

The Upminster and Cranham
Residents Association

CONSTITUTION

1. THE NAME

The Name of the Association shall be:-

“The Upminster and Cranham Residents Association”

- a Hereinafter called “THE ASSOCIATION”
- b The logo will be THE UPMINSTER “WINDMILL”

2. THE OBJECTS

The objects of the Association, which shall be NATIONAL NON-PARTY POLITICAL and NON SECTARIAN shall be: -

- a To watch, protect and further in every legitimate manner the general interests of the Residents of the Wards of Cranham and Upminster, Essex, and to organise and promote united action for this purpose.
- b To foster and maintain active interest in local affairs and to afford opportunities for discussing problems affecting the Wards of Cranham and Upminster.
- c To advocate and encourage efficiency and economy in Local Government administration.
- d To establish good relations with all local Authorities and public bodies connected with the Wards of Cranham and Upminster and to bring to their notice all matters affecting the residents which are considered by the Executive Committee of the Association to concern such Authorities.
- e To arrange functions for furthering the objects of the Association and to encourage and promote social activities for the benefit of the Residents.
- f To select, nominate and support suitable Candidates for election to Local or Area Councils.
- g To give help, information and advice to any Resident of the Wards of Cranham or Upminster on any matter connected with Local Government or the above named objects.
- h To encourage and foster good relations with other local Associations or organisations that have objects similar to that of the Association.
- i To do all such other lawful acts and things as are conducive or incidental to the attainments of the above objects.

3. MEMBERSHIP.

- a Any person being an occupier or owner of rateable premises or a Resident in the Wards of Cranham and Upminster, shall be eligible for membership of the Association and upon payment of the annual subscription, in accordance with rule 4 hereof, shall be deemed to have been duly enrolled as a member. Any existing member who no longer lives in either of the Wards shall be eligible to continue membership of the Association upon payment of the annual subscription.

- b The Executive Committee shall have power to confer Hon. Life Membership on any Member of the Association who, in its opinion, has rendered conspicuous service to the Association or the Community which it serves. A Member so honoured will retain membership for life without further payment of the Annual Subscription.
- c The Executive Committee may at any time by resolution passed by not less than three quarters (3/4) of the Members present at a Committee Meeting called to consider the case, determine that any Member of the Association, whether a Member of the Executive Committee or not, the continuance of whose membership will in their opinion prejudicial to the interests of the Association, shall be suspended from membership of the Association. If the Executive Committee shall so determine, such person shall thereupon be suspended from membership for such period as the Committee may in its absolute discretion deem expedient, and the Hon. Secretary shall notify them in writing of the suspension. Provided always that no resolution passed by the Executive Committee at any such meeting under the provisions of this rule shall have validity or effect unless the Member in question shall have been given a reasonable opportunity of attending the Meeting and being heard in their defence.

4. SUBSCRIPTION.

- a The subscription of the Association herein-after called "the annual subscription" shall be for such calendar year ended 31st December and shall be payable in advance by each member on the first day of January in each year, or on enrolment.
- b The amount of the annual subscription shall be the sum as may from time to time be determined by the Executive Committee of the Association.
- c Any member whose subscription remains unpaid at the 31 December in any year shall be deemed to have resigned their membership of the Association.

5. OFFICERS.

- a The Officers of the Association shall consist of a Chairman, Vice Chairman, Hon. Secretary, Hon, Treasurer and such other Officers as may from time to time be determined by the Executive Committee. Officer's duties are set out at Appendix 1 below.
- b The above Officers shall be elected at the Annual General Meeting, the retiring Officers being eligible for re-election.
- c A President may also be elected at an Annual General Meeting, who shall be an Officer of the Association, to hold office for three (3) years. A retiring President shall be eligible for re-election.
- d Nominations for the elections of Officers must be sent in writing to the Hon. Secretary not less than fourteen (14) clear days before the date of the Annual General Meeting. Each nomination shall signify the consent of the nominee and shall be proposed by an Executive Committee Member and seconded by two (2) other Members of the Association. Both the nominees and the proposers and seconders of every nomination must have been Members of the Association for at least two (2) years prior to nomination.
- e No member of the Association for the last two complete calendar years, holding office in, or being actively engaged in the affairs of, or being a member of, any national party political organisation shall be eligible for selection as an Officer of the Association.
- f The Executive Committee shall have power to fill any vacancy arising during the year.

