two members of the Association in writing and lodged with the Honorary Secretary fourteen days prior to the Annual or Extraordinary General Meeting and shall include the written or electronic consent of the nominee. Proxy votes shall be lodged with the Honorary Secretary not later than 24 hours before the meeting.

8.3 The Committee shall be empowered to fill any casual vacancy occurring on the Committee or among the Officers and any person so appointed shall serve until the next

Annual or Extraordinary General Meeting of the Association. Members of the Association shall be informed of such appointment within 14 days.

## 9. FINANCES

9.1 The financial year of the Association shall end on 31st August each year.

9.2 Accounts shall be prepared for the Association each year.

9.3 Auditors shall be appointed at the Annual General Meeting. Officers and Committee members shall not be eligible for appointment as auditors.

9.4 The Accounts shall be presented for adoption by the Association at the Annual General Meeting.

9.5 The property and funds of the Association shall be held and administered by the Committee.

9.6 A resolution of the Committee shall be sufficient authority for payments or the incurring of liability for payments up to a limit not exceeding five hundred pounds. Beyond such limit, the Committee shall seek approval of such expenditure by the Association either at the Annual General Meeting or at an Extraordinary General Meeting.

9.7 A bank account shall be opened in the name of the Association and all cheques must be signed by two of the three named Officers.

9.8 An annual subscription of the Association shall be decided for the ensuing year at the Annual General Meeting but shall not be altered save by a simple majority of the members attending such a meeting.

9.9 On cessation of the Association, any monies accrued shall be distributed by agreement of members at the closing Extraordinary General Meeting.

## 10. MEETINGS

10.1 The Annual General Meeting of the Association shall be held each year during the first three months of the Association's financial year.

10.2 The Honorary Secretary shall convene an Extraordinary General Meeting of the Association at any time either upon the written instructions of the Committee or upon a written request signed by a minimum of ten members of the Association.

10.3 Any changes or additions to the constitution of the Association shall be an item for consideration at the Annual General Meeting or an Extraordinary General Meeting and will be adopted by a simple majority of the members attending the meeting.

**Approved 18 November 2024**