

CONSTITUTION OF RESIDENTS OF THE HILL ASSOCIATION, TORQUAY

1. The geographical area of the Association is Melville Street, Warren Hill, Melville Lane, Rock Road, Abbey Road on the Melville Street side between Warren Road and Rock Road, including addresses in Fleet Walk with entrances to Rock Road and Warren Road from the junction of Abbey Road to the steps that lead to Rock Walk. This is defined as Melville Hill.
2. Every person living, working or owning property in the area is automatically considered a member with equal rights to vote in a decision making process.
3. All Members are eligible to stand for the position of Chairperson, Vice Chairperson, Secretary and Treasurer and serve for a period of 12 months. The four Officers are elected positions and candidates must stand for election or re-election at the Annual General meeting. The Annual General Meeting will be held in May of each year at a venue accessible for all members of the Community. Candidates must make their intent known before the start of the Annual General Meeting and will be elected to post by a majority show of hands at the meeting. If only one candidate stands for an Officer post then fifty percent of those in attendance will need to affirm them in to post with a show of hands. In the event of less than half of those present agreeing then the candidate will not be able to enter Office and the other elected Officers will jointly cover the unelected post until they form their focus group as detailed in 4.
4. The elected Officers shall agree and appoint within thirty days a Focus group to serve with them during their period of elected Office. Consisting of no fewer than one and no more than five people who are eligible Members of the Community. A Focus group member must agree with the statement of working in partnership with other residents statutory and voluntary agencies to build a cleaner and safer Community for everyone living or working in the area of Torbay referred to as Melville Hill regardless of their age, race, gender, sexual orientation, disability, past or belief system.
5. If it is not possible to appoint more than one Officer or a minimum number to serve as members of the Focus Group within thirty days of the AGM then ROTH will no longer be able to continue and the local Ward Partnership must be informed with all assets placed in to their domain to consider future arrangements for the local area.
6. The Focus group members shall meet at least once every eight weeks to discuss matters Local Councillors and Police Officers will be invited to attend, but will not have voting rights in respect of Community decisions. The Officers and Focus members have one voting right. The Chairperson holds the casting vote.
7. A Focus group meeting must have a minimum of One Officer and two other committee members in attendance to be able to pass decisions.
8. Co-opting an individual to the Focus Committee is possible if it is unanimously considered they can offer benefit to the whole Community by their involvement for an agreed period This may be reviewed. It may also be terminated by the agreement of more than fifty percent of those with voting rights.
9. The Officers may invite a Guest to attend a portion of a Focus meeting and shall notify the whole Focus Team of the intention prior to the meeting as a planned item of Agenda.
10. Members of the Community who have opinions or wish to make personal representation to the Focus committee will be entitled to do so as a Guest.
11. The Elected Officers and Focus Group Members must ensure ROTH is transparent to the Community it serves and local people are consulted. Information must be accessible to every Community member who shall be able to respond and express their own views in user friendly formats with opportunities to regularly consult in person with Elected Officers and Members of the Focus group.
12. The Treasurer must inform the Focus group about the state of finances at each meeting.
13. Members of the Community may request and will be given details of financial expenditure within seven days of asking.

14. The Officers must ensure the website and/or Community noticeboard is relevant and updated. The website must offer an interactive facility and the Focus group must assist in the provision of a newsletter to be distributed to all homes in the area at least four times a year including notification of the Annual General Meeting. The newsletter must offer clear information about how members can communicate with ROTH
15. The Focus group must support local people by improving the environment and it's perception by others. Arrange social events to promote social interaction, relieve isolation and build a healthy community. Create funds and lobby those in positions of authority for facilities or services which collectively offer benefits to the Melville Hill Community.
16. All expenditure must be approved through the Focus group meetings.
17. A Focus group member or elected Officer may not speak to the media in their role or make a statement on behalf of ROTH. All media statements must be placed in writing by an elected Officer or focus group member and approved by at least one elected Officer and two other Focus group members prior to submission to the media source.
18. Any elected Officer or Focus group member may be removed from post by the agreement of all Members and Elected Officers in post
19. A replacement will require the agreement of the majority of Members and Elected Officers.
20. This constitution may only be modified, changed or amended at the Annual General Meeting and approved by those present.