6. EXECUTIVE COMMITTEE.

- a The management of the Association shall be vested in an Executive Committee which shall consist of the Officers of the Association together with up to five (5) members from each of the Cranham Ward and Upminster Ward, the Editor and Advertising Manager of the Association's periodic journal the "Bulletin", the ward organisers for the Cranham and Upminster wards and Association Representative Councillors. (Note: if a Councillor holds another post eligible for the Committee, eg Chairman, no members additional to the above are added.)
- b The members of the Executive Committee, other than the Officers and Councillors, shall be elected annually at the Annual General meeting, those retiring eligible for re-election. Nominations for election must be sent in writing to the Hon Secretary not later than 14 days before the Annual general Meeting.
- c No member of the Association holding office in, or being actively engaged in the affairs of any national party political organisation for the last two complete calendar years shall be eligible to serve on the Executive Committee.
- d The Executive Committee shall have the power to fill any vacancies during the year up to the then maximum permitted number.
- e Seven (7) members of the Executive Committee including at least two (2) Officers personally present shall form a quorum at a meeting of the Committee.
- f The Executive Committee may appoint sub-committees to deal with such matters as shall be deemed necessary and shall fix the quorum thereof.
- g All reasonable day-to-day expenses incurred by members of the Executive Committee shall be borne by the Association. ;
- h The Executive Committee shall have the power to make donations to local organisations and charities established within the Wards of Cranham and Upminster.
- i Banking (including Building Societies) transactions and financial agreements will require the signatures or agreement in writing of any two of the Chairman, Vice Chairman, Hon, Treasurer and Hon. Secretary The Executive Committee from time to time may resolve to vary the named Officers.

7. MEMBERS MEETINGS.

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- a The Annual General meeting of members shall be held not later than 31st March in each calendar year at a venue within the Wards of Cranham and Upminster, upon a date and at a time to be fixed by the Executive Committee, to receive the Annual Report and Independently Examined Income and Expenditure Account and Balance Sheet and to elect the Officers of the Executive Committee and Independent Examiner for the ensuing year. Not less than fourteen (14) days' notice of the Annual General Meeting shall be published in the Association's periodical journal and website or in one local newspaper, specifying the time and place of the Annual General Meeting and the nature of the business to be transacted. The accidental omission to give notice of a meeting to, or the non-receipt of a notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- b The Executive Committee may, whenever they think fit, call a Special General Meeting of members. A Special General Meeting of members shall also be called upon receipt by the Hon. Secretary of a requisition in writing, specifying the object of the Meeting, signed by not less than one tenth of the then existing members having at the date of the deposit of the requisition a right to vote at Meetings of the Association. Any such requisitioned Meeting shall be held within

twenty eight (28) days from the receipt of the requisition. Not less than seven (7) clear days' notice of any Special General Meeting shall be published in the Association's periodical journal and website or in one local newspaper and such notice shall state the object for which the Meeting has been called. The business to be transacted at any such meeting shall be confined to the purpose embodied in the notice convening the Meeting.

