

# **Newbury Racecourse Committee & Residents Association (RRA)**

## **Constitution & Code of Conduct**

Newbury Racecourse residents Committee (Committee) is the official association for the Newbury Racecourse estate community in its entirety and its immediate neighbours as defined by the Newbury Racecourse ward boundary.

### **Our area of community**

See marked areas of our community area. Note this will expand with further building ongoing.

The Committee will gain members as the estate grows and exclude no one living on the racecourse estate.

### **Our Aims (Aims) as a Committee & association.**

- Having our voice heard whilst working with the Racecourse
- To be Non Party Political
- Ensuring our voice is heard at Greenham Parish Council
- Ensuring our voice is heard at West Berks Council
- Bringing clarity to who is responsible for local issues
- Help build a sense of community

### **Equality and Diversity**

- A, The Committee / association will actively seek to promote equal opportunities within the community and within its members and membership.
- B, The Committee / association will value diversity and promote good relations with all members of the community and not discriminate on the grounds of age, disability, race, faith, colour, gender, or sexual orientation.
- C, The Committee / association will ensure where possible meetings are held in venues that are suitable and accessible to all. There will be Zoom / Teams connections for those who wish to join meetings remotely.
- D, The Committee / association will provide information on all the ways in which members can contribute their views and how they can meet people's needs.
- E, The Committee / association recognises that all sections of the community have a positive contribution to make to the life of our community. The Committee / association will represent the interests of all local residents to the best of its ability, it will carry out the day-to-day business of the Committee / association in an efficient, fair and responsive way.
- F, The Committee / association will provide all new members with appropriate information to support and make them feel welcome.

## **Membership**

- A, Membership of the Committee / association is open to all residents living in the defined area. (over the age of 18).
- B, Every member shall receive a copy of the constitution, contact details of the Committee members, details of planned meetings and how to include an item on the agenda.
- C, Membership is free to this Committee / association. Any monies raised by the Committee / association will be dispersed to further the association's Aims as agreed by the Committee members as a whole through the democratic voting process.
- D, Voting membership will end when the member,
  - Moves from the represented area.
  - Dies or resigns their membership.
- E, In the event of breaches of the constitution or code of conduct membership of the Committee / association can be suspended or ended by a 75% majority vote of the Committee members.
- F, Notification of suspension of a member must be given in writing to the member along with a copy of the constitution attached.
- G, Any future membership fees will be voted for during the Annual General Meeting (AGM).

## **Make up of the Committee**

- Chairperson
- Vice Chairperson
- Secretary
- Between 3-5 other resident association members

## **Appeals**

- A, Any member who has been suspended or had their membership terminated shall have the right to appeal. If a member wishes to appeal, they have the right to ask the Secretary to arrange a special meeting to hear their appeal.
- B, Appeals must be made to the Secretary within twenty-eight (28) days of receipt of the letter suspending them. A special meeting must be held to hear the appeal within twenty-one (21) days of the Secretary receiving notification on the matter.
- C, The appeals panel shall include at least three ordinary members of the association who are not on the Committee.
- D, Any member appealing suspension shall have the right to bring a third party and also, if they wish to be represented by the third party.
- E, The decision of the appeals panel shall be binding on both parties.

## **Code of Conduct.**

- A, Members will conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated and will be grounds for suspension of individual members.  
The Chairperson and Committee members have the right to warn the member(s) of their behaviour. If they persist, they will be suspended until further notice.
- B, It is a condition of membership that members always conduct themselves in a reasonable manner at meetings or in premises used by the association. A member may be suspended from the association for failure to observe this or for any other conduct not in line with the Aims of the association.
- C, All Committee and association members must always comply with the Constitution and Code of Conduct. A serious breach of the Constitution or Code of Conduct may result in Committee

members, following a majority vote of the Committee, being asked to resign and if appropriate termination of the membership as indicated in members section (F)

