

**THE FRIENDS OF PALMEIRA AND ADELAIDE**  
RESIDENTS ASSOCIATION

**CONSTITUTION**

**1 NAME**

The name of the Association shall be The Friends of Palmeira and Adelaide.

**2 AIMS**

The aims of the Association shall be:

- a) To work for the benefit of all who live in Palmeira Square, Palmeira Mansions and Adelaide Crescent, Hove.
- b) To work for the maintenance and improvement of the environment and amenities of Palmeira Square, Palmeira Mansions and Adelaide Crescent, Hove.
- c) To establish a point of reference for the views of the residents of the area.
- d) To establish lines of communication with the various local authorities for the expression of the views of the residents of the area, and for regular consultation on matters of importance to the Association.
- e) To hold meetings which will be open to all members, and issue reports to all members.
- f) To uphold equal opportunities and work for good relations amongst all members of the community. The Association will not discriminate on the grounds of nationality, colour, sex or sexuality, disability, and political or sectarian belief. The Association shall be non-party in politics and non-sectarian in religion.

**3 MEMBERSHIP**

Membership of the Association shall be open to all persons living in Palmeira Square, Palmeira Mansions, and Adelaide Crescent, Hove; additionally at the discretion of the Committee also to other interested parties. FOPA reserve the right to decline or terminate membership if any individual is considered to not be supporting the aims of the Association. Retention of a membership database will conform to the requirements of the Data Protection Act.

**4 OFFICERS AND COMMITTEE**

The business of the Association shall be conducted by a Chairman, who shall be elected annually by the committee.

A Committee shall be elected annually at the Annual General Meeting, consisting of a maximum of nine members (including the Chair, Secretary, and Treasurer).

The Committee shall have powers to set up sub-committees to deal with specific interests. Such Committees will be made up of members of the Association, but the Committee will have the power to enlist the services of any person who will be of benefit to the Association for any specific purpose.

Such persons will not thereby become members of the Association.

Casual vacancies on the Committee may be filled as soon as possible.

A Quorum shall constitute an attendance at any General, Annual General or Special General Meeting of five percent of the current membership list.

In the event of a vote of no confidence being passed in respect of any Officers of the Association at a General Meeting of the Association, that Officer will be deemed to have resigned.

An unopposed candidate at an election shall be deemed to have been elected; all retiring Officers are eligible for re-election.

**5 FINANCE**

Finance (other than by Council grant) shall be obtained by inviting donations in support of the work of the Association and also for specific projects. If for a specific project, a percentage may be set aside for administration of that project. All monies raised by or on behalf of the Association shall be used to further the aims of the Association, and for no other purpose other than participation in specific charitable causes approved by the Committee.

The Association shall hold a bank or building society account, and all deposits there shall be made as soon as the monies are received. Except for day to day petty cash, no monies of the Association shall be kept in hand.

The Chairman, Treasurer, and one other nominated member of the Committee shall be signatories to the bank or building society account, and two of these signatories shall be needed to withdraw monies.

The Treasurer will be responsible for managing the financial affairs of the Association, and shall keep proper accounts of the finances.

## **6 ANNUAL GENERAL MEETINGS**

The Annual General Meeting shall be held at such a time and date as the Committee shall determine, provided that the interval between one AGM. and the next shall not exceed 15 calendar months, and that 21 clear days' notice in writing of the Meeting shall be sent to all members of the Association.

The AGM shall transact the following business:

- 1) Minutes of the previous AGM.
- 2) Consideration of the Annual Report.
- 3) Consideration of the Annual Accounts.
- 4) Election of the Committee.
- 5) Any other relevant business.

## **7 GENERAL MEETINGS**

General Meetings may be held in addition to the Annual General Meeting, and open to all members. At General Meetings and Committee Meetings a motion shall be carried on a numerical majority. The Chairman shall hold the casting vote.

## **8 SPECIAL GENERAL MEETINGS**

A Special General Meeting may be called by the Chairman of the Committee at any time should:

- 1) the Committee feel it necessary.
- 2) at least ten members of the Association put such a request to the Chairman and give reasons for the request.
- 3) for the purpose of changing the Constitution or of considering other matters.

If a Special General Meeting is requested by members other than the Committee, the Chairman should call such a Meeting within 21 days.

## **9 AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution may be considered at the Annual General Meeting.

Any motions to amend the Constitution must be delivered to the Secretary of the Association not less than fourteen days prior to the date of the Meeting at which they are to be considered.

## **10 DISSOLUTION**

If a majority decides at a General Meeting to dissolve the Association, then notice must be given to all members of the Association, with at least 21 clear days notice, and stating the motion, of a SGM at which the resolution must be passed by a majority of those present and voting.

Such a resolution may give instructions as to the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall be given or transferred to such other institutions which have objectives similar to those of this Association and will benefit the inhabitants, as the Association may, with such approval as is necessary determine. Any Council grant money remaining must be repaid to the Council on dissolution of the Association.

## **11 ACCEPTANCE**

This Constitution was adopted at the Annual General Meeting held on 14<sup>th</sup> December 1997, and issued to all Members on 16<sup>th</sup> December 1997.

It was revised by agreement at the Annual General Meeting held on 8<sup>th</sup> February 2003, and issued to all members on 31<sup>st</sup> July 2003.

It was further revised by agreement at the Annual General Meeting held on 7<sup>th</sup> January 2012.

It was further revised by agreement at the Annual General Meeting held on 20<sup>th</sup> April 2024.