



Constitution of Rosaire Community Association

1. TITLE

The Association shall be known as the “Rosaire Community Association”.

2. LEGAL STATUS

It is an unincorporated non-profit making association which works as an independent community group, not affiliated to any other organisation.

3. THE AIMS OF THE ASSOCIATION

The aims of the Association are:

- i. To promote the health & well being of people over 55 years that lives in Guernsey.
- ii. To reduce experiences of social isolation through organised activities and events.
- iii. To try to make as many opportunities as inclusive as possible by securing funding so that it is free at point of access.

4. OBJECTIVE

This to be achieved through the development of Rosaire Court as a community hub by the following means:

- i. By the establishment of the group whose views may be known to Housing 21, local agencies, other bodies, and the local community.
- ii. To work in partnership with the relevant agencies and funding bodies to improve the well being of people residing at Rosaire Court & Gardens and on island.
- iii. To facilitate communication between members of the Association, relevant agencies and local community.
- iv. To provide a means of distributing information concerning the developments by the Association.
- v. To secure improvements wherever possible to the amenities, facilities, social and recreation opportunities.

- vi. To agree and arrange Educational, Social & Recreational activities for the benefit of members of the Association.
- vii. To engage in other activities which the Association may from time to time, consider to be in the best interest of its members.

5. ELIGIBILITY

The eligibility criteria to become a member are:

- i. Be 55 years or over.
- ii. Live in Guernsey.

The Community Association will ensure that they provide equal opportunities to all its membership and that it is open to all individuals regardless of racial origin, colour, religion, gender, marital status, sexuality, or disability.

6. MEMBERSHIP

- i. Membership of the Association shall be open to all residents of Rosaire Court & Gardens who shall automatically become a member upon moving in.
- ii. Membership can also be applied for from any resident over 55 years old that lives in Guernsey.
- iii. On joining, all members will receive a Members Information Pack which will outline the rights of the member.
- iv. All members will automatically be signed up to the Associations "Code of Conduct" that all members are expected to abide by. It will also explain any action/s that may be taken by the Committee on behalf of the membership if a member is in breach of this which may result in the suspension of a membership or expulsion from the Association.
- v. Each member of the Community Association is entitled to a vote

7. THE COMMITTEE

- i. A committee shall be elected to carry out the business of the Association.
- ii. All Committee members must be a resident of Guernsey to be eligible for election. .
- iii. The Committee shall be made up of a Chairperson, Secretary, Treasurer, and up to 4 general members whose roles & responsibilities are outlined in Appendix A.
- iv. Out of the 7 committee members, no one on the Management Committee should be personally connected to another. This is defined as being a relative, married or in a partnership with, or living in the same household.
- v. The Committee shall be elected at the Annual General Meeting. Vacancies arising through the year can be filled by elections at general meetings.

- vi. Candidates for election for the Committee must be people of integrity and have skills and experiences that will benefit the running and development of the Association.
- vii. The Committee will also have co-opted representatives from Housing 21 and the Care Services based at Rosaire Court & Gardens to support Committee members in the work of the Association. Co-opted members do not have voting rights in any decisions that are made by the Association.
- viii. All Committee members have a duty to always act in the best interest of the membership and in achieving the objectives of the Association.
- ix. The Committee have responsibility to abide by the terms and conditions of the constitution at all times and to review this with the membership if required.
- x. The Committee are expected to complete an Annual Review of its own performance against the mission and objectives of the Association and its response to the wishes of its membership. This is to form part of a Review Report to be made available to all members at the Annual General Meeting.
- xi. The Committee jointly holds responsibility to ensure that all funds are recorded and used appropriately to meet the mission and objectives of the Association.
- xii. Officers shall carry out duties given to them at general meetings.
- xiii. The Committee shall meet no less than quarterly or 4 times a year.
- xiv. Minutes of Committee meetings should be made available to all members.
- xv. At least 4 members of the Committee present at meetings shall constitute a quorum.
- xvi. Committee members are volunteers and are not entitled to remuneration in their role other than expenses incurred in the general running of the Association and its work.

