

# **RULES AND CONSTITUTION OF THE WORLD'S END RESIDENTS ASSOCIATION**

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## **1. NAME**

- 1.1 The name of the association shall be the **World's End Residents Association**, hereinafter referred to as "the Association". The Management Committee of the Association shall be referred to as "the Committee".
- 1.2 The area covered by the Association is **the World's End Estate**.
- 1.3 The homes covered by the Association are all the residential properties contained within the area covered.

## **2. AIMS**

- 2.1 The aims of the Association are:
  - (a) To promote the rights of all residents and the maintenance and improvement of housing conditions, amenities and the general environment of the area covered.
  - (b) To ensure that all residents are regularly consulted on any and all matters that may affect their quality of life.
  - (c) To promote the interests of all residents in the area covered, and to assist in maintaining good relations between all members of the community.
  - (d) To work towards the elimination of all forms of discrimination within the community by encouraging all groups, and in particular minorities and those usually excluded, to participate in the activities of the Association.
  - (e) To consult and negotiate with the Landlord and other authorities and organisations for the benefit of all residents.
  - (f) The Association shall be non-political.

## **3. REGISTERED OFFICE**

- 3.1 The registered office of the Association shall be **WERA Clubroom, 16 Blantyre Street, World's End Estate, London SW10 0DS**.
- 3.2 All correspondence to the Association and Committee must be delivered to this address. The Association and Committee must also use this address in all written correspondence.

## **4. MEMBERSHIP**

- 4.1 Membership of the Association is open, irrespective of race, nationality, gender, marital status, age, economic activity, sexual orientation, disability, political, religious or other beliefs, to all lawful residents aged 16 or over of the area covered who accept the aims of the Association.

- 4.2 Any person who qualifies for membership under rule 4.1 may apply for membership of the Association. Upon acceptance and payment of the subscription (if any) they shall be admitted into the Association, a copy of these rules made available to them and the Secretary of the Association shall enter her/his name and address into the Register of Members.
- 4.3 Membership shall not be withheld from any individual qualifying under rule 4.1 above unless they have been previously expelled from the Association under rule 5.2, in which case rule 5.3 applies.
- 4.4 Members shall at all times conduct themselves in a reasonable manner at meetings of, or in premises used or managed by, the Association and abide by the Association's Code of Conduct (if any). Any member who fails to do so may be disciplined in line with the Association's standing Disciplinary Procedure (if any). Such disciplinary action may result in expulsion as per rule 5.2.

## **5. CESSATION OF MEMBERSHIP**

- 5.1 A member shall cease to be a member immediately if s/he:
- (a) resigns in writing to the Secretary of the Association; or
  - (b) ceases to live within the area covered; or
  - (c) is expelled from membership in accordance with rule 5.2; or
  - (d) dies.
- 5.2 A member may only be expelled from the Association by a resolution carried by the majority of no less than two thirds of those members in attendance and voting at a General Meeting of the Association of which due notice has been given, provided that the grounds for expulsion have been specified in the notices calling the meeting and that the member whose expulsion is to be considered shall be given the opportunity to state her/his case to the meeting. If on due notice having been served the member fails to attend the meeting, the meeting may proceed in the member's absence.
- 5.3 No member expelled from membership under rule 5.2 shall be re-admitted except by a resolution carried by a majority of not less than two thirds of the members in attendance and voting at a General Meeting of which due notice has been given.

## **6. SUBSCRIPTIONS**

- 6.1 All members of the Association are required to renew their membership. Renewals shall be due at the time of the Association's Annual General Meeting. Members shall be able to renew their membership at any and all meetings of the Association.
- 6.2 The Association shall decide at each Annual General Meeting whether an annual subscription shall be payable by members for the following year and, if so, set the amount.

## **7. CONTINUATION**

- 7.1 The Association must, at all times, have a membership composed of representatives of at least 20% of the households in the area covered, and whose membership has not lapsed.

