



RESIDENTS ASSOCIATION CONSTITUTION

1. NAME

- a) The Association shall be known as the:
PEROLA DA LAGOA RESIDENTS & TENANTS ASSOCIATION
- b) The Association (PDLRA) will cover the area of:
THE URBANIZACAO KNOWN AS 'PEROLA DA LAGOA' (PDL)
- c) Head Quarters: Rua da Caravela No 3, Quinta Do Bom Sucesso, Vau, Obidos
- d) NIF Number

2. AIMS & OBJECTIVES

The aims and objectives of the Association shall be:

- a) Represent and to promote the interests of residents living in the area.
- b) Seek to improve conditions for residents in the area.
- c) Work in partnership with the Camara and other agencies to achieve it's aims.
- d) Protect owners investment in property and represent the interests of residents in consultation with the Camara and other bodies to ensure PDL is maintained to a high quality standard with good levels of security
- e) Ensure that our members have a strong voice in key decisions and initiatives on how PDL is developed over the coming years.
- f) Promote awareness of the ecological importance of Obidos Lagoon and help to protect its wildlife and environment
- g) Promote a healthy community spirit.
- h) The Association shall be non-party political, non-sectarian and non-profit.

3. MEMBERSHIP

- a) Membership of the Association shall be open to owner occupiers, owner of rentals, permanent rentals, ('Residents') living in the PDL Area. The annual membership will be €10.
- b) The Association will endeavor to engage with all new residents to make them aware of the Association and its Committee members and the work being carried out on their behalf.
- c) All members shall have rights to raise issues at the annual general meeting that they attend. Notice of issues they wish to raise should be given in writing 7 days before the meeting.
- d) All members shall on request be supplied with a copy of the constitution.

4. THE COMMITTEE

- a) The Association is run by volunteers from its membership. Volunteers are either formally appointed as officers, work on Committees or take part in the efforts of Working groups formed to focus and report on specific matters of interests to members.
 - b) The Committee shall consist of up to 9 members and shall include a Chair, Deputy Chair, Secretary, a Treasurer and Membership Co-ordinator (Management Officers).
 - c) No two persons from the same household can be Management Officers.
 - d) The Committee will provide updates to the residents in the form of a quarterly Newsletter. Reporting on their work, issues outstanding and how it will positively encourage participation from all sections of the community.
 - e) Committee meetings will be held monthly during the course of the Association's year. One of the meetings shall be the Annual General Meeting.
 - f) Seven days' notice of committee meetings will be given to all members of the committee. Agendas shall be sent 3 clear days before a meeting whenever possible, save in an emergency and with the agreement of the Chair.
 - g) The quorum for committee meetings shall be a minimum of 4 members which has to include the Chair or Deputy Chair.
 - h) Where a vacancy (or vacancies) arises on the committee, it/they will be filled
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by co-opting by a majority vote of existing committee members or by election at the next General Meeting of the Association.

- i) The Committee shall deal with any issues of management of the Association which require action and decisions during the periods between general meetings of the Association, and report these to the next General Meeting.
- j) Committee members have a responsibility to attend committee meetings. When this is not possible apologies should be submitted to the Secretary in advance of the meeting. Committee members who miss more than three consecutive meetings without giving reasonable apologies may be asked to resign from the committee.
- k) A member of the Committee may be removed or suspended from their post if they bring the good name of the Association into disrepute, or do not abide by the terms set out in this constitution. A full meeting of the Committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspended.

5. CODE OF CONDUCT

- a) Members are required to act with honesty and integrity at all times.
 - b) Members must behave in a polite, respectful, and appropriate manner at all times.
 - c) The Committee are expected to conduct themselves in a manner that reflects positively on the Association and not to conduct themselves in a manner that could reasonably be regarded as bringing their office or the Association into disrepute.
 - d) The Committee must not seek to use their position improperly to confer disadvantage on any person or seek to gain pecuniary advantage.
 - e) The code applies at all times when members and Committee Officers are carrying out the business of the Association or representing the Association.
 - f) Members should not write, speak, or act on behalf of PDL Residents Association without permission from or at the request of the Chair and the Committee.
 - g) Members must not attend meetings under the influence of alcohol or illegal substances.
 - h) Members must respect the role of the Chair in leading and keeping order in meetings. Members wishing to raise issues with the Committee should
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contact the Membership Co-ordinator in writing giving details of the issue requiring attention. The Membership Co-ordinator will then take it forward to the Committee for consideration.

