



STAR CONSTITUTION

The name of the Association shall be "Southfield Triangle Association of Residents" (acronym "STAR").

Section 1 Catchment Area

The "Catchment Area" is defined as:

Alexandra Road, Greenend Road, Hamilton Road, Hatfield Road, Hawkshead Road, Rugby Road, Saltcoats Road, St Georges Road, Worcester Drive and those parts of Southfield Road bordering the aforementioned roads.

Section 2 The aims of the Association are:

- To represent and promote the interests of residents within the Association's Catchment Area;
- To offer residents the opportunity to become involved in their community and supporting residents in that involvement;
- To encourage community spirit within the Catchment Area of the Association; and
- To be a conduit for third parties and residents to interact with their community or to address issues which affect the Catchment Area or parts of it.

Section 3 Membership

Membership of the Association is open to all residents in the Catchment Area. Each resident is deemed a "Member".

Section 4 Membership Fee

There is no Association Membership Fee. Members will be encouraged to give a voluntary nominal donation payable per member household in an amount to be determined at the sole discretion of the Committee at times in which the Committee deem appropriate.

The Association reserves the right to organise events and arrange for their funding from Members and attendees as it sees fit.

Any funds accrued by the Association will be held in a bank account in the name of the Association as described below.

Section 5

Reporting to the Members

The Committee will provide an executive summary to the Members on an annual basis, which shall include, among other things, an annual accounting and run down of events during the year. Irrespective of whether an Annual General Meeting is held, the executive summary shall be provided in each calendar year and be made available on the website at www.starchiswick.com.

Section 6

Committee and Road Reps

Committee

- A committee will carry out the administration of the Association.
- The committee will consist of a Chairperson, Secretary, Treasurer, Membership Secretary, a Public Liaison Officer and up to 4 additional volunteers who are residents in the Catchment Area.
- Committee members will be sourced through residents within the Catchment Area who are willing to volunteer their time to support the administration of the Association.
- Committee members may resign or be removed at any time by a vote of the majority of the members of the Committee. Replacement will then be sought by the remaining Committee members.
- The committee shall have a goal of meeting three (3) times a year (whether in person or virtually); provided, however, such meetings shall be held as deemed by the Committee as required to further the objectives of the Association.
- A committee meeting shall be deemed quorate when a majority of committee members are present.
- Minutes of committee meetings will be made available to any members of the Association on request.

Road Reps

The Committee will seek to identify a number of Road Reps from the Catchment Area, who will:

- Act as a point of contact between members on their road and the Association.
- Ensure that issues within the Association's remit which members on their road wish the Association to consider are brought to the Committee's attention
- Attend Committee meetings and other meetings as deemed necessary.
- Ensure that members and residents receive communications from the Association whether via electronic message or in hard copy where this is required/requested.

Section 7

Duties of the Officers

The Chairperson (or in his/her absence another committee member) will conduct the meetings of the Association.

The Treasurer will maintain a bank account in the name of the Association. The Treasurer and one of the other committee members nominated as signatories will sign all cheques or issue instructions to the bank and the Treasurer will keep proper records of income and expenditure and report on them or provide them annually as required by the Committee. A suitably qualified person who is not a member of the committee should check these accounts.

The Secretary will be responsible for convening all meetings and giving the required notice to members. He/she will ensure that a proper record is kept of all meetings and will produce these as required by either the committee or the Council. The Secretary will also produce records of committee and general meetings and make these available to members on request.

The Membership Secretary will maintain an up-to-date record of members' contact details (known as the Road Map), together with details of members potential participation in various interests and will act as the Data Controller for the Association in relation to compliance with any relevant GDPR and Data Protection Commission requirements.

The Public Liaison Officer will be the initial point of contact within the Committee for bodies involved in planning or other similar issues which are communicated to the Association. They will be responsible for sharing any such issues with the relevant Members interested parties for their feedback and input and ensuring that the Committee is made aware of any resulting actions or recommendations generated by the interested parties.

