

MAPPERLEY PARK RESIDENTS ASSOCIATION CONSTITUTION

1. The Association shall be called the Mapperley Park Residents' Association ('the Association'). The object of the Association shall be:
 - a. The conservation, preservation and improvement of the amenities of Mapperley Park and the adjoining areas
 - b. To give members a voice on local issues
 - c. To nurture a sense of community

MEMBERSHIP

2. Membership of the Association will be open to residents of Mapperley Park or adjoining areas within the Mapperley Park Conservation Area, and owners of freehold or leasehold property within the same areas.
3. No member may represent themselves as speaking on behalf of the Association to any outside individual, Local Authority or other body. All such representations must be made through the Chair or Secretary, with the approval of the Committee.
4. The annual membership fee per household is £10.00. Any proposed increase in fees to be put forward for a vote by members at the Annual General Meeting (AGM).
5. Fees are due on the 1st day of January each year, to be held in a designated account, to be managed by the Treasurer to:
 - a. Cover the costs of the MPRA newsletter
 - b. Fund/contribute to social events for members
 - c. Support local initiatives and charities
 - d. Other purposes, as sanctioned by the Committee
6. Any member who fails to pay the membership fee for two years shall be cease to be a member.

THE COMMITTEE

7. The Association shall be managed by a committee of no less than five members, elected by the membership at the AGM (see below). Any fully paid-up member may put themselves forward to serve on the Committee. The members shall be elected at an AGM each year and subject to termination of office by resignation. Once elected, Committee members are required to stay in post until the next AGM, although may step down in exceptional circumstances (such as ill-health or if they move out of the area), subject to notice to the Committee. The Committee shall have power to fill any vacancy that arises, from the membership, until the next AGM. Retiring members of the Committee are eligible for re-election.

8. The Committee shall comprise a minimum of at least two of the priority roles listed below. In the event that one of the priority roles remains unfilled, the serving members of the committee may cover that role until it is filled.

Priority roles:

- **Chair** (the public face of the MPRA, point of contact for members, stakeholders and partners, responsible for oversight of the Committee, running meetings, promoting the MPRA, annual report on the activities of the Committee to the AGM). The Chair will preside over any vote at Committee or at AGM (in the event of an equal vote, they shall cast the deciding vote).
- **Treasurer** (managing the accounts of the Association, oversight of banking, appointment and liaison with auditors, reporting on finances of the MPRA to the membership at the AGM)
- **Secretary** (scheduling meetings, taking notes of discussions, keeping records and inviting stakeholders to AGMs and other meetings and events)

Additional roles that are desirable:

- **Membership Administrator** (promoting membership, collecting and monitoring membership fees, chasing non/late payment)
- **Newsletter Editor** (planning editions of the newsletter, commissioning and collating articles, securing advertising, writing articles, editing and proofing final copy, liaising with printers, circulation)
- **Social Media Manager** (updating the MPRA website, Facebook page and other social media, as required, publishing online summaries of meetings, promoting social and community events, responding to enquiries and concerns raised on social media)
- **Social Events Manager** (organising social events hosted by the MPRA for its members)
- **Council and Community Liaison** (managing our interactions with Nottingham City Council, our Mapperley ward councillors, the local police etc on matters to include the environment, trees, and antisocial behaviour)
- **Planning Officer** (advising members and the Committee on all matters related to planning applications, breaches and enforcement)
- Up to three general members of the Committee

An individual may serve in one or more roles, subject to confirmation by vote at the AGM.

9. Committee membership shall be conferred by a majority vote at the AGM. In the event that a Committee post becomes vacant during the year, the serving Committee members have authority to fill the post until the next AGM. If a post remains vacant after the AGM, serving Committee members will aim to cover it until it is filled. If a member is willing to take on the role in the meantime, the serving Committee members can appoint them until the next AGM.
10. Committee meetings will take place four times a year. Three Committee members must attend for a meeting to be quorate. Summaries of meetings to be published on social media, where appropriate. The Chair will provide an annual report of the Committee's activities throughout the year to the membership at the AGM.
11. The Committee is empowered by the membership to act in the community's best interests and communicate with third parties, stakeholders and partners as it sees fit, reporting to members on such activities annually at the AGM, or sooner if appropriate.

12. The Committee has the power to expel any member whose conduct has, in the opinion of the Committee, rendered them unfit for membership. Before any expulsion, the alleged complaint or grounds for concern shall be set out in writing and the member given the opportunity to respond in writing within 7 days, or in the alternative to attend the next Committee meeting, at which a vote will be held regarding the expulsion.
13. The Committee shall have power to amend the Constitution but no such alteration shall take effect until the same has been confirmed by a two-thirds majority at the AGM or a Special General Meeting convened for the purpose.

ANNUAL GENERAL MEETING (AGM)

14. An AGM of the Association will be held every year in April, as arranged by the Secretary. Notice of the AGM shall be published on social media and/or in the MPRA Newsletter, as appropriate, not less than 21 days before the meeting.
15. The purpose of the AGM is to:
 - receive a report of the activities of the Committee for the previous year
 - receive and, if approved, ratify a statement of the Association's accounts for the previous year
 - appoint members of the Committee
 - approve any proposed increase in membership fees or changes to the Constitution
 - provide an opportunity for members to raise any local concerns
 - engage with key stakeholders and partners
 - deal with any special matter which the Committee desires to bring before the members and to receive suggestions for resolution
16. Notice of the AGM will be publicised on social media, in the newsletter and otherwise as appropriate. The Notice of AGM shall specify which, if any, officers and Committee members are offering themselves for re-election. A minimum of 10 members are required to be present at an AGM meeting in order for it to be deemed quorate.
17. The meeting will be open to all paid up members and the Secretary will invite relevant stakeholders and partners to attend (such as, but not limited to, the Local Council, Police and cricket club). A Summary of the AGM will be published on social media and in the MPRA newsletter.
18. A Special General meeting may be convened at any time by the Committee, or a member, on not less than 7 days' notice to members, such notice to be published on social media or otherwise, as appropriate. Such notice to specify the matters to be discussed.

WINDING UP

19. The Association may be wound up voluntarily if a resolution is passed by a majority of the members present and voting at a General Meeting convened for that purpose. The resolution for winding up must specify the way any remaining funds and assets of the Association shall be disposed of after satisfaction of all debts and liabilities.

20. In the event of winding up, any remaining assets shall be distributed as follows:
 - Any assets held on trust or subject to conditions shall be dealt with in accordance with the trust or conditions
 - After the satisfaction of all debts and liabilities, any remaining assets shall be transferred to a charity or non-profit organisation with similar objectives as decided by the members in the resolution for winding up.
21. The Committee shall notify all relevant authorities of the decision to wind up and shall comply with all legal requirements for the winding up process.
22. The Committee shall prepare and present final accounts to the members at a General Meeting. The accounts shall be independently checked, and any remaining funds shall be distributed in accordance with the resolution for winding up.