

Constitution for Dicksonfield Owners and Residents Association

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1. Name of Association

The Association shall be known as Dicksonfield Owners and Residents Association (referred to as 'the Association' or 'DORA').

2. Aims

The Association exists to:

- Develop and conserve the environment, and fabric of the residential development commonly and legally referred to as 'Dicksonfield', Edinburgh
- Encourage the involvement of the residents and owners of Dicksonfield properties in actions relating to the general aims
- Liaise with public and private bodies working on behalf of the residents of Dicksonfield to promote the aims
- Bring together neighbours in a relaxing and social environment to discuss issues of common interest relating to the aims
- Improve the protection of individual residents, owners and property from acts of crime and neglect

3. Powers

To further these aims, the DORA may:

- Arrange meetings, surveys and consultations relating to the aims of the DORA
- Seek approval from a simple majority of attendees at regular resident meetings to act on resident's behalf, when dealing with external bodies in matters that may lead to additional charges being levied on members.
- Specifically the DORA will
 - Act as the resident's collective representatives when dealing with factoring agents
 - Carry out practical environmental improvement projects
 - Raise funds solely for the purpose of furthering the aims of the DORA, as the members of the committee consider appropriate
 - Raise funds, receive contributions and make grant applications
 - Liaise and work in partnership with other organisations and individuals such as factors, builders, local authorities and government departments
 - Establish and support associations and institutions formed to further the aims of the DORA, e.g. Neighbourhood Watch.
 - Collect, disseminate and exchange relevant information

- Undertake research and surveys that directly or indirectly promote any of the aims of the DORA
- Publicise the Association's activities through leaflets, posters, and meeting minutes
- Buy, hire or legitimately borrow any equipment, tools or other property required to fulfil the DORA's aims
- Subject to consents required by law, to sell, lease or dispose of all or part of the property of the DORA
- Employ such staff (who must not be members of the committee).as are necessary for the proper pursuit of the aims

4. Membership

- Membership of the DORA is conferred on all residents and owners of properties in the development known as 'Dicksonfield'. However, only owners of properties shall be entitled to vote in accordance with Land Certificate Title, reference MID 1641D14, Section 18
- Membership of the committee is open to any owner who supports the aims of the DORA and is willing to take part in its activities and meetings
- There shall be no discrimination on the basis of age, race, religion, sex, sexual orientation, nationality or belief systems of any sort
- The committee shall retain the right for adequate reasons, to refuse attendance of any individual at DORA meetings, after giving the individual concerned the right to be heard before a final decision is made. However, in the spirit of the general aims, all matters of dispute shall be actively resolved in an informal manner before resorting to this action

5. Subscriptions

There is no subscription for membership of the DORA, but such a levy could be raised subject to approval at a subsequent AGM

6. Office Bearers and Committee

- An informal committee, of at least four owners shall meet no less than four times a year, to direct the actions of the DORA and report to each subsequent meeting
- At an annual general meeting (AGM), the owners shall elect a Chair, Secretary, Treasurer and one resident representative to form a committee (also known as office bearers)
- Office bearers shall normally serve for one year after the AGM
- One member of the committee shall retire each year by rotation. Retiring office bearers may be re-elected
- If any vacancies arise, the committee shall have the power to co-opt a replacement or replacements until the next AGM
- The committee shall have the power to remove from office any office bearer, after a motion of no confidence has been passed by a majority of the committee
- The committee may create sub-committees for specific purposes

7. Annual and other meetings

- The AGM shall be held in the month of September each year
- At the AGM, the Annual Report and audited financial statement shall be presented, office bearers shall be nominated and elected and other relevant business conducted
- The AGM shall be held in September in order to review the posts of office bearers, receive an annual report of the Dicksonfield Residents Association in line with its aims, and receive an annual statement of accounts
- Members shall be notified at least 21 days before, of the date and the place of the AGM/general meetings. Notification may take place on entrance hall notice boards
- Notices of Motion, duly proposed and seconded by another member of the DORA should be submitted to the Secretary in writing at least 14 days before the AGM
- The Secretary shall notify members of the agenda at least 10 days before the AGM
- Should circumstances arise that prevent the holding of the AGM in September it shall be held on a date no later than 31st December of the same year, due notice having been given of the revised date
- Four general meetings including the AGM shall be held in each calendar year
- An extraordinary general meeting may be called by the committee giving at least 21 days notice

8. Procedures

Records

- The committee shall keep adequate written records of all meetings, projects and events
- The secretary shall take a record of all committee and general meetings and produce minutes for confirmation

Quora and Attendance

- A quorum at committee meetings shall be four of those eligible to be vote
- Members and other interested parties are welcome

Frequency of meeting

- The committee shall meet at least four times a year

Voting

- Decisions shall be made by a simple majority of those present and eligible to vote at committee/general meetings
- All property owners in Dicksonfield shall be eligible to vote unless they are more than three (3) months in arrears with their factoring fees. This to be determined by the Managing Agents. Any property owner in arrears will not be eligible to vote or to contribute verbally at any Dicksonfield Owners & Residents Association meeting.
- The chair shall have an additional vote if required in the event of a tie
- All questions for decision at any meeting shall be determined by a show of hands or a subsequent ballot when circumstances demand

9. Financial Arrangements

Disposal of Funds

- All funds raised shall be used solely for furthering the aims of the DORA and paying members' expenses as approved by the committee

- Individuals shall not benefit from being a member
- As volunteers, none of the committee shall derive personal benefit, financially or in kind from the activities of the DORA

Financial Records

- A bank account may be opened in the name of the association and three office bearers shall be authorised to make withdrawals, with two signatures required on each withdrawal
- The Treasurer shall ensure that full financial records are kept and financial statements are produced annually and on request of the committee
- The accounts shall be audited annually by an independent examiner appointed by the committee and a financial statement shall be presented at the AGM
- The financial year shall be 1st September to 31st August

10. Amendments to the Constitution

- Any amendments to this constitution shall be made after giving all members due notice of 21 days of the proposed alteration and if two thirds of the members present and eligible to vote in favour of the change(s)
- The constitution may only be amended at the AGM or at an extraordinary general meeting called specifically for the purpose

11. Dissolution and Disposal of Assets

- The DORA shall be dissolved if two thirds of members consider it necessary, to be decided at an extraordinary general meeting having given members at least 21 days notice of the meeting
- Individuals shall not be liable if the DORA is dissolved
- In the event of the dissolution of the DORA, any assets remaining after the satisfaction of all debts and liabilities shall not be paid or distributed among the members of the DORA. These assets shall be given or transferred to a recognised charitable body or bodies. The relevant charity or organisation to be decided at the extraordinary general meeting considering dissolution.

12. Version Control

Date	Version	Reason for Issue
24/06/2003	0.1	Draft for consideration/approval by committee
28/11/2003	0.2	Revised draft for approval by attendees at AGM,
03/02/2004	1.0	Approved version for distribution
08/12/2010	1.1	Amended as agreed at AGM held on 6/12/10
08/03/2011	1.2	Amended as agreed at EGM held on 7/12/10