- D, Members must never personalise issues and should be willing to recognise that everybody is entitled to express their point of view without unduly preventing progress of discussion.
- E, Voters should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.
- F, Members cannot receive any payment from the association other than for bona fide expenses agreed by the Committee and approved in advance. Expense claims must be submitted to the Treasurer at least Seven (7) days before the next Committee meeting.
- G, Members must never use their position to seek preferential treatment for themselves, their family or relatives. Nor should they use their position to be treated more or less favourably when requesting services from the council or other organisations.
- H, Committee members must not divulge any association business which is treated confidential to other persons or organisations.
- I, Statements to the media or other organisations on behalf of the association should be made by the Chairperson or Committee members with the prior approval of the Committee.
- J, All correspondence sent on behalf of the association must be signed by the Secretary or Chairperson, agreed by the Committee and recorded on a log by the Secretary.
- K, Any resident who feels they have not been treated fairly and equally by the association can raise this with the Committee, who will respond within twenty-eight (28) days.
- L, Any complaints received about the conduct of the association or individual members will be taken to the Committee who will respond within twenty-eight (28) days. The Committee will only deal with complaints that relate to the activities of the association and its members in relation to the Constitution and Code of Conduct. Committee members will not deal with neighbour or inter-personal disputes in the area.

### **The Committee**

- A, The Committee shall monitor the work, finances and membership of the association.
- B, The Committee will produce and update a simple action plan throughout the year to be used to prepare an annual report to members for the AGM.
- C, The Committee will have a minimum of the following officers, Chairperson, Vice Chairperson, Secretary, Treasurer, PR & Sponsorship Officer, Health and Safety Officer and Vice officer, Maintenance Officer and Vice. Committee members shall be elected at an Annual General Meeting. The Committee will also include named person or persons that the Committee can contact for consultation.
- D, Committee members will be elected at the AGM.
- E, The Committee will have a minimum 5 and maximum 15 members at any one time. The Committee must cover the whole estate with its elected members.
- F, There can only be one Committee member per household.
- G, The Committee may appoint sub-Committees to carry out activities by the association Sub-Committees are directly accountable to the Committee. The Committee will agree in advance the terms of reference for any sub-Committees, which may then act and apply any finance raised within these terms. At least one Committee member shall sit on any sub-Committee of the association.
- H, Sub-Committees shall keep proper accounts and records of all meetings, to be made available as required to the Committee or General meeting.  
The Committee or General meeting may dissolve any sub-Committee. Any accounts, records or assets of the sub-Committee will pass to the Committee.
- I, Any vacancies on the Committee may be filled by co-opting members with full voting rights until the next AGM.
- J, Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.

- K, The quorum for Committee meetings shall be five (5) or fifty percent (50%) whichever is the greater of Committee members. The quorum should also be applied when making decisions other than at meetings.
- L, The Committee has the power to make decisions using electronic media outside of the Committee meetings. Any vote held by electronic or other means must be logged and recorded by the Secretary and formally approved at the next meeting. (General or Committee).
- M, Committee meetings may be called by the Chairperson & Secretary, or at the request of one third of Committee members. At least seven (7) days notice must be given.
- N, A minimum of three (3) Committee meetings will be held in one calendar year.
- O, All Committee meetings are open to all members as observers.

### **Duties of Officers**

- A, All the officers of the association have a duty to further all Aims of the association.
- B, The Chair shall conduct the meetings of the association, if the Chair is absent, the Vice Chair or other Committee member will conduct the meetings of the association.
- C, The Secretary is responsible for the convening of the meetings and giving the relevant notice to members. The Secretary will ensure that a proper record is kept of all meetings of the association, its Committees and sub-Committees in the form of minutes. The Secretary shall keep a record of all correspondence, consultation and activities carried out on behalf of the association, provide them as required by the Committee or general meetings. The Secretary shall maintain a register of Committee members and paid-up members of the association. (If fees become part of the democratic vote.)
- D, The Treasurer will oversee all banking and financial arrangements (outlined in Finance). They will be responsible for keeping proper accounts of income and expenditure, reporting to the Committee on all financial matters. All checks or spent monies must be cleared and signed by the Treasurer and one other Committee member.
- E, Any officer delegated to represent the association in consultation with any other body shall act on the instructions of association and shall report back to the Committee or general meeting, whichever is the sooner.
- F, The named officer for consultation will be responsible for ensuring that when responses are made, they are representative of the views of the association and not those of an individual. The named Officer will keep a record of responses and provide them as required by Committee or General meetings.