- i) Mobile should be switch off during meetings, except with the permission of the Chair.
- j) Members should listen to each other during meetings and not have 'meetings within meetings'.
- k) Members must follow the agenda.
- l) Any members may be excluded for a breach of these conditions or for any other conduct contravening the objectives of the Association, by a majority of those present and voting at any general meeting. Any member so excluded shall have the right of appeal at the following general meeting.

6. ANNUAL GENERAL MEETING

- a) An Annual General Meeting (AGM) of the Association shall be held once a year (within 15 months of the last AGM). Written notice of the meeting must be sent at least 30 days in advance to every household. Members should be made aware that they will have the opportunity to make nominations for election or stand for election themselves and to vote for the officers and committee at the meeting.
 - b) The quorum for the AGM is a minimum of 51% of the membership.
 - c) At the meeting:
 - The minutes of the previous AGM will be presented and approved.
 - The existing committee will present a report of the Association's activities in the past year.
 - Audited accounts for the year will be presented. The accounts must end in the current year and the year-end must not be more than four months before the date of the AGM. Accounts must be audited by the Council's appointed auditor.
 - Anyone wishing to stand down from the existing Committee will stand down. Maximum term of office 3 years. Maximum terms served 2.
 - Vacant positions for the next year will be voted on and elected.
 - Any proposals to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which they are to be considered.
 - Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.
 - d) Nominations for Management Officers and committee members will be accepted only if the person nominated is present at the Annual General Meeting or has put in writing that they want to stand. If there is more than one
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nomination for each post a vote will be taken.

- e) If there is nobody willing to stand, the Committee will decide whether to start procedures to close the Association down. Alternatively, the Committee can continue in office to try and redevelop the Association for up to six months. It is the responsibility of the Committee to recruit a new committee or formally dissolve the Association within that period.

7. SPECIAL GENERAL MEETINGS

- a) Special General Meetings may be called at any time for the purpose of altering the constitution or for considering any matter including dissolution that needs the urgent attention of all members.
- b) Special General Meetings shall be called either at the written request of at least 6 members of the Association, or if the General Meeting decides by a two-thirds majority that it is necessary or advisable.
- c) At least 30 days' notice of any Special General Meeting will be given to members in writing, stating the reason(s) for holding the meeting.
- d) All matters for decision will be decided by a simple majority of those present and voting.

8. FINANCE

- a) All money raised by or on behalf of the Association shall be applied to cover the running costs of the Association, including the management and the achievement of the objectives of the Association and for no other purpose.
 - b) The Treasurer shall keep proper account of the finances of the Association and shall open a bank/building society account in the name of the Association and keep copies of all relevant invoices and receipts to support expenditure and income.
 - c) The Committee will authorise the Treasurer to make any necessary payments. If the Treasurer stands down, they are responsible for transferring responsibility for the bank account to the new Treasurer. Bank signatories shall be Treasurer, Chair and Deputy Chair of the Association.
 - d) The audited accounts shall be presented to the Annual General Meeting.
 - e) The Committee are responsible for the proper use of money raised through membership, grants, fundraising etc. The committee will agree by consensus how to spend the Association funds and such decisions must be minuted. The Treasurer should keep records for all income raised and receipts for all money paid out in expenses to committee members for duties carried out on behalf of the group.
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9. AMENDMENTS TO THE CONSTITUTION

- a) Any proposals to amend the constitution must be presented to the secretary in writing at least 7 days prior to the meeting at which they are to be considered. Amendments shall be agreed by a majority vote of the Committee.
- b) Amendments to the constitution must be circulated to all members of the Association.
- c) By signing this model constitution, we confirm that our Association will abide by the standards that are defined in the model constitution and recognition criteria

Management Officers

Name:

Signed:

Officer position:

Date:

Name:

Signed:

Officer position:

Date:

Name:

Signed:

Officer position:

Date:

Name:

Signed:

Officer position:

Date:

Name:

Signed:

Officer position:

Date:

Committee

Name:

Signed:

Date:

Name:

Signed:

Date:

Name:

Signed:

Date:

Name:

Signed:

Date:
