RULES AND CONSTITUTION
OF THE
WORLDS END ESTATE
LEASEHOLDERS ASSOCIATION

WEELA

DRAFT FOR REVIEW - VERSION 3.1

25 October 2026

Review note

This revised draft incorporates reviewer comments on recognition, Committee elections and size, and the Association's focus on representing leaseholders. It also simplifies a number of provisions without changing the core registration and voting model.

1. NAME AND DEFINITIONS

1.1 The name of the association shall be the Worlds End Estate Leaseholders Association, also known by its acronym WEELA and referred to in these Rules as “the Association”. The Management Committee of the Association shall be referred to as “the Committee”.

1.2 The area covered by the Association is the Worlds End Estate, referred to in these Rules as “the area”.

1.3 The properties covered by the Association are qualifying leasehold properties situated within the area.

1.4 For the purposes of these Rules:

(a) “Qualifying Leasehold” means a leasehold property situated within the area which is eligible for registration with the Association.

(b) “Registered Leasehold” means a Qualifying Leasehold which has been accepted for registration with the Association in accordance with these Rules.

(c) “Leaseholder” means a natural person, company, body corporate or other legal entity named as a leaseholder or proprietor of a Qualifying Leasehold.

(d) “Leaseholder Member” means a natural person who is a Leaseholder of a Registered Leasehold and who has become a Member of the Association.

(e) “Corporate Representative Member” means a natural person authorised to act on behalf of a company, body corporate or other legal entity which is a Leaseholder of a Registered Leasehold and who has become a Member of the Association.

(f) “Alternative Member” means a natural person nominated by the Leaseholders of a Registered Leasehold in accordance with these Rules and who has become a Member of the Association.

(g) “Member” means a Leaseholder Member, Corporate Representative Member or Alternative Member.

(h) “Voting Representative” means the Member designated by the Leaseholders of a Registered Leasehold to exercise that Registered Leasehold’s vote.

(i) “Freeholder” means the Royal Borough of Kensington and Chelsea in its capacity as freeholder, together with any authorised agent acting on its behalf.

1.5 For the avoidance of doubt, membership of the Association attaches to individual Members, but voting entitlement in General Meetings, elections and ballots of the Association attaches to the Registered Leasehold. Each Registered Leasehold shall have one vote only, irrespective of the number or categories of Members associated with it.

2. AIMS

2.1 The aims of the Association are:

(a) To protect and promote the rights and interests of leaseholders within the Worlds End Estate.

(b) To obtain and maintain recognition as an association representing qualifying leaseholders within the area.

(c) To represent leaseholders in dealings with the Freeholder, its employees and agents, and with other authorities or organisations on matters affecting leaseholders.

(d) To seek effective consultation on matters affecting leaseholders, including Major Works, Section 20 consultations, service charges, repairs, maintenance, management of the Estate and other matters which may affect their legal rights, financial interests or enjoyment of their properties.

(e) To scrutinise expenditure, contracts and proposals affecting leaseholders and to seek fairness, transparency, value for money and proper management by the Freeholder and its agents.

(f) To assist leaseholders in understanding and exercising their rights and to provide a forum in which matters of common concern to leaseholders may be discussed.

(g) To cooperate where appropriate with WERA, other residents' organisations and other bodies on matters of common interest, while remaining responsible for representing the interests of leaseholders.

(h) The Association shall be non-party-political and secular.

3. REGISTERED OFFICE AND COMMUNICATIONS

3.1 For the time being, the Registered Office of the Association shall be 17 Upper Blantyre Walk, Worlds End Estate, London SW10 0DX, or such other address as the Committee may determine by resolution.

3.2 The Committee may also designate one or more official electronic addresses or other communication channels for correspondence with the Association.

3.3 Any change to the Registered Office shall be notified promptly to Members, the Freeholder following recognition, and any other body to which notification is reasonably required.

4. MEMBERSHIP

4.1 Membership of the Association shall be open to any person aged 16 or over who qualifies for membership under these Rules and who accepts the aims of the Association.

4.2 There shall be three categories of Member:

(a) Leaseholder Members;

(b) Corporate Representative Members; and

(c) Alternative Members.

4.3 Upon registration of a Qualifying Leasehold as a Registered Leasehold:

(a) each natural person who is a Leaseholder of that Registered Leasehold shall be eligible to become a Leaseholder Member;

(b) where a Leaseholder is a company, body corporate or other legal entity, one natural person properly authorised to act on its behalf shall be eligible to become a Corporate Representative Member; and

(c) one natural person nominated by the Leaseholders of that Registered Leasehold in accordance with these Rules shall be eligible to become an Alternative Member.

4.4 No person shall be required to become a Member solely because they are a Leaseholder of a Registered Leasehold.

4.5 A person becoming a Member shall be entered in the Register of Members and associated with the relevant Registered Leasehold or Registered Leaseholds.

4.6 A Member may be associated with more than one Registered Leasehold if they qualify for membership in respect of more than one property. This shall not create any personal voting entitlement separate from the votes belonging to those Registered Leaseholds.

4.7 An Alternative Member may be appointed, replaced or removed at any time by a majority of the Leaseholders of the Registered Leasehold concerned. Only one Alternative Member may be registered in respect of a Registered Leasehold at any one time.