- 7.2 It is the responsibility of all elected members of the Committee to ensure that the Association complies with rule 7.1.
- 7.3 If membership of the Association falls below the minimum level defined in rule 7.1 the Secretary of the Association shall notify the members of the Committee immediately. The members of the Committee shall act to correct the situation as soon as possible. If the Committee fails to do so within two calendar months a Special General Meeting shall be called in line with rule 8.6 at which the state of the Association's membership and the viability of the Association shall be the sole items of business.

## **8. GENERAL MEETINGS**

- 8.1 An Annual General Meeting shall be held within three months of the close of the financial year of the Association – the 1<sup>st</sup> of September – the business of which shall comprise:
- (a) The presentation of the accounts and balance sheet of the Association and annual report(s) of the Committee.
  - (b) The resignation and subsequent election of the Committee of the Association.
  - (c) The resignation and subsequent reappointment of any co-opted members of the Committee.
  - (d) The setting of the annual subscription fee, if any.
  - (e) Such other business as may have been included in the notices convening the meeting.
- 8.2 All General Meetings other than the Annual General Meeting shall be called Special General Meetings.
- 8.3 There shall be no less than two Special General Meetings per calendar year.
- 8.4 A Special General Meeting shall be convened either upon an order of the Committee or upon a written request signed by at least ten per cent of the members of the Association or 25 members, whichever is the greater, and delivered to the Association's Registered Office. If within twenty-one days of the delivery of a requisition a Special General Meeting has not been convened by the Committee, the members who have signed the requisition may convene a Special General Meeting in the manner provided for in rule 8.6.
- 8.5 The Annual General Meeting shall be convened in the manner described in rule 8.6. All members of the Association must also be notified and asked to submit nominations in the manner described in rule 10.3. An Annual General Meeting shall not be considered duly convened unless both rules are fully complied with.
- 8.6 A Special General Meeting shall be convened by at least fourteen days notice in writing posted or delivered to every household within the covered area. An Annual General Meeting shall be convened by at least twenty-one days notice in writing posted or delivered to every household within the covered area. The notice shall specify whether the meeting is an Annual or Special General Meeting and shall state the time, date and place at which it is to be held. The notice shall also include details of the general nature of the business to be transacted.

- 8.7 A notice sent by post, or delivered by hand, to a member's registered address shall be deemed to have been duly served. The non-receipt of a notice by any member shall not invalidate the proceedings at a General Meeting.
- 8.8 A representative of the Landlord authority, or the Landlord authority's agent, shall be invited to attend the Annual General Meeting.
- 8.9 After each Annual General Meeting, the Committee must:
- (a) Immediately send copies of the accounts and balance sheet, as well as all reports presented at the Annual General Meeting, and a list containing the names and addresses of the elected members of the Committee to the Landlord authority, or the Landlord authority's agent.
  - (b) Send a copy of the written record or minutes of the Annual General Meeting to the Landlord authority, or the Landlord's authority's agent, once they have been approved by the Committee of the Association at the first Committee meeting following the Annual General Meeting.

## **9. PROCEEDINGS AT GENERAL MEETINGS**

- 9.1 No person other than a member duly registered shall be entitled to vote on any question at any General Meeting. Each member shall hold one vote only. Votes may only be given personally; proxy voting is not permitted.
- 9.2 No business shall be transacted at a General Meeting unless a quorum is present. A quorum shall be ten per cent of the membership or 25 members whichever is the greater.
- 9.3 If within half an hour after the time appointed for the meeting a quorum is not present, the meeting, if convened under the requisition of members, shall be dissolved. In any other case it shall stand adjourned until a day not more than twenty-eight days after the date set for the original meeting. If at such an adjourned meeting a quorum is not present within half an hour after the time set for the meeting, then the members present shall constitute a quorum.
- 9.4 The Chairperson of the Committee shall preside at every General Meeting. In the event of her/his absence or unwillingness to act, the Vice-chairperson shall preside and, in the event of her/his absence or unwillingness to act, an elected member of the Committee of the Committee's choosing shall preside and, in the event of their absence or unwillingness to act the members of the Association present shall choose one of their number to preside over the meeting.
- 9.5 The Chairperson may with the consent of any meeting at which a quorum is present, and if so directed by the meeting, adjourn the meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. Where a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of the original meeting, otherwise it shall not be necessary to give any notice of any adjournment or of the business to be transacted at an adjourned meeting.
- 9.6 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a secret ballot is, before or on the declaration of the result of the show of hands, demanded by at least three of the members present. Unless a secret ballot is so demanded, a declaration by the Chairperson that a resolution has a show of hands has been carried or lost and an entry to that effect in the written record of the meeting shall

be conclusive evidence of the fact without proof of the number of the votes recorded in favour or against such resolutions. The demand for a secret ballot may be withdrawn.

- 9.7 If a secret ballot is duly demanded it shall be taken in such a manner as the Chairperson directs, and the result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- 9.8 In the case of an equality of votes, whether on a show of hands or on a ballot, the Chairperson shall have a second or casting vote.

## **10. COMMITTEE**

- 10.1 The Association shall have a Committee comprising of no less than ten elected members.
- 10.2 At every Annual General Meeting all elected members of the Committee shall retire. Retiring Committee members shall be immediately eligible to stand for re-election.
- 10.3 Committee members shall be elected as follows:
- (a) Nominations for election to the Committee shall be invited from all members of the Association not less than twenty-one days before the date set for the Annual General Meeting.
  - (b) Only members of the Association may stand for election to the Committee or may nominate members of the Association to stand for election to the Committee. Only members of the Association may vote at the election.
  - (c) Nominations may be made for the posts of Chairperson, Vice-chairperson, Secretary, Treasurer and ordinary member of the Committee.
  - (d) Completed nomination forms must be received at the Registered Office of the Association not less than seven clear days before the date set for the Annual General Meeting. Nomination forms must include: the name and address of the person being nominated, the signature of the person nominated as confirmation of her/his willingness to stand for election, and the name, address and signature of the member making the nomination. Late nominations will not be accepted.
  - (e) Nominees and nominators should attend the Annual General Meeting. If either the nominee or nominator fails to attend the Annual General Meeting the meeting shall decide whether the nomination in question is to stand or be deemed to have been withdrawn.
  - (f) The election shall be conducted in such a manner as the Committee shall direct, provided that all members of the Association are given clear instructions regarding how they may participate in the election.
  - (g) The election shall be directed by an independent third-party. This will typically be a Ward Councillor, other representative of the Landlord authority or a representative of the Landlord Authority's agent.
  - (h) Members of the Association may comment on any of the nominations presented at the Annual General Meeting prior to the vote. Individual nominees may speak on behalf of their own nomination prior to the vote. Members must behave reasonably whilst doing so.

- (i) The election of the Committee shall proceed by electing nominees to the posts of Chairperson, Vice-chairperson, Secretary, Treasurer and ordinary member(s) of the Committee in that order.
  - (j) The elections for the posts of Chairperson, Vice-chairperson, Secretary and Treasurer of the Committee shall consist of a simple competition between all the nominees. The nominee with the largest number of favourable votes, and where the number of favourable votes is greater than (not equal to) the number of unfavourable votes, shall be considered duly elected to the post. All other nominees shall be considered unelected and their nominations discarded. In the case that only a single nominee has been nominated for election to a particular Officer post they shall be considered duly elected only if the number of favourable votes is greater than (not equal to) the number of unfavourable votes.
  - (k) The election of ordinary members of the Committee shall consist of a simple majority vote. Nominees shall be considered duly elected if the number of favourable votes is greater than (not equal to) the number of unfavourable votes.
- 10.4 In the event of a casual vacancy occurring in any Officer post the Committee may appoint any person from amongst their elected number as they think fit to fill such a vacancy. Any Officer elected or appointed by the Committee in this manner may be removed by it by a simple majority vote.
- 10.5 The Committee may at any time co-opt any person who is not eligible for membership of the Association, by a simple majority vote, to serve on the Committee in addition to the elected members, subject to the following provisions:
- (a) The appointment of any co-opted member of the Committee must be approved by the members of the Association at the first subsequent General Meeting of the Association. No co-opted member of the Committee shall be granted full speaking and voting rights prior to their appointment having been so approved.
  - (b) Such co-opted members of the Committee may be granted full speaking and voting rights at meetings of the Committee at the discretion of the Committee and given the prior approval of the members of the Association. No more than three persons may be co-opted onto the Committee with full speaking and voting rights.
  - (c) Co-opted members of the Committee shall not be counted for the purposes of calculating a quorum at meetings of the Association or the Committee.
  - (d) Co-opted members of the Committee shall serve until the Annual General Meeting following their co-option when they shall stand down but shall thereafter be eligible for further co-option.
  - (e) Any person co-opted in this manner may be removed by a simple majority vote of the Committee.
- 10.6 Members of the Association may attend all Committee Meetings. Such members shall not have voting rights and shall only have speaking rights at the discretion of the Committee, which shall not deny them the right to speak without good cause.
- 10.7 The Committee may invite other persons, who are not members of the Association, to attend any of its meetings. Such invited persons shall not have voting rights and shall only have speaking rights at the discretion of the Chairperson.
- 10.8 A Committee member shall declare an interest in respect of any matter in which s/he has a personal financial or material interest in addition to their existing contractual relationship

