

# Knoll Residents Association

## Constitution and Rules



### Document storage & access

You may request a copy of the Constitution & Rules from the Association Secretary	<a href="mailto:kra.secretary@gmail.com">kra.secretary@gmail.com</a>
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### Version control

Paper copy (last revised in February 1999) in Association archive & held as pdf	Treat as version V1.0
Update following change in banking arrangements as approved at 36 <sup>th</sup> Annual General Meeting on 23 November 2010	Version V2.0
Update following the increase in Committee size and removal of NHW as approved at 38 <sup>th</sup> AGM on 13 November 2012	Version V3.0

### **Name**

- 1) The name of the Association shall be the Knoll Residents Association (KRA).

### **Objectives**

- 2) a) To safeguard, promote & further the common interests of the residents of the area of Orpington bounded as follows:-

<p><u>Northern boundary</u> Crofton Lane (east of the railway line) and Chislehurst Road (from the junction with Crofton Lane to Orpington High Street). Neither Crofton Lane nor Chislehurst Road, except the houses in Chislehurst Road on its south side between Broomhill Road &amp; Perry Hall Road, to be included in the area.</p>	
<p><u>Western boundary</u> Railway line.</p>	
<p><u>Eastern boundary</u> Orpington High Street (from the junction with Chislehurst Road) and the continuation into Sevenoaks Road (to the junction with Tower Road). Neither the High St nor Sevenoaks Road to be included in the area.</p>	
<p>See Map on Association's website <a href="http://www.kra.orp.org.uk">www.kra.orp.org.uk</a> for full detail. All roads included are listed in <a href="#">appendix A</a> below.</p>	

- b) To be non-party political and non-sectarian.
- c) To provide such social activities as may be deemed expedient by the Committee.

### **Membership**

- 3) Membership shall be open to every adult resident of the area defined above, upon payment of the annual subscription, save that the Committee may, at their discretion and without reason given, and subject to appeal at a general meeting, have power to refuse membership to any person.

### **Subscription**

- 4) Each member will pay an annual subscription of such a sum as shall be agreed at the Annual General Meeting (AGM); the sum may be reduced for any category of member which may be decided at the AGM.

## **Management**

- 5) The management of the Association between general meetings shall be in the hands of the Committee comprising not more than 15 members elected at the AGM. All Committee members shall retire at the next AGM but shall be eligible for re-election.
- 6) No member of the Committee shall be an officer of any committee of any political party; or a candidate for local or national government office for a political party; or an elected representative on local or national government for a political party; or any person whose party political activities are, in the opinion of the Committee, such as may embarrass, or appear inconsistent with the objectives of, the Association.
- 7) The Officers of the Association shall be the Chairman, Vice-chairman, Treasurer and Secretary, elected by the Committee at its first meeting after the AGM.
- 8) The Committee shall have the power to fill a vacancy occurring between the AGMs and to co-opt non-voting members until the next AGM.
- 9) The Committee may appoint such assistant officers and sub-committees as it deems appropriate, either from within its own body or from other members.
- 10) The Committee shall meet at least four times between one AGM and the next. Every member, except non-voting members, shall have one vote and, in the event of a equality of votes, the Chairman shall have a second or casting vote. The quorum for a committee shall be half of the voting members exclusive of Officers.
- 11) The Committee shall have the power to apply for affiliation to any organisation, membership of which is deemed to serve the objects of the Association and does not derogate from the autonomy of the Association.
- 12) The Secretary shall call meetings of the Committee as required.

## **Finance**

- 13) The financial year of the Association shall end on 30 September.
- 14) The Treasurer shall arrange the collection of all the subscriptions of the Association and shall deposit them and such other moneys as may be received by the Association in such a bank account as the Committee shall determine.
- 15) The Treasurer may open an account with any UK authorised deposit taker as shall be determined by the Committee. The mandate for the operation of the account shall state that all withdrawals there from shall require the signature or authority of any one of the Officers of the Association, all of whom shall be named in the mandate, and following the prior approval of two of the Officers named in the mandate. Transfers between accounts in the name of the Association held by the same deposit taker may be made at the discretion of the Treasurer.
- 16) Any expenditure by the Association of £50 or more shall require the approval, duly minuted, of the Committee.