- c Motions submitted to the Association's AGM must be proposed and seconded, one of whom must be an Executive Committee Member, and must be limited to the General Administration of the Association and be received by the Hon. Secretary by 30th November so that it can be published in the January "Bulletin" and published on the Association's website. Amendments must be proposed and seconded, one of whom must be an Executive Committee Member, and be received by the Hon. Secretary by 31st December so that it can be published in the February "Bulletin" and on the Association's website.
- d Eleven (11) members personally present and having a right to vote shall form a quorum at any General Meeting of the Members of the Association. If within fifteen (15) minutes from the time appointed for the Meeting a quorum is not present the Meeting, if convened upon the requisition of members, shall be dissolved. In any other case, it shall stand adjourned until the earliest possible date that can be arranged by the Committee and if at the adjourned Meeting, notice of which shall have been published in one local newspaper, the quorum is not present within fifteen (15) minutes from the time appointed for the Meeting, the Members present and having a right to vote shall be a quorum. No business shall be transacted unless a quorum is present.
- e The President or in their absence some other Member of the Executive Committee nominated by the Executive Committee, shall preside as Chairman of the meeting, but if neither the Chairman or such other Member of the Executive Committee (if any) be present within fifteen (15) minutes after the time appointed for holding the Meeting and willing to act, the Members of the Executive Committee present shall elect one of their number to be Chairman and, if there is only one Member of the Executive Committee present and willing to act, they shall be Chairman.
- f If no Member of the Executive Committee is willing to act as Chairman, or if no Member of the Executive Committee is present within fifteen (15) minutes after the time appointed for holding the Meeting, the Members of the Association present and entitled to vote shall choose one of their number to be Chairman.
- g The Chairman may, with the consent of a meeting at which a quorum is present (and shall if so directed by the Meeting), adjourn the Meeting from time to time and from place to place, but no business shall be transacted at an adjourned Meeting other than business which might properly have been transacted at the Meeting had the adjournment not taken place. When a Meeting is adjourned for fourteen (14) days or more, not less than seven (7) clear days' notice shall be given specifying the time and the place of the adjourned meeting and the general nature of the business to be transacted and shall be published in the Association's periodical journal or in one local newspaper. Otherwise it shall not be necessary to give any such notice.

8. MINUTES.

The Executive Committee shall cause minutes to be kept of the proceedings of all Executive Committee, Special and Annual General meetings, which Minutes shall be submitted for approval at the next subsequent Executive Meeting or General Meeting respectively and, if approved, signed by the Chairman of such meeting.

9. VOTING POWERS.

- a Each Member of a Committee being personally present shall be entitled to one (1) vote on each motion at any Meeting of that Committee, subject to the provision of Rule 7(e) and 7(f) hereof.
- b Each Member of the Association being personally present at any Annual General Meeting shall be entitled to one (1) vote on each motion at that Meeting.
- c A resolution put to the vote at any Committee or General Meeting shall be decided on a show of hands unless before, or on the declaration of the result of, the show of hands a poll is duly demanded. A poll may be demanded by the Chairman, or at least three (3) Members having the right to vote at that meeting.
- d Unless a poll is duly demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously, or by a particular majority, or lost, or not carried by a majority and an entry to that effect in the minutes of the Meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- e The demand for a poll may be withdrawn, before the poll is taken, but only with the consent of the Chairman. The withdrawal of a demand for a poll shall not invalidate the result of a show of hands declared before the demand for the poll was made.
- f A poll shall be taken as the Chairman directs and they may appoint scrutineers (who need not be Members of the Association) and fix a time and place for declaring the results of the poll. The result of the poll shall be deemed to be the resolution of the Meeting at which the poll is demanded.
- g In the case of an equal number of votes being given for and against any Resolution at any Committee or General Meeting, the Chairman of that Meeting shall be entitled to a second casting vote.
- h No poll shall be demanded on the election of a Chairman or on any question of adjournment. A poll demanded on any other question shall be taken either immediately or at such time and place as the Chairman directs not being more than thirty (30) days after the poll is demanded. The demand for a poll shall not prevent continuance of a meeting for the transaction of any other business other than the question on which the poll is demanded. If a poll is demanded before the declaration of the result of a show of hands and the demand is duly withdrawn the meeting shall, continue as if the demand had not been made.
- i No notice need be given of a poll not taken immediately if the time and place at which it is to be taken are announced at the meeting at which it is demanded. In other cases at least seven (7) clear days' notice shall be given specifying the time and place at which the poll is taken and shall be published in the Association's periodical journal or in one local newspaper.
- j A resolution in writing signed by all the Members of the Association entitled to receive notice of and to attend and vote at that Committee or General Meeting shall be valid as if the same had been passed at a Committee or General Meeting of the Association duly convened and held.

