

# WILLOW WOOD RESIDENTS' ASSOCIATION

## CONSTITUTION

### 1. NAME

The name of the Association shall be Willow Wood Residents Association.

### 2. AIMS

The Aims of the Association shall be:

- (a) to represent the interest of members in consultations with the Park Owner and with the local authority and other bodies.
- (b) to make representations when the Association has received notice from the Park Owner about matters affecting the Park.

### 3. MEMBERSHIP

Membership is open to all occupiers of owner-occupied park homes stationed on Willow Wood Park ("the park") over the age of eighteen years irrespective of nationality, race, colour, age, gender, political, religious belief or sexual orientation.

The Park Owner and any agent or employee of theirs shall be excluded from membership.

Membership shall be indicated by a signature on an application form and inclusion on a membership list.

A list of the membership shall be open to public inspection together with the constitution and any rules of the Association.

### 4. MEMBERSHIP FEES/ SUBSCRIPTIONS

Where a subscription or membership fee is paid, the amount payable shall be determined at the Annual General Meeting of the Association on the basis of one unit of contribution for a single occupancy home or two units per double occupancy.

### 5. CHAIRMAN, VICE-CHAIRMAN, SECRETARY AND TREASURER\*

The members entitled to vote shall by voting at a General Meeting, elect a Chairman, Vice-Chairman, Secretary and Treasurer from among the members.

Other committee members may be elected by the membership as required.

With the exception of administrative decisions taken by the Chairman, Vice-Chairman, Secretary and Treasurer acting in their official capacities, decisions shall be taken by voting.

An officer of the Association may be removed from office by a vote at a General Meeting.

\* Throughout this document all references to Chairman shall include Chairwoman when applicable.

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### 6. ANNUAL GENERAL MEETING

There shall be an Annual General Meeting in May/June each year to:

- a) Accept the Chairman's Annual Report;
- b) Accept the Treasurer's financial statement of accounts (*where applicable*);
- c) Elect the Chairman, Vice-Chairman, Secretary, Treasurer for the next year;
- d) Elect any other committee members as required: and
- e) Consider any other items previously notified to the secretary or raised at the meeting.

Notification of the AGM will be given to all members at least fourteen days before the meeting.

### 7. OTHER GENERAL MEETINGS

The Chairman may call a General Meeting of the members at any time. The Chairman must call a General Meeting within fourteen days of receiving a request to that effect signed by not less than 10% of the members who are entitled to vote at such a meeting.

In all cases the Secretary will circulate details of General Meetings at least seven days in advance.

The decisions of General Meetings are to be carried out as determined by the meeting.

### 8. QUORUM

The Quorum for general meetings will be 50% of members in the Association and therefore no General Meeting will be held without at least this number being present.

### 9. VOTING

Each member may vote at meetings of the Association. Members will be entitled to appoint a proxy to vote on their behalf at general meetings by giving notice in writing to the Chair up to the commencement of the meeting.

Motions formally raised at a General Meeting shall be decided upon by a simple majority of those present, except those relating to the Constitution which will require a two thirds majority.

A resolution shall be decided on a show of hands unless a ballot is demanded:

- a) by the Chairman of the meeting, or
- b) by a proposal from a member which is seconded and passed by a majority vote.

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### 10. FINANCE

All money raised by or on behalf of the Association shall be used to further the Aims of the Association and for other purposes as decided by the Association. The Association's finances shall be accounted for by the Treasurer. Moneys withdrawn from, or transferred between, the Association's bank accounts shall be authorised by two of the three officers or as nominated by the Association.

A bank account shall be opened in the name of the Association and the Treasurer shall keep proper records of all the finances of the Association at all times. These shall include records of:

- a) all sums of money received and spent by the Association:
- b) the assets and liabilities of the Association.

### 11. CHANGES TO THE CONSTITUTION

The Constitution may only be altered at an Annual General Meeting or a General Meeting. Notice of any proposed amendment(s) to the Constitution must be handed to the Secretary not less than fourteen days before the General Meeting.

Changes to the Constitution must be agreed by two thirds of the members present and eligible to vote at a General Meeting.

The Constitution must then be changed to reflect the amendment(s).

Changes to the Constitution must be notified to the Park Owner.

### 12. DISSOLUTION

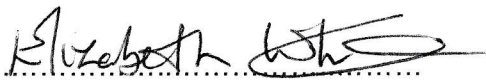
The Association may only be dissolved at a General Meeting called for that purpose. At least fourteen days notice must be given to all members.

A proposal to dissolve the Association shall only take effect if agreed by a simple majority of the members present and eligible to vote at the meeting.

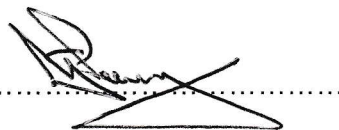
All funds and documents relating to the Association shall be disposed of in accordance with the decisions of the meeting.

This Constitution was adopted at the AGM held on: Friday 20<sup>th</sup> May 2022 and re-signed on 5<sup>th</sup> November 2024.

Signed: Chair.....  
Elizabeth White



Signed: Treasurer.....  
Stephen Perry



Signed: Assistant Secretary.....  
Jan Adamson

