



**Kerlake Mews**  
Residents Association

# Constitution

Version 1.0 | 2023





## Contents

1. Name.....	2
2. Aims of the Association .....	2
3. Membership.....	3
4. Management Committee.....	3
5. Annual General Meetings.....	4
6. General Meetings.....	5
7. Voting .....	5
8. General.....	5
9. Conduct of Business.....	5
10. Finance .....	6
11. Alterations to the Constitution .....	6
12. Dissolution Clause.....	7
14. Standing Orders .....	7
STANDING ORDERS.....	9
1. GENERAL.....	9
2. NOTICE.....	9
3. QUORUM .....	10
4. NOTICE OF AGENDA TIMES .....	10
5. ORDER OF MEETINGS.....	10
6. CONDUCT AT MEETINGS.....	10
7. BREACH OF STANDING ORDERS .....	11
Appendix 1 – Eligible Members.....	12
Appendix 2 – Membership Confirmation Certificate Pro-Forma .....	13



1. Name

The organisation is to be known as the

KERSLAKE MEWS RESIDENTS ASSOCIATION  
(the 'Association here after).

2. Aims of the Association

- (a) To promote the interests of all residents defined in [Appendix 2 – Membership Confirmation Certificate Pro-Forma](#), and assist in maintaining good relations between the local community, PA Housing - Paragon Asra Housing Limited (PA Housing) and the Royal Borough of Greenwich (Council).
- (b) To seek to promote the housing conditions amenities and environment of the communal areas of 4 Kerslake Mews and the outside area to the building (including No.5 Kerslake Mews) including the car park, bicycle storage sheds and hard and soft landscaped areas.
- (c) To promote the common interests and rights of all the leaseholders defined in [Appendix 1 – Eligible Members](#), regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- (d) To promote the common interests and rights of the tenants and residents of the estates and roads listed above in paragraph 2(b) in whatever way possible including those prescribed in Schedule 19 of the *Housing Act 1980*, as amended by the *Landlord and Tenant Act 1985* and *1987*.
- (e) To promote social activities for members of the community.





### 3. Membership

- (d) Membership is to be clearly open to all leaseholders defined in [Appendix 1 – Eligible Members](#)
- (c) Membership will be free and a membership confirmation certificate will be supplied to all those who have applied to join the Association (see [Appendix 2 – Membership Confirmation Certificate Pro-Forma](#))
- (d) A membership list should be maintained by the secretary and be available for inspection by an authorised Council or PA Housing employee within the scope of applicable statutory rights.
- (e) Voting shall be one member, one vote.

### 4. Management Committee

The management of the Association, including the control of accounts, is to be vested in a Committee consisting of:-

- (a) CHAIRPERSON  
TREASURER  
SECRETARY

The Committee is to be elected each year at the AGM.

- (b) The Committee shall be made up of ALL ordinary members and THREE officers. Therefore, the committee is all members of the Association.
- (c) No meeting shall take place if less than SIX of committee are present.
- (d) The committee shall meet not less than FOUR times a year.





## 5. Annual General Meetings

This is held once a year when the committee reports on the activities of the group for the previous year and some members may resign and others be elected.

- (a) An Annual General meeting is to be held in APRIL of each year. No AGM can be held if less than 30% of the members are present.
- (b) Not less than 14 days' notice is to be given and an Agenda is to be sent with the Notice calling the meeting and it will include: -
  - (i) The report of the Committee.
  - (ii) Financial statements relating to the affairs of the Association up to the preceding 31 January duly audited by an auditor to be appointed by the AGM.
  - (iii) Election of the Committee.
  - (iv) To consider any proposals to change the Constitution, notice of which will have to be given to the Secretary in writing at least 14 days prior to the AGM.
  - (v) Nomination for election to the Committee is to be made only by members present at an Annual General Meeting or on prior written notice.
  - (vi) The quorum for an Annual General Meeting shall be 30% of the total membership and in the absence of a quorum the meeting is to be adjourned for 14 days and all members are to be notified. At the adjourned meeting business is to be proceeded with even if no quorum is present.
  - (vii) Voting at an Annual General Meeting is to be by a show of hands or by a ballot, based on one member one vote.





## 6. General Meetings

(a) A minimum of FOUR general meetings per year are to be held. Minutes of meetings will be circulated to all members.