8. ANNUAL GENERAL MEETING (AGM)

- i. There shall be an Annual General Meeting held every 12 months, in the month of January at which the committee will report on its work and present a statement of accounts.
- ii. The power and duties of existing committee members and officers shall terminate at the AGM if they have served two consecutive years on the committee and will be eligible for re-election during the meeting.
- iii. The AGM shall vote on recommendations and any amendments to the constitution.
- iv. The Secretary shall notify all members of the date, time and place not less than 14 days before the AGM.

9. OTHER GENERAL MEETINGS

- i. There will be a general meeting open to all members every 6 months. This will be an informal meeting to review the work of the Association for the previous 6 months and to consult around plans for the coming 6 months.
- ii. A Special (Extraordinary) General Meeting (SGM) open to all members will be held if more than 50% of members submit in writing a request for such a meeting to the Secretary or it can be called at the instigation of the Committee.
- iii. The Secretary shall publicise all General Meetings at least 5 days in advance.
- iv. At the AGM or Special General Meeting, 20% of the members shall constitute a Quorum.
- v. Voting at all meetings shall be by secret ballot and a majority decision shall prevail.
- vi. The Chairperson shall have a second or casting vote when there is a quorum of 4 Committee members where a vote is tied. Where this occurs, it must be documented and the reasons for the casting vote and how it is in the best interest of the Association and its membership.

10. SUBSCRIPTIONS

- i. It is optional as to whether the Association has a subscription for members. Where it is agreed to have them, they should be set at a low level enough not to deter membership.
- ii. Subscriptions should be modest and should be fixed at such levels as the Committee from time to time determine. Should it be required, fundraising events and funding applications should supplement the income of the Association. .

11. ACCOUNTS

- i. The finances of the association shall be properly managed and the treasurer shall keep adequate records of transactions as outlined in the Associations Financial Management Policy & Procedure.
- ii. The Association will keep all available funds in the bank account in the name of "Rosaire Community Association".
- iii. The Treasurer and an independent person (who is not a Committee Member) should check, verify and audit the Accounts each year and these shall be presented by the Treasurer at the AGM and copies provided to members.

12. CHANGES TO CONSTITUTION

- i. The Constitution can only be altered at an AGM or at a special/general meeting.
- ii. Any suggested changes must be handed to the Secretary in writing 14 days before the AGM or SGM.

- iii. Changes must be agreed by two thirds of the members present at the AGM or SGM.

13. DISSOLUTION

- i. The Association may only be dissolved at a Special General Meeting called for that purpose and must be advertised 14 days before the meeting.
- ii. A proposal to dissolve the Association shall take effect only if agreed by two thirds of the members present at the meeting.
- iii. Funds and possessions will be disposed of according to the wishes of the meeting.

14. OTHER EXPECTATIONS

- i. Housing 21 and its' officers support and encourage the creation and continuation of the Community Association, however the responsibility for running the Association is entirely the Committee and its membership.
- ii. Housing 21 will support any grant funding applications made by the Association to assist in the goals of the Committee and membership.
- iii. Housing 21 will consult formally with the Association and its membership on any major changes to the facilities on the Court that may affect the opportunities that are provided through the Association.

The amended constitution has been adopted following consultation with the membership at the Annual General Meeting held on 14th January 2025.

Rosemary Bishop-White Date *24th January 2025*
Rosemary Bishop-White (Chair of the Association)

Ann E. Goss Date *24.1.2025*
Ann Goss (Secretary of the Association)

P. Niles Date *24/01/25*
Pam Niles (Treasurer of the Association)

[Signature] Date *24/01/25*
On behalf of Housing Services for Housing 21

Appendix A – Roles & Responsibilities of Committee Members

Role of the Chair

People are often wary of taking on the role of Chair because they think it will involve lots of work. The important element of the Chair's role is to make sure things get done; not to do everything. This is an important distinction and is why good leadership skills are needed for this role so that you do not become the person that does everything but instead co-ordinates and delegates tasks.