with the Landlord Authority as a resident of the estate. If a vote is to take place on the issue the Committee shall decide whether the Committee member in question is able to vote and/or whether their vote is to be counted.

- 10.9 Committee members may be paid all reasonable expenses incurred by them in attending and returning from meetings of the Committee or General Meetings of the Association or in connection with the business of the Committee but shall otherwise receive no remuneration.
- 10.10 The office of Committee member shall be immediately vacated if s/he:
- (a) Resigns her/his office in writing to the Committee; or
  - (b) Being an elected member of the Committee ceases to be a member of the Association; or
  - (c) Is removed from office by simple majority vote of the members at a General Meeting of the Association, the notices of which specify that the question of such removal was to be raised; or
  - (d) Fails to declare her/his interest in any matter as referred to in rule 10.8, the Committee member thus becoming liable to disciplinary action under rule 5.2; or
  - (e) Fails to attend a Committee meeting for six months.

## **11. POWERS AND DUTIES OF THE COMMITTEE**

- 11.1 The activities of the Association shall be managed by the Committee whose members are expected to act to further the aims of the Association defined in rule 2.1.
- 11.2 Members of the Committee shall comply with the Association's Code of Conduct (if any) and the Committee's Standing Orders (if any) at all times.
- 11.3 The Chair, Vice-chairperson, Secretary and Treasurer may be removed from office by a two thirds majority vote of the Committee should they have contravened the Association's Code of Conduct or the Committee's Standing Orders. Such behaviour may also lead to disciplinary action under the Association's standing Disciplinary Procedure (if any). The matter will be brought to the attention of the membership at the first subsequent General Meeting of the Association, at which the membership shall vote to confirm the Committee's decision or reinstate the Officer in question.
- 11.4 The members of the Committee may pay all of the expenses of the Association as they think fit and exercise all such powers of the Association as may otherwise be exercised by the Association at a General Meeting.
- 11.5 No regulation made by the Association at a General Meeting shall invalidate any prior act of the Committee which would have been valid had the regulation not been made.
- 11.6 The Committee may delegate any of its functions to Sub-Committees made up of members of the Committee and any such other persons as it sees fit provided that elected members of the Committee remain in the majority on any Sub-Committee. Any Sub-Committee so formed shall in the exercise of its powers conform with any regulations imposed upon it by the Committee and/or the Association.
- 11.7 Members of the Committee must meet together for the dispatch of business at least six times a year, and may adjourn and otherwise regulate their meetings as they think fit. A

Committee member may, and the Secretary of the Committee shall, at the request of a Committee member summon a meeting of the Committee at any reasonable time provided that every member of the Committee receives at least five days notice of any such meeting.