(b) A special general meeting may be called by: -

The Management Committee or, by written request, by at least Two Members from different addresses and this meeting must be held within 28 days of receiving written notice.

## 7. Voting

(a) Any member may make a proposal. In order for it to be voted on it must be seconded by someone else from another address.

(b) Only members present may vote.

(c) Before voting any member may propose an amendment which must be seconded.

(e) No member can vote more than once.

(f) In the event of an equal vote the Chairperson will have the casting vote.

## 8. General

(a) The Association is to remain at all times independent of political and religious organisations or activities.

(b) The association should ensure information on the group is made widely available to all leaseholders and a newsletter or other written communication included be made with the membership.

## 9. Conduct of Business

(a) The association's Constitution and Standing Orders will be freely available to all members of the association.



## 10. Finance

The association will maintain open financial records, which will be submitted to the Council each year for inspection.

- (a) All money raised by the Association is to be used only to further the aims of the Association.
- (b) The Treasurer shall open a bank account in the name of the Association.
- (c) The Committee will nominate cheque signatories. There shall be three signatories.
- (d) All cheques shall require two signatures (not related or from the same household).
- (e) The Treasurer shall have the accounts checked by an independent person with adequate financial experience (e.g. law centre, accountant) at the end of each financial year and submitted to the Committee for auditing each year.
- (f) The accounts shall be made available to members at the AGM.

## 11. Alterations to the Constitution

- (a) The Constitution may only be altered at the AGM or SGM. All proposed changes must be submitted to the Secretary at least 14 days before the meeting, a copy of which should go out with the invitations to the meeting.
- (b) Any changes to the Constitution must be agreed by at least two thirds of the members present who are eligible to vote.





## 12. Dissolution Clause

- (d) The Association may only be dissolved at a SGM called for that purpose and must be advertised 14 days before the meeting.
- (d) A proposal to dissolve the Association shall only take effect if agreed by two-thirds of the members present.
- (d) Any assets remaining after the payment of all debts and liabilities shall be given to charitable purposes according to the wishes of members at the meeting.
- (d) Any grants or property to be returned to its origin.

## 14. Standing Orders

There is a set of notes to be followed at the meetings, which cover the conduct to be followed.





Agreed at the Committee meeting of the:  
Kerslake Mews Residents Association

Signed: Chairperson \_\_\_\_\_

Secretary \_\_\_\_\_

Dated: Click or tap to enter a date.





## STANDING ORDERS

### 1. GENERAL

- (a) The Chairperson shall preside at meetings and in his/her absence then those in attendance shall choose one of their number to preside.
- (b) The Secretary shall ensure that minutes of all meetings are taken.
- (c) Meetings shall not start before 6.30pm or end after 10.00pm on weekdays. Weekend meetings must not start before 10.00am or end after 10.00pm .
- (d) The ruling of the Chairperson on any question of procedure at a meeting shall be final unless a motion challenging such ruling is immediately proposed and seconded and passed by the majority of those voting thereon.
- (e) At all meetings decisions shall be taken by a simple majority of members and paid members present and voting.
- (f) In the event of an equal vote the Chair shall have the casting vote.
- (g) Members shall not vote by proxy unless the vote is to be open to online or other electronic voting system.
- (h) That to be recognised by the Council, Residents' Associations should maintain a current record of signed up members, which is submitted the Council each year.
- (i) That if the Constitution of a Residents' Association deviates significantly from the Council's standard Constitution, the association may cease to be recognised by the Council.
- (j) It is at the discretion of the Association as to whether or not to raise an annual membership subscription.

### 2. NOTICE

Seven days' clear notice will be given of Committee Meetings and 14 days' notice of General Meetings and AGM.



### 3. QUORUM

The quorum for the Committee Meetings as stated in the Constitution shall be members and the quorum for General Meetings shall be full members. If a quorum is not present, then the meeting cannot proceed but must be reconvened. If at the reconvened meeting a quorum is not present, then the meeting may proceed and any decisions taken will be valid.

### 4. NOTICE OF AGENDA TIMES

Items for the agenda must reach the secretary 48 hours prior to the date of the meeting.

### 5. ORDER OF MEETINGS

(a) The order of business at meetings shall be as follows:-

1. Apologies
2. Minutes of the last meeting
3. Matters arising
4. Correspondence
5. Unfinished business from previous meeting
6. Items for discussion for which notice has been given
7. Any other urgent business
8. Date, time, agenda and place of the next meeting

(b) Items that are not on the agenda may not be discussed except for urgent matters that cannot wait until the next meeting and which the majority of those present at the meeting agree to discuss.