There are two main tasks that the Chair has to do:

1. Guide the association to achieve its aims
2. Chair the meetings of the association

Primarily the Chair guides those present through the agenda and should more often assist and encourage discussion rather than lead it. As well as this, the following may help the Chair in her / his role:

- Be aware of the activities and representations being made in the name of the Residents' Association and familiarise yourself with the group's constitution.
- Consult with other committee members to ensure that they are carrying out the tasks being asked of them.
- Consult with the secretary to arrange meetings and prepare an agenda
- Conduct the business of the meeting in line with the agenda
- Control discussion in the meeting to the item on the agenda under review and make sure that a suitable conclusion is made and all present are clear about it before moving onto the next item.
- Ensure discussion is fair and that everyone is given an opportunity to speak.
- Ensure from the outset of every meeting that members are aware that abusive or offensive comments or behaviour will not be tolerated.
- Make sure that a record is kept of all decisions made and let all committee members know what is expected of them before the next meeting.
- Always try and set the date and time of the next meeting whilst everyone is present, as this can assist in attendance levels.
- Make sure that any decisions made by the Association are representative of the majority of the views of the membership.

This list is not exhaustive, neither does it mean that all these tasks need be carried out by the Chair but the basic principles should be followed.

Role of the Secretary

Again this is another role that is often seen as involving quite a lot of work. Some Associations split down some of the functions the Secretary has to spread the workload either by having a vice secretary on the Committee or having a minutes secretary who will take the minutes and distribute them afterwards. Therefore it doesn't need be a time consuming a role.

In general the Secretary's duties include:

- Arranging meetings – time, date, place etc.
- Consulting with the Chair in putting together the agenda and circulating it.
- Preparing all papers for the meeting including minutes of the previous meeting and all correspondence dealt with since the last meeting.
- Making a note of those present and any apologies for absence.
- Taking notes of the meeting
- Preparing formal minutes from these notes, having them agreed by the Chair and circulating to all members present or in accordance with the arrangements set out in the Associations Constitution.

Practice on this varies. The Chair in some Courts sets the agenda, at others it's the Chair and Secretary and in some cases when it involves a Court meeting then the Court Manager is involved.

Recommended good practice would be for the Chair to invite submissions from members for the next meeting and these then be incorporated in an agenda set by the Committee or by the Chair and Secretary at their next Committee meeting,

Close working with the Court Manager is encouraged and it may be that you could have Court Manager feedback/news as a permanent agenda item.

Role of the Treasurer

The treasurer has overall responsibility for the monies received and spent by the Association. The amount of work varies according to the size and activity of the Association. Records of income and expenditure should be kept and maintained.

Generally duties include:

- Opening a bank account in the name of the Association and paying all money received into that account
- Keeping a record of all money received and issuing receipts
- Paying bills as agreed by the Committee and keeping a record of all expenditure
- Maintaining an accounting system detailing income and expenditure, and preparing at least an annual statement at the Associations AGM.
- Arranging for accounts to be audited yearly prior to the AGM.
- Giving a financial statement about the years financial position at the AGM

People are often reluctant to stand for the role of treasurer however the work entailed is minimal and rarely requires more budgetary skill than dealing with your own household accounts. The only difference is the need to record the income and expenditure and monitor the balance of the account.

In the main most Associations have a bank account. All Associations should have 3 signatories for any bank account it holds. This should be the treasurer and 2 others (none of whom should be related or reside in the same household)

Verified Accounts

As per the constitution the Association is to have their accounts audited annually. The reason for this requirement is to ensure that there are mechanisms in place for accountability and is simply a precaution. In the main the verification of accounts by a person independent of the Association, the court and Housing 21 is sufficient. They should check the books, record of accounts and then sign under the financial year checked. The accounts should then be copied and displayed on the Notice Board prior to each AGM

Other Committee Members

Other Committee members can assist the Chair, Treasurer and Secretary in their roles and responsibilities or deputise in their absence.