

# **HAMPSHIRE LAKES RESIDENTS' ASSOCIATION CONSTITUTION**

## **2024 VERSION**

The Association will be called the **Hampshire Lakes Residents' Association**, and will be referred to as the Association in the remainder of this constitution

### **1. Boundaries**

The Association covers the grounds, buildings, facilities and services comprising Anchor's Hampshire Lakes Retirement Village

### **2. Objectives**

The objectives of the Association shall be:

- a) To protect and advance the interests and rights of residents by taking actions to improve the village and the lifestyle of residents within agreed budgets
- b) To promote a sense of belonging by ensuring that residents are consulted regularly and encouraged to contribute to decision making without being given false hope
- c) To offer a range of opportunities for social, physical, cultural and intellectual activities enriching the lives of residents by developing skills and helping them to cope with change
- d) To do its best to ensure that all activities and amenities are accessible to every resident
- e) To notify Anchor of any concerns expressed by residents in relation to the maintenance, security or other matters pertaining to the Village grounds, buildings or facilities
- f) To build relationships in both the village and the local community by sharing interests, skills and experience with social groups and organisations
- g) To establish a working relationship between residents and the Anchor Management Team supported by effective communication and administration
- h) To establish links where appropriate with other comparable villages operated by Anchor

### **3. Membership**

Membership is open to one leaseholder in each property. Partners or other joint leaseholders may be associate members with a right to attend and speak at meetings but without a right to vote. Associate members cannot be elected to the Committee

Members may be represented at a meeting by a third party. However, the secretary must be informed in writing, in advance, of such an arrangement. Proxies will assume the same rights and obligations as the members whom they represent.

Membership of the Association shall cease upon any member giving written notice to that effect, upon any member ceasing to be a leaseholder resident of the Hampshire Lakes Village, or upon failure by a member to pay the annual subscription within 3 months after the subscription shall become due. The membership year will commence at the start of the Association's financial year.

### **4. Subscriptions**

All members shall pay such subscriptions as the Annual General Meetings shall determine. Subscriptions are due at the start of the membership year. For new members joining three months or less before the end of the membership year, their subscription will cover membership up to the end of the following year (i.e. for up to fifteen months).

### **5. The Officers**

The Officers of the Association shall be a Chair, Vice-Chair, Secretary, Membership Secretary and Treasurer.

The Officers must be members of the Association. Officers shall be elected at each Annual General Meeting to serve for one year. They may offer themselves for re-election

In the event of an Officer position being vacant after the AGM the committee should appoint one of the committee members to that position at the next committee meeting.

### **6. Committee**

a) The Association shall be managed by a Committee comprising the Officers and other members of the Association also to be elected at each Annual General Meeting to serve for one year. They may offer themselves for re-election

b) The Committee shall produce an action plan describing how it will develop and implement a strategy to achieve its objectives

- c) A quorum shall be a minimum of 3 or 60% of Committee Members whichever is the greater
- d) Any Officers or Committee Members must declare any relevant personal interest. The Committee shall have the right to determine whether that member should withdraw, or be allowed to speak and vote
- e) The Committee shall have the right to co-opt other Committee Members during the year
- f) All Committee meetings shall be minuted and the minutes made available for all Association members following approval by the Committee at its next meeting.
- g) Members and Associate members of the Association should be able to attend to observe any scheduled meeting held by the Committee
- h) A schedule of committee meetings will be made available to members of the Association
- i) Initially the Committee, including the Officers, will comprise 9 members. Subsequently the size of the Committee shall be agreed at an Annual General Meeting.
- j) The decisions of any ad hoc meetings will be reported at the next scheduled committee meeting.

## 7. Annual General Meeting

- a) The Committee shall arrange an Annual General Meeting within **one month** of the anniversary of the previous Annual General Meeting. In exceptional circumstances this may be delayed if a resolution is properly proposed and accepted at an Extraordinary General Meeting of the Association.
- b) At this meeting:
  - The Committee shall present an annual report of the Association which includes an assessment of achievements made in meeting the Association's objectives
  - An accounts-examiner shall be appointed who shall not be a Committee member
  - The Treasurer shall present the approved accounts of the Association for the past year
  - Committee members and Officers should be elected/re-elected by secret ballot
  - Any proposals and nominations submitted to the Secretary in writing not less than seven days in advance of the meeting shall be considered
- c) The Annual General meeting shall select a new Committee and vote on any recommendations.