Section 8

Activities of the Committee

Criteria for determining issues within the Association's remit

In considering whether an issue falls within its remit (see Section 2 above), the Association will take account of the following:

- Whether an issue involves plans, proposals or actions that impact on the interests of several households within the Association's area.
- Whether there is evidence of support for member involvement on the issue.

Process for submitting items for consideration by the Association

The Association will consider supporting residents in responding to issues and undertaking initiatives deemed to be within its remit, in response to requests from any residents in the Catchment Area. Residents can submit any requests to info@starchiswick.com or contact their local Road Rep who can raise the issue with the Committee on their behalf.

Specific areas of interest within the Association's remit

In addition to maintaining an overall Membership list, the Committee will compile and maintain a number of interests of residents who have indicated that they are willing and able to contribute to support the community in connection with specific activities or areas of interest.

These will include the following:

- Organising events and community gatherings
- Monitoring and attending relevant council activities, and responding on behalf of the community to planning and other similar issues
- Any other specific areas as deemed appropriate by the Committee

Residents on any relevant Interest Group list will be contacted by the Committee and asked if they wish to contribute as and when any relevant issues or initiatives arise.

Section 9 Meetings

Committee Meetings

The Committee will meet from time to time as it deems necessary with a goal of meeting three (3) times a year (whether in person or virtually).

Annual General Meeting

The Committee shall have a goal of holding an Annual General Meeting once in each calendar year.

Residents will be welcome to attend such meetings and notice of such meetings will be made available on the Association's website as well as communicated to members via the Road Reps in advance of the meetings. Topics may include committee confirmation and/or selection, review of the annual executive summary and any other topics deemed in the best interest of the Members in the Catchment Area.

General Meeting

The committee may call a general meeting at any time if deemed necessary.

The Secretary will give all members of the Association at least ten (10) calendar days written notice of a General Meeting. This notice will state the purpose, date, time and place of the meeting.

Voting

Any items that are required to be voted on shall require a majority of voting members present at the meeting. In the event that there is an even number of voting members at such meeting, then the Chairperson shall have the deciding vote.

Section 10 Finances

All money raised for or on behalf of the Association will only be used for the benefit of members of the Association.

No member of the Association, including Committee Members, will receive any payment or other economic benefit from the Association with the exception of reasonable and

documented incurred expenses which are deemed by the Committee as incurred for the benefit of the Association.

The Association's accounts should include records of all money received and spent by the Association and details of the transactions involved, together with all sales and purchases made by the Association.

The Treasurer will maintain a bank account in the name of the Association. Signatories will be nominated by the Committee (one of which must be the Treasurer). No two members of the same household may be signatories. All cheques and instructions to the Association's bank will require signatures or authorisation, as applicable, of at least two of the agreed signatories. Any expenditure over £500 shall require approval from a majority of the Committee members and any expenditure over £3,000 shall require approval from a majority of Members in attendance at an extraordinary General Meeting.

Section 11 Changes to the Constitution

The constitution can be altered by the Committee as required. Any request for changes must be submitted to the Secretary in writing. Changes to this constitution must be agreed by no less than sixty percent (60%) of members of the Committee which shall then be presented at the next Annual General Meeting as well as published on the website at www.starchiswick.com.

Section 12 Dissolution of the Association

Any decision to dissolve the Association can only be taken at a General Meeting called for the purpose of voting on such a decision. The decision to dissolve the Association can only be made by the majority of those members present and voting at such a meeting. All assets of the Association remaining once the debts have been cleared will be passed to any successor body or organisation with similar objectives or failing that, to any charitable organisation. A decision regarding the potential distribution of assets will be made at the meeting to dissolve the Association.

This constitution was adopted by the following individuals being a majority of the Committee on 12 November 2024:

Signed /s/ Jill Hanson Rainford

Signed /s/ Suzanne Burge

Signed /s/ Julie Porter

Signed /s/ Gabryel Kolodziej

Signed /s/ Tim Porter

Signed /s/ Georgina Impey

Signed /s/ Simone Teitler