Constitution: Copers Cope Area Residents Association

(as amended on 11 May 2026 at the CCARA AGM)

1. Title
The Association shall be called the Copers Cope Area Residents' Association its founding name, or by the current electoral ward name.

2. Membership
Membership shall be open to residents living within the present or past boundaries of Copers Cope Ward, and the Beckenham Town Centre & Copers Cope Ward, and former residents who were members when they resided in the ward. The Executive Committee may also permit businesses located in the ward to hold membership.

3. Policy
The object of the Association shall be to protect and promote the interests of residents in matters of local concern. It shall not be linked to any political party.

4. President and Vice-Presidents
A President and two Vice-Presidents may, upon the recommendation of the Executive Committee, be appointed by a General Meeting of members.

5. Members and Subscriptions
(a) Members shall pay a subscription levied on a household basis and each subscription entitles up to TWO adults of that household present at a meeting to one vote each.
(b) Subscriptions shall be payable on the date of joining the Association and subsequently on the first of January of each year. The amount payable for the individual annual subscription and the collective subscription payable by block members shall be determined by the Committee, subject to endorsement by the next General Meeting.

6. Management
The management of the Association shall be in the hands of an Executive Committee composed as follows: (a) Officers: namely, Chairman, Vice-Chairman, Secretary, and Treasurer, and (b) Ordinary Members: up to 12 in number.

The Executive Committee shall have power to co-opt not more than 4 additional members to fill casual vacancies and to appoint subcommittees and officials as required. The quorum for a meeting of the Executive Committee shall be 4.

Decisions of the Executive Committee and its sub-committees shall normally be made by consensus. Where a vote is necessary, each member shall have one vote, and in the event of a tie, the Chair of the meeting shall have a casting vote.

The Executive Committee shall have the power to use electronic means of communication in lieu of 'in writing' or 'signed'; and to hold meetings virtually. However, the Executive Committee must ensure its members can participate fully and this may mean providing alternative options to electronic communications. Consideration must also be given to the veracity of electronic communication and potential for misuse when determining electronic processes.

7. Partnerships with Resident Groups
The Executive Committee subject to approval at an AGM may work in partnership with another local constituted Resident Group. The Executive Committee shall have power to co-opt Committee Members of a partner Resident Group on to CCARA Executive Committee. The Executive Committee shall also have the power to afford full voting rights to members of partner groups at CCARA's AGMs and public meetings.

8. Annual General Meeting
An Annual General Meeting, of which at least 7 days notice shall be given, shall be held between the beginning of March and end of July. to give consideration to the annual report, to receive the annual accounts, to deal with the election of officers and Committee Members, and to appoint Auditor(s). Only those paid-up members as at the preceding 31 December shall be entitled to vote.

9. Appointment of Executive Committee

The appointment of Officers and Ordinary Members of the Executive Committee shall be by election at the Annual General Meeting, and they shall hold office for a term until the next Annual General Meeting. Retiring Officers and Committee Members shall be eligible for re-election.

Nominations shall be submitted to the Secretary in writing not less than five days prior to the Annual General Meeting, signed by two members and with the consent of the nominee. Nominations signed by two Officers and with the consent of the nominee may be submitted at any time. Only those paid-up members as at the preceding 31 December shall be entitled to nominate.

Nominees for Officer roles must have served on the Executive Committee for at least one term prior to nomination. The Executive Committee may, at its discretion, waive this requirement to ensure that all Officer positions are filled.

10. Other General Meetings
(a) The Committee may convene other General Meetings.
(b) Members, by requisition in writing to the Secretary signed by at least 15 members, may require the convening of a Special General Meeting to consider such matters as are stated in the requisition. Not less than 7 days notice of such a Special General Meeting shall be given by the Secretary to members. The cost of the meeting shall be borne by the signatories to the requisition unless the meeting shall otherwise determine.

11. Voting
Voting at General Meetings shall be by show of hands of members present unless the Chairman of the meeting directs otherwise. The Executive Committee may permit proxy voting at the Annual General Meeting and at other General Meetings, if permitted proxies must be arranged and confirmed with the Secretary before midday on the day of the meeting.

12. Notice of Motions
Except with the consent of the Chairman on grounds of urgency no motion on policy shall be submitted to a General Meeting unless written notice thereof shall have been given to the Secretary, in sufficient time for circulation to members in the newsletter advertising that meeting. This provision applies only to formal motions. Members may raise other issues under Any Other Business (AOB) at meetings.

13. Finance
All monies belonging to the Association shall be under the control of the Treasurer and receipts and payments shall be dealt with in accordance with their instructions. The Treasurer shall maintain a Bank Account in the name of the Association, which shall be operated under the signature and authority of any two Officers. The Treasurer shall prepare an annual statement of accounts, duly audited, for

presentation to and approval by the Annual General Meeting. The Treasurer shall also present financial statements to the Executive Committee as the Executive Committee shall require.

14. Alteration of Rules

Alteration of these rules shall be effected only by a vote of at least two-thirds of the members present at an Annual General Meeting or at a Special General Meeting summoned for that purpose. A proposal for an alteration of these rules may be submitted by the Executive Committee or shall require the signatures of at least 10 members submitted to the Secretary. The Executive Committee shall arrange for the proposed alteration to be submitted to the next convenient General Meeting, the Secretary having given members at least 7 days notice thereof.

15. Dissolution Assets

If the Executive Committee decides that it is necessary or advisable to dissolve the Association, it shall call a meeting of all members of the Association, giving no less than 21 days notice of the terms of the proposed resolution. If the proposal is confirmed by two thirds of members present and voting, the Executive Committee shall have power to realise any assets held on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other voluntary resident institutions or institutions, having similar objects to the Association's, as members of the Association may determine or, failing that, shall be applied for some charitable purpose.

16. Contingencies and Emergencies

The Executive Committee shall have the power to deal with any contingency or emergency not provided for in these rules.

17. Code of Conduct

All members, Officers, and Committee Members are expected to act respectfully, fairly, and in a spirit of cooperation at all Association meetings and in all related activities. Differences of opinion should be expressed courteously and without personal comment. Behaviour that is persistently disruptive or disrespectful may be referred to the Executive Committee for consideration. All operations of the Association shall be conducted in accordance with Bromley Council’s Equality Policy.