### 6. CONDUCT AT MEETINGS

(a) The conduct at meetings will be conducted in an orderly fashion and will be chaired by the Chairperson.

(b) Members shall only speak when called upon to do so. All speakers shall address the Chairperson. No member shall be allowed to speak more than once on any issue until every other member has had the opportunity to speak.

(c) Speakers shall keep to the subject matter in hand and not wander from the point.

(d) Only one person shall speak at a time and there shall be no private debates.





- (e) It shall be a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the Association.
- (f) At all times any offensive behaviour, including racist, sexist or inflammatory remarks, shall not be permitted and will constitute a breach of reasonable behaviour.
- (g) In the event of a “vote of no confidence” being proposed in the Chair, or any other committee member, this must be seconded and if carried by a simple majority of those present and voting, the officer concerned shall cease to perform their duties for that meeting only.
- (h) The committee members of the association shall ensure any views put forward are those, which have been agreed at properly, convened meetings of the association.
- (i) Committee members must not use official association stationery to send out correspondence expressing personal viewpoints which have not been agreed on by the association meeting.

## 7. BREACH OF STANDING ORDERS

- (a) If at a meeting a member fails to abide by these Orders in such a way as to cause disruption or hinder the Association’s work then the Chairperson shall warn the member that if the disruption continues the following motion shall be put to the meeting:-  
  
“That [name of member] be excluded from the rest of the meeting.”
- (b) If the disruption continues the above motion shall be put to the meeting and, if it is carried by the majority of not less than two-thirds of those present and voting, the member shall be excluded from the remainder of the meeting.
- (c) If the member so excluded refuses to leave the meeting, in the last resort the Chairperson may call the Police and seek their assistance in removing him/her.
- (d) Exclusion on more than one occasion under this rule may be an indication that a member’s conduct has been such that it is liable to prevent the Association from achieving the aims. In such a case any member may put forward a motion that the person be removed from office. Such a motion must be passed by a two-thirds majority.



## Appendix 1 – Eligible Members

Any resident of the below addresses may become members or fulfil other functions of the association. Residents from addresses not listed are not permitted to join the association in any capacity.

Flat	G01	Kerslake Mews	SE18 5AY
Flat	G02	Kerslake Mews	SE18 5AY
Flat	G03	Kerslake Mews	SE18 5AY
Flat	101	Kerslake Mews	SE18 5AY
Flat	102	Kerslake Mews	SE18 5AY
Flat	103	Kerslake Mews	SE18 5AY
Flat	104	Kerslake Mews	SE18 5AY
Flat	105	Kerslake Mews	SE18 5AY
Flat	106	Kerslake Mews	SE18 5AY
Flat	201	Kerslake Mews	SE18 5AY
Flat	202	Kerslake Mews	SE18 5AY
Flat	203	Kerslake Mews	SE18 5AY
Flat	204	Kerslake Mews	SE18 5AY
Flat	205	Kerslake Mews	SE18 5AY
Flat	206	Kerslake Mews	SE18 5AY
Flat	301	Kerslake Mews	SE18 5AY
Flat	302	Kerslake Mews	SE18 5AY
Flat	303	Kerslake Mews	SE18 5AY
Flat	304	Kerslake Mews	SE18 5AY
Flat	305	Kerslake Mews	SE18 5AY
Flat	306	Kerslake Mews	SE18 5AY
Flat	401	Kerslake Mews	SE18 5AY
Flat	402	Kerslake Mews	SE18 5AY
Flat	403	Kerslake Mews	SE18 5AY
Flat	404	Kerslake Mews	SE18 5AY
No.	5	Kerslake Mews	SE18 5AY

Additionally, members must be:

- Aged 18 years or more
- Have legal right to reside in the UK
- Named leaseholders

Members cannot:

- Be employed, contracted or otherwise engaged in paid work, for PA Housing Limited.





Appendix 2 – Membership Confirmation Certificate Pro-Forma



**Kerlake Mews**  
Residents Association

This certificate confirms that

.....

of

..... Kerlake Mews  
London  
SE18 5AY

Became Choose an item. on Click or tap to enter a date. of the Kerlake Mews  
Residents Association, in accordance with the Association's constitution.

Signed

.....  
Member

.....  
Chairperson