### **Meetings**

- A, The association shall hold an Annual General Meeting (AGM) once per calendar year and not more than fifteen (15) months shall pass between one AGM and the next.
- B, The AGM shall;
- Agree the minutes of the last AGM.
  - Receive an annual report from the Committee
  - Present a statement of accounts to members. Elect Committee members
  - Agree rates for membership (if there are any)
  - Vote on amendments to the Constitution
  - Consider any resolution put forward by members

- C, Any member over the age of eighteen (18) shall be entitled to stand for election to the Committee. Except if the association has a youth Committee where members under 18 may stand for election.
- D, Nominations for the Committee must be received by the Secretary in writing at least three (3) days before the meeting, unless the Committee makes decision to accept nominations at the AGM.
- E, Nominees should be present at the AGM unless unable to attend due to illness, holiday etc at the discretion of the Committee. The Secretary must be informed before the meeting.
- F, An independent observer shall attend each AGM and confirm the meeting was arranged and conducted in accordance with the association's Constitution. The independent observer can be one of the following;
  - An elected councillor A Council Officer
  - A Committee representative from another residents association.
- G, All members must receive in writing (not less the seven (7) days notice of the AGM. Notice of the AGM will be displayed on public notice boards in the association's local area.

### **Special Meetings**

- A, A special General meeting may be called by the Committee or requested by at least twenty (20) representatives of the members.(Special Meeting)

### **General Meetings**

- A, General meetings are open to all people living in the Newbury Racecourse estate. Everyone from The Racecourse Estate is entitled to vote on proposals put forward.
- B, Decisions of the General meeting shall be binding on the Committee.
- C, At least seven (7) days notice shall be given for a General meeting. Every eligible household will receive notification and invitation.
- D, The quorum for a General meeting shall be a minimum 25 people including Committee members.
- E, If a member believes an item to be confidential in nature this must be made known to the Chairperson before commencement of business. The Committee must decide if the item is to be considered and discussed in a closed session at the end of the General meeting.

### **Voting**

- A, Decisions at meetings (except those dealing with alterations to the constitution) shall be taken by a simple majority of those voting (including proxy votes).
- B, The named proxy must be a Committee member. The Secretary must be informed of the proxy not less than three (3) days before the meeting. Each member has one vote.
- C, In the event of a tie of the vote the Chairperson of the meeting shall have the casting vote. The Chairperson of the meeting shall not otherwise vote on any resolution.
- D, Counted vote is needed and the numbers shall be counted and recorded in the minutes.
- E, Alterations to the constitution require a two thirds majority of those present and voting at a General meeting. Full details of proposed changes must be circulated at the next General meeting.
- F, Conflict of interest must be declared. A member who declares conflict of interest should then withdraw from the discussion and voting on the issue in question.

## **Minutes**

- A, All formal meetings must be minuted and the minutes formally approved by the next meeting or at the beginning of the next meeting (General or Committee).

## **Finance**

- A, An accurate record of income and expenditure must be produced each year at the AGM to be available to all members upon request.
- B, Accounts should be open for inspection by members upon request.
- C, All monies raised by or on behalf of the association shall be applied to further the aims of the association and for no other purpose.
- D, The association will carry out any appropriate external scrutiny and / or audit of the accounts as required by current legislation.
- E, Account(s) must be opened in the name of the association. Cheques / Transfers and other banking instruments or instructions shall be signed by the Treasurer and at least one (1) other Committee member (who must be a signatory).
- F, Signatories must not be related to or be members of the same household.
- G, Proper records of all transactions including petty cash transactions must be kept.
- H, Finances raised on behalf of any sub-Committee must be applied only within the terms agreed by the association Committee.

## **Dissolution**

- A, The Committee or if a Committee no longer exists, a majority of remaining members of the association, can propose that the association should be dissolved. They must give at least fourteen (14) days notice to all eligible members that a meeting is taking place proposing to dissolve the association. For the sole purpose of dissolution, a quorum need not apply, and the association may be dissolved by a two thirds majority of those present. Any assets remaining after settling liabilities shall be applied for the benefit of the community in accordance with the aims of the association.