10. ACCOUNTS.

- a The Executive Committee shall cause proper books of account to be kept by the Association by the Hon. Treasurer in respect of:

- i. All sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place.
 - ii. The assets and liabilities of the Association.
- b Proper books shall not be deemed to be kept if there are not kept such books of account and records as are necessary to give a true and fair view of the state of affairs of the Association.
- c The books of account and records shall be kept in either a manual or computerised format at the residence of the Hon. Treasurer for the time being or at such other place as the Executive Committee shall think fit and shall always be open to the inspection of the Members of the Executive Committee.
- d The books of account and records shall be kept for at least a period of six years from the end of the previous accounting period.
- e At the Annual General Meeting in every year the Executive Committee shall lay before the Association a proper Income and Expenditure Account for the period since the last preceding account made up to date not more than three (3) months, before such meeting together with a proper Balance Sheet made up as at the same date.

11. INDEPENDENT EXAMINATION.

- a There shall be appointed at each Annual General Meeting one or more Independent Examiners, who shall hold office from the conclusion of that Meeting until the conclusion of the next Annual General Meeting. The Executive Committee shall have power to fill any vacancy in this office. The Independent Examiners need not be Members of the Association.
- b Once at least in every year the books of account and record of the Association shall be examined by the Independent Examiners appointed and the Independent Examiners shall report upon every Income and Expenditure Account and Balance Sheet laid before the Members of the Association.
- c The Independent Examiners appointed shall have a right of access at all times to the books and records and vouchers of the Association and shall be entitled to require from the Officers of the Association such information and explanations as they think necessary for the performance of their duties as Independent Examiners. They shall also be entitled to attend any General Meeting of the Association and receive all notices of and other communications relating to any General Meeting with any Member of the Association is entitled to receive and to be heard at any General Meeting which they attend on any part of the business of the Meeting which concerns them as Independent Examiners.

12. COUNCIL REPRESENTATION.

- a Nominations of any Member of the Association as proposed Candidates for election to the Area and Local Authorities must be sent in writing to the Hon. Secretary using the official nomination form. Each nomination shall signify the consent of the nominee and shall be proposed by two (2) Members of the Association and seconded by another six (6) Members of the Association, and sent at least fourteen (14) clear days prior to the Executive Committee calling a Selection Committee Meeting to interview and recommend proposed Candidates. Notice of the intention to hold such Selection Committee Meeting must be published at least twenty eight (28) days prior thereto in the Association 's periodic journal and website or one local newspaper.
- b The nominee and the proposers and seconders of every nomination must have been Members of the Association for at least two (2) complete calendar years prior to nomination.

- c No person holding office in, or being actively engaged in any national party political organisation for the last two complete calendar years shall be eligible for nomination under this rule.
- d The Executive Committee shall decide upon the members of the Selection Committee Meeting which shall comprise of at least seven (7) Members of the Association of which at least two (2) are representatives from each of the Wards of Cranham and Upminster and at least three (3) members of the Selection Committee must be members of the Executive Committee. The members of the Selection Committee must be have been Members of the Association for at least two years.
- e The President or in their absence some other Member of the Executive Committee nominated by the Executive Committee, shall preside as Chairman of the Selection Meeting, but if neither the Chairman or such other Member of the Executive Committee (if any) be present within fifteen (15) minutes after the time appointed for holding the Meeting and willing to act, the Members of the Selection Committee present shall elect one of their number to be Chairman and, if there is only one Member of the Selection Committee present and willing to act, they shall be Chairman.
- f A resolution put to either adopt or reject a Candidate at the Selection Meeting shall be decided on a show of hands. In the case of an equal number of votes being given, the Chairman of that Meeting shall be entitled to a second casting vote.
- g The adopted Candidates shall be invited to attend the next General Meeting to be presented to the members, who may ask a question to any of the Candidates.

13. ALTERATION OF THE RULES.

- a No Rule may be added to, repealed or otherwise altered except at a General Meeting of the Members of the Association. Details of any proposed alterations shall be available for inspection at the residence of the Hon. Secretary.
- b Notice of any proposed alterations of the Rules, specifying the alterations, must be given in writing to the Hon. Secretary at least twenty-eight (28) clear days before the date of any General Meeting at which the proposal is due to be submitted and be published in the Association's periodic journal and website or one local newspaper. A resolution to alter the Rules of the Association must be passed by not less than three-fourths (3/4) of such Members as are personally present at the meeting and vote thereon.