- d) The Secretary shall notify all members of the date and agenda for the Annual General Meeting not less than 14 days in advance
- e) Members of the Anchor Management team should be invited to attend
- f) Quorum for the meeting shall be 25% of the full members of the Association
- g) The minutes of the Annual General Meeting should be copied to all members and the Anchor Management Team, and should be publicized

## **8. Extraordinary General Meetings**

- a) Extraordinary General Meetings open to all members can be held for the purpose of altering the Constitution or for considering any matters which the Committee may decide should be referred to the Members in general. The Secretary or Chairman shall call such meetings at the request of not less than 3 Committee Members, or at the written request of not less than 20% of ordinary, full, members
- b) The Secretary shall arrange for such a meeting to take place within 21 days, and must give at least 14 days' notice of the Extraordinary General Meeting to all members
- c) Decisions shall be by show of hands
- d) In exceptional circumstances if a physical meeting is not possible, then resolutions can be voted upon by members in writing and accepted or rejected as if a physical meeting had taken place.

## **9. Working Parties**

- a) The Committee may appoint one or more working parties to carry out special activities of the Association
- b) Any working party so formed should adhere to the Vision, Values and Objectives of the Association, keep a record of its meetings and regularly report progress to the Committee
- c) At the discretion of the Committee Officers one representative of such a working party may be granted a vote at a formal Committee meeting
- d) The recommendations of working parties will be reported back to the committee and formally accepted if agreed by the committee

## **10. Roles of Secretary and Membership Secretary**

- a) The Secretary will inform members about Committee and General meetings. The Secretary will prepare minutes of all meetings. Such minutes shall be made available to any members on request and published on a notice board where one is available

- b) The Membership Secretary will maintain details of all members and the Secretary will annually provide a copy of a signed list of all the Association's-Members to Anchor via the local Anchor Management team
- c)The secretary should make all non-confidential correspondence with the Anchor Management Team available on the notice board, where one is available, or to members on request
- d) The secretary will exercise any legal rights the Association holds under the Landlord & Tenants Act on behalf of the Association

## **11. Finance**

- a) All money granted to, or raised by, the Association shall be used for the benefit of the Association's Members or in accordance with the objectives set out in the Constitution
- b) All expenditure must receive prior agreement from the Committee. Expenditure other than petty cash shall be formally approved and minuted and must have due regard to any legal requirements and good custom and practice
- c) The Treasurer will open a Bank Account in the Association name. Cheques should be signed by the Treasurer and at least one other Committee Member. The Treasurer will keep an account of money spent by the Association and every year have the accounts examined
- d) The Association will have the right to raise funds for specific purposes
- e) The Treasurer may hold funds, other than petty cash, raised by Clubs/Activities sponsored by the Association. The Club/Activity concerned is solely responsible as to how these funds are utilized
- f) The Association's financial year shall end at such a date as to allow time for the accounts to be examined before the corresponding AGM

## **12. Alterations of the Constitution**

Any alterations to this constitution shall require the approval of a two-thirds majority of those present and voting at the General Meeting at which it is discussed. Any resolution for the alteration of the Constitution must have been received by the secretary at least 28 days before the meeting at which the resolution is to be brought forward

## **13. Dissolution of the Association**

- a) The Association may only be dissolved by a General Meeting called for that purpose and advertised at least 14 days in advance
- b) Any proposals to dissolve the Association shall take effect if agreed by two thirds of the members present

- c) All documents and possessions belonging and relating to the Association shall be disposed of. Any remaining funds will be donated to a charity agreed by the Committee

**This Constitution was adopted as the Constitution of the Association at a public meeting held on 6 June 2017. Subsequently amended on 9<sup>th</sup> May 2020, the 13<sup>th</sup> September 2021, the 7<sup>th</sup> January 2023 and the 9<sup>th</sup> September 2024.**

Signed Jenny Hydes

Chair (name and signature)

Signed Roger Pearce

Secretary (name and signature)