## **General Meetings**

- 17) The AGM shall be held in the month of November every year and the business to be transacted shall include the election of the Committee, the Treasurer's presentation of an audited statement of account for the past financial year and the election of an auditor for the current year. The Auditor shall not be a member of the Committee at any time during the past or current financial year.
- 18) A general meeting of members shall be held at the instance of the Committee or within 28 days of a written application signed by not less than 20 members of the Association and stating the business to be discussed.
- 19) The Secretary shall give not less than 14 days' notice of any general meeting, such notice to state as far

as possible the business to be transacted.

- 20)** At a general meeting every member shall have one vote and in the event of an equality of votes the Chairman shall have a second or casting vote.

### **Candidates for Local Government Office**

- 21) The Committee may decide that the Association should promote a Residents Association candidate for election to local government office. Such a candidate must:-

- a) be a member of the Association of at least one year's standing, or, subject to the Committee's approval, a member of another Residents Association within the Borough of Bromley;
- b) not be a current member of any political party;
- c) be nominated by at least 20 current Association members, at least 10 of whom are not committee members.

- 22)** The subscriptions of the Association may be used for the purpose of promoting and supporting the election of such a candidate only if a General Meeting of the Association has previously so resolved. The Association may raise funds for such a purpose separate from the subscription and the Treasurer shall account for these funds separately from the subscription but shall hold & disburse them in accordance with rules 13-16 above.

### **Donations to Charities**

- 23)** The Committee is authorised to donate on behalf of the membership of the Association such sums of money to charitable organisations for use within the London Borough of Bromley which do not amount in total in any one calendar year to more than 5% of the balance in hand declared in the annual audited accounts for the previous completed financial year. These donations shall be declared in detail in the accounts for the year in which they are made.

### **Interpretation and amendment of the Constitution and Rules**

- 24) The Chairman shall have power to interpret the Constitution & Rules of the Association, subject to appeal to a General Meeting.

- 25)** The Constitution & Rules of the Association may be amended only by a vote in favour of at least two thirds of the members present and voting at an AGM or at any other General Meeting the notice for which has indicated the nature of the amendments proposed.

### **Dissolution of the Association**

- 26) The Association may be dissolved only by resolution of an AGM or any other General Meeting, the notice of which has indicated such an intention. The funds and other assets of the Association shall be disposed of as that meeting shall resolve.

### **Appendix A: Roads & buildings included in the KRA boundaries (in alphabetical order)**

- Bancroft Gardens
- Blossom Drive
- Braeburn Court, Orchard Grove
- Bramley Court, Orchard Grove
- Brookside
- Broomhill Road
- Broxbourne Road
- Chislehurst Road
- Cornmill Drive
- Cyril Road
- Dale Wood Road
- Devonshire Road
- Eastcote
- Elm Grove
- Hill End
- Hillview Crescent

- Hillview Road
- Irene Road
- Irvine Way
- Keswick Road
- Knoll Court
- Knoll Rise
- Lamorna Close
- Lucerne Road
- Lynwood Grove
- Mayfield Avenue
- Melbourne Close
- Moorfield Road
- Novar Close
- Oakhill Road
- Oatfield Road
- Orchard Grove
- Pepys Rise
- Sequoia Gardens
- Somerset Road
- St Aubyns Close
- St Aubyns Gardens
- St Kilda Road
- Stanley Road
- Station Road
- Stanbrook House, Orchard Grove
- The Avenue
- The Drive
- The Maltings
- Tower Close
- Tower Road
- Vinson Close
- Westholme
- White Hart Road