14. EXTRA POWERS OF THE COMMITTEE.

The Executive Committee shall have power to make by-laws not inconsistent with these Rules to deal with circumstances not provided for by the same, such by-laws to be published as soon as possible in the Association's periodic journal.

15. THE WINDING UP OF THE ASSOCIATION.

If the Association is wound up or dissolved and after all its debts and liabilities have been satisfied there remains any property it shall not be paid or distributed among the Members of the Association, but shall be given or transferred to some other Association or organisation having objects similar to that of the Association and that also prohibit the repayment of any property amongst its Members.

Appendix 1

Duties of UCRA Officers

Chair

The Chair will:

- 1) Act as organisational lead and work in conjunction with the UCRA Executive Committee to set goals and review past activities.
- 2) Work with the Secretary to ensure that there is accurate record keeping of meetings and decisions taken and that members are informed in an accurate and timely manner.
- 3) Work with the Treasurer to manage budgets and financial reporting.
- 4) Act as chair of Executive Committee meetings.
- 5) Ensure compliance with Association regulations.
- 6) Build and maintain relationships with local groups and organisations in pursuit of the stated aims of the Association.
- 7) In the event that the Chair is unable to fulfil all or any of his stated duties then that responsibility will devolve to the Vice-Chair of the Association.

Treasurer

The Treasurer will be responsible for:

- 1) Maintaining accurate financial records.
- 2) Managing bank accounts, payments and receipts and membership income.
- 3) Preparing regular financial reports for the Executive Committee and the AGM.
- 4) Submitting legally required financial returns to the Electoral Commission. (N.B The Campaigns Officer will be responsible for the submission of election expenditure returns to the Commission where an Association candidate(s) stand for election.)
- 5) Advising the Chair and Executive Committee on financial matters.
- 6) Providing advice on fund-raising and donations.
- 7) Arranging for annual accounts to be inspected by the appointed auditor.

Campaigns Officer

The Campaigns Officer will be responsible for:

- 1) Ensuring that the Association complies with the legal rules covering campaign spending and reporting (Including PPERA 2000 Parts V-VII) in addition to monitoring campaign funding to ensure that it meets current legislation and Electoral Commission standards.
- 2) The approval of Association campaign literature.

- 3) Ensuring that campaign expenditure limits are adhered to and that accurate records are kept.
- 4) Liaise with the Association Treasurer on expenditure and to ensure that the legal separation of role responsibilities is complied with.
- 5) The submission of campaign expenditure returns to the Electoral Commission at regulated elections.
- 6) Preparing post-campaign spending returns for the Electoral Commission within statutory deadlines.

Nominations Officer

The Nominations Officer will be responsible for:

- 1) Managing candidate nominations by ensuring that these are submitted on time, that the correct forms are used and that they are supported by the required number of members.
- 2) Approving emblems and descriptions to be used on election nomination papers.
- 3) Ensuring compliance with Association rules for all nominations together with eligibility of candidates.
- 4) Co-ordinating with Associates officers regarding decisions made and candidate correspondence.
- 5) Ensure equal treatment of all nominees.

Replacement of Registered Officers of the Association

In the event that an officer registered with the Electoral Commission resigns, retires or is removed from their post the elected officers of the Association shall have the power to co-opt a member of the Executive Committee to fill the vacancy on an interim basis. The Electoral Commission will be informed of the change by the Association Treasurer within the 14 day period beginning with the date of his or her death or termination of appointment. This arrangement will then be followed by formal election or ratification at the next AGM or special meeting. Once a new post-holder has been confirmed the Electoral Commission will be informed as above.

The Rules of the Association, as approved by both the Executive Committee and the Annual General Meeting, are confirmed by the officers named below:-

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Chris Wilkins – Chair	John Tyler – Vice Chair	Brian Peters – Honorary Treasurer

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Stewart Thomas - Honorary Secretary	Gillian Ford - Campaigns Officer	Ron Ower Nominations Officer

Updated as of 1st June 2026