- 11.8 The quorum necessary for the transaction of business at a Committee meeting shall be five elected members of the Committee, of which one must be an elected Officer.
- 11.9 At every Committee meeting the Chairperson shall preside, but in the event of her/his absence or unwillingness to act the Vice-chairperson shall preside, but in the event of her/his absence or unwillingness to act the members of the Committee present shall choose one of their number to preside over the meeting.
- 11.10 Questions arising at Committee meetings shall be decided by a majority of votes of those present. In the case of an equality of votes the Chairperson shall have a second or casting vote.
- 11.11 If the Committee falls below the minimum number as expressed in this constitution, the Committee shall act to call a Special General Meeting of the Association to remedy the situation and for no other purpose.
- 11.12 A resolution in writing signed by all members of the Committee for the time being entitled to vote at meetings of the Committee shall be valid and effective as if the same had been passed at a meeting of the Committee duly convened and held and may consist of several identical documents each signed by one or more members.
- 11.13 Any Officer, Committee member or member delegated to represent the Association in any consultation or meeting with any other body shall act solely on the instructions of the Committee of the Association, or the Association if so delegated at a General Meeting, and shall report back at the following Committee meeting or General Meeting.
- 11.14 Elected members, officers or representatives of the Landlord authority or the Landlord Authority's agent shall not represent the Committee or Association in its dealings with the Landlord authority or the Landlord authority's agent.
- 11.15 It is the personal responsibility of all Committee members to ensure that these rules are adhered to.

## **12. FINANCES**

- 12.1 The Committee of the Association shall open and maintain a Bank or Building Society Account in the name of the Association. Financial Standing Orders shall be agreed by the Committee and adhered to. The Committee may appoint as many cheque signatories from amongst its elected number as it sees fit and all cheques must be signed by at least two signatories who must not reside in the same household or be related in any way.
- 12.2 The Committee of the Association shall keep proper accounts of all income and expenditure and details of all subscriptions paid by members of the Association.
- 12.3 The Treasurer of the Association is given the task of implementing rules 12.1-12.2. The responsibility of ensuring compliance rests with the whole Committee.
- 12.4 The Treasurer of the Association shall report on the Association's accounts as and when required by the Committee and/or at a General Meeting. The accounts shall be made available for inspection by any member and any Committee member of the Association by appointment at all reasonable times.



- 12.5 The Association may receive from any person or organisation donations towards its work.
- 12.6 Subscriptions, donations, grants and other monies raised on behalf of the Association shall only be used to further the aims of the Association.

### **13. RECORDS**

- 13.1 The Committee of the Association is required to keep a written record of the Association's activities.
- 13.2 The Association shall keep at its registered office a Register of Members in which the following particulars shall be entered:
- (a) The name and address of each member;
  - (b) The date at which each person was entered in the register as a member, and the date at which any person ceased to be a member;
  - (c) The names and addresses of all Officers and Committee Members with the dates on which they assumed office and the dates on which they retired from office.
- 13.3 Any member changing her/his name and/or address must notify the Committee of the Association.
- 13.4 The Committee shall ensure that proper minutes are kept of all General, Committee and Sub-Committee meetings of the Association. Such minutes shall include a record of those present and of any decisions taken and shall be available for inspection by any member and any Committee member of the Association by appointment at all reasonable times.
- 13.5 The Secretary of the Association is given the task of implementing rules 13.1-13.4. The responsibility of ensuring compliance rests with the whole Committee.

### **14. AMENDMENTS TO RULES**

- 14.1 Any rule herein may be rescinded or amended or a new rule made by a vote of three quarters of the members of the Association present and voting at a General Meeting of which fourteen clear days prior notice has been given, such notice to include details of the change(s) proposed at the meeting.
- 14.2 The Landlord authority, or the Landlord authority's agent, shall be immediately notified of any changes to the Association's rules.

### **15. DISSOLUTION**

- 15.1 The Association may be dissolved by the consent of three-quarters of the members by their signatures to an instrument of dissolution. If on the dissolution of the Association any of its assets remain to be disposed of after its liabilities are satisfied, the assets shall not be distributed among the members, but shall, in accordance with the aims of the Association, be transferred to such organisation or organisations having aims similar to those of the Association as may be decided by the members at or before the time of dissolution or, in so far as the assets are not so transferred, then to some charitable object.