

# PROPRIETORS' ASSOCIATION GLASGOW HARBOUR (TWD)

## CONSTITUTION

The Association shall be known as the Proprietors Association Glasgow Harbour - Taylor-Wimpey Development (TWD) hereinafter referred to as the Association.

### **1.0 Aims and Objectives of the Association**

- 1.1** The Committee shall be authorised to carry out all of the functions of the Association.
- 1.2** By liaising with the appointed factor to look after the day-to-day interests of Proprietors in all matters relating to the maintenance and upkeep of all common areas.
- 1.3** To provide such assistance as may be appropriate and practicable to proprietors with regard to their interests in their properties.
- 1.4** To provide a mechanism for convening meetings of owners.
- 1.5** To safeguard and promote the interest of the owners on matters concerning the management of the development.
- 1.6** To create a positive working and living relationship amongst neighbours to attain the best possible atmosphere in the best possible environment at the most competitive cost.

### **2.0 Membership of the Association**

- 2.1** All proprietors in the TWD development are automatically members of the Association.
- 2.2** Members of the Association will be eligible for election as Committee Members provided they are not in arrears in respect of all Management Charges including any contribution to a float operated by the Property Manager.

### **3.0 Management of the Association**

- 3.1** The affairs of the Association shall be managed by a committee of not less than five members and not more than fifteen.

- 3.2 Such Committee shall be authorised to carry out all of the functions of the Association.
- 3.3 Members of the committee shall be elected at an annual general meeting (AGM) and shall hold office for not less than one year and not more than fifteen months after which they shall be eligible for re-election.
- 3.4 Five members of the committee shall form a quorum.
- 3.5 The committee shall elect annually from among its members a chairman, vice chairman, secretary and if necessary a treasurer at the first meeting of the committee after the AGM.
- 3.6 If any member does not attend for three consecutive meetings without noted apology they will no longer be a member of the committee.
- 3.7 Should anyone wish to resign from the committee they must notify the secretary in writing.
- 3.8 Any vacancy arising on the committee can be filled by election at a meeting of the committee and the person elected shall hold office until the next AGM.

#### **4.0 Meetings of the Association**

- 4.1 The annual general meeting of the Association shall be held within fifteen months of the previous AGM.
- 4.2 Each proprietor shall have one vote. However, in the event of there being two or more registered owners of any flat only one such owner shall be entitled to vote at any meeting. Any proprietor may appoint a proxy to attend any meeting and to vote on his or her behalf.
- 4.3 Only official proxy forms will be accepted at an AGM or EGM unless agreed by the Chair, the Vice-chair or the Secretary.
- 4.4 The committee shall have power to call Extraordinary General Meetings (EGMs) of the Association at any time. They shall be bound to call such a meeting within thirty days of the receipt of a written requisition signed by a quorum, that is, owners of sixty-five properties. Such requisition shall specify the object of the meeting and shall be sent by recorded delivery to the chairman of the committee via the property manager.
- 4.5 In the event of the committee failing to comply with such a requisition within thirty days the requisitionists themselves may

convene an EGM to be held twenty-one days thereafter. A meeting so convened shall deal only with the objects stated in the requisition

- 4.6** All owners are requested to remember the communal spirit which is anticipated at all meetings of the group and among us as neighbours, all owners having an equal right to express their view on any matter arising. Mutual co-operation is required at all times and under all circumstances. No lobbying or inappropriate behaviour towards members will be tolerated.

## **5.0 Meetings of the Committee**

- 5.1** All meetings of the committee shall be called by at least fourteen days written notice specifying the place, date and hour of the meeting and stating the general nature of the business to be considered.
- 5.2** A meeting shall be convened upon the written request of any five Committee members. Seven days notice shall be given for such meeting. Where matters of urgency arise, the Chairman or in his/her absence the Vice Chairman or Secretary may call such a meeting at shorter notice.
- 5.3** Matters coming before the committee shall be decided by a majority vote. In the absence of such a majority, the Chairman shall have the casting vote.
- 5.4** The committee shall keep full and correct records of all proceedings of the association and the committee.
- 5.5** Committee members will be bound by the Code of Conduct.

## **6.0 Amendments to the Constitution**

- 6.1** This constitution can only be changed through agreement by a simple majority vote at an AGM or EGM.

## **7.0 Declaration**

Proprietors Association Glasgow Harbour (TWD) hereby adopts and accepts this constitution as a current operating guide regulating the actions of the members.

**Signed:**

**Date:**

**Name:**

**Position:**

## **PROPRIETORS' ASSOCIATION GLASGOW HARBOUR (TWD)**

### **Code of Conduct**

**The following principles and guidelines constitute the Code of Conduct:**

- 1.0** No individual shall use his/her position as a Committee member for private gain, for example:
  - 1.1** No Committee member shall solicit or accept, directly or indirectly, any gifts, gratuity, favour, entertainment, loan, or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association.
  - 1.2** No Committee member shall accept a gift or favour made with intent of influencing decision or action on any official matter.
  - 1.3** No Committee member shall receive any compensation from the association for acting as such.
- 2.0** No Committee member shall engage in any writing, publishing, or speech making that defames any other member of the Association Committee or resident of the Association community.
- 3.0** No Committee member will willingly misrepresent facts to the residents of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on the Committee to advance a Committee member's personal cause.
- 4.0** No Committee member or his /her agent or employee or family member shall enter into a personal service contract with the Association without previous disclosure of such interest to the Committee.
- 5.0** No Committee member will seek to have a contract implemented that has not been duly approved by the Committee.
- 6.0** No Committee member will interfere with a contractor implementing a contract in progress. All communications with contractors will go through management or be in accordance with policy.
- 7.0** No Committee member will interfere with the system of management established by the Committee and the management company.
- 8.0** No Committee member will harass, threaten, or attempt through any means to control or install fear in an Association contractor.

## PROPRIETORS' ASSOCIATION GLASGOW HARBOUR (TWD)

### **Abbreviations**

PAGH	Proprietors Association Glasgow Harbour
TWD	Taylor-Wimpey Development
AGM	Annual general meeting
EGM	Extraordinary general meeting