4.8 Where the sole Leaseholder of a Registered Leasehold is a company, body corporate or other legal entity, a decision which would otherwise be made by the Leaseholders under these Rules may be made on its behalf by its duly authorised Corporate Representative.

4.9 Members shall conduct themselves reasonably in meetings of, or premises used or managed by, the Association and shall comply with any Code of Conduct or disciplinary procedure properly adopted by the Association.

5. REGISTRATION

5.1 A Qualifying Leasehold may be registered with the Association upon receipt and acceptance of a completed Leasehold Membership Application Form or such other form as the Committee may from time to time prescribe.

5.2 An application for registration shall include:

(a) the address of the Qualifying Leasehold;

(b) the full name of each Leaseholder as it appears on the lease, registered title or other document evidencing ownership;

(c) the signature of each Leaseholder supporting the application;

(d) appropriate contact details and the address and preferred method or methods by which communications from the Association are to be received;

(e) where a Leaseholder is a company, body corporate or other legal entity, the full legal name of that entity together with the full personal name, capacity and signature of the natural person signing on its behalf; and

(f) where an Alternative Member is nominated, the full name, contact details and signature of that person confirming their willingness to act.

5.3 A Qualifying Leasehold may be registered where the application is supported by a majority of the Leaseholders named on the lease, registered title or other document evidencing ownership. For the purposes of these Rules, “majority” means more than one half of the Leaseholders concerned.

5.4 The Committee or Secretary may require reasonable evidence of ownership, identity or authority to act before accepting an application for registration or recording a subsequent change.

5.5 Upon acceptance of an application:

(a) the property shall become a Registered Leasehold;

(b) it shall be entered in the Register of Registered Leaseholds;

(c) it shall be allocated a unique registration number; and

(d) each Member associated with it shall be recorded in the Register of Members.

5.6 Each Registered Leasehold shall designate one Voting Representative. The Voting Representative shall be selected by a majority of its Leaseholders and may be a Leaseholder Member, Corporate Representative Member or Alternative Member.

5.7 The Leaseholders of a Registered Leasehold may change the Voting Representative at any time by majority decision, provided that notice is given to the Secretary in such form as the Committee may reasonably require. The change shall take effect when entered in the Register or at such later time as may be specified in the notice.

5.8 Where a Voting Representative is unable to act, the Leaseholders may by majority decision appoint another eligible Member associated with the Registered Leasehold to act temporarily or permanently, subject to notice being received by the Secretary before any applicable voting deadline.

5.9 Where the Association receives conflicting instructions concerning the Voting Representative, Alternative Member, Corporate Representative or another matter requiring a majority decision of the Leaseholders, the Association shall not be required to determine the underlying dispute. The existing entry in the Register shall remain effective until the Secretary receives satisfactory evidence of a decision supported by the required majority.

5.10 The Leaseholders of a Registered Leasehold shall notify the Secretary as soon as reasonably practicable of any material change affecting its registration, including a change in ownership, name,

Corporate Representative, Alternative Member, Voting Representative, contact details or preferred method of communication.

5.11 A sale, transfer or other change in ownership shall not of itself terminate the registration of a Registered Leasehold, provided that the property remains a Qualifying Leasehold. The Register shall be updated to reflect the new ownership, and the Association may require confirmation or replacement of the Voting Representative, Alternative Member or Corporate Representative as appropriate.

5.12 Where a Registered Leasehold ceases to be a Qualifying Leasehold, its registration shall cease and the Register shall be updated accordingly.

5.13 Where the Committee has reasonable grounds to believe that the information recorded for a Registered Leasehold is materially inaccurate, or that the authority of its Voting Representative or another representative is genuinely disputed, it may temporarily suspend the voting entitlement of that Registered Leasehold while the matter is clarified. Such suspension shall only be imposed after reasonable attempts have been made to obtain clarification and shall last no longer than is reasonably necessary.

6. CESSATION, SUSPENSION AND EXPULSION OF MEMBERSHIP

6.1 A Leaseholder Member shall cease to qualify in that capacity if they cease to be a Leaseholder of every Registered Leasehold with which their membership is associated. A change of one Leaseholder shall not of itself terminate the registration of the property.

6.2 An Alternative Member shall cease to be a Member in that capacity if:

(a) they resign in writing;

(b) they are replaced or removed by the Leaseholders in accordance with these Rules;

(c) the relevant Registered Leasehold ceases to be registered;

(d) they are expelled in accordance with this section; or

(e) they die.

6.3 A Corporate Representative Member shall cease to be a Member in that capacity if:

(a) the corporate or other legal entity ceases to be a Leaseholder of the relevant Registered Leasehold;

(b) the entity withdraws or ceases to confer the person's authority to represent it;

(c) another Corporate Representative is appointed in their place;

(d) they resign in writing;

(e) they are expelled in accordance with this section; or

(f) they die.

6.4 Any Member may resign their personal membership by notice in writing to the Secretary. Such resignation shall not of itself cancel the registration or voting entitlement of any Registered Leasehold.

6.5 A Member may only be expelled from the Association by a resolution supported by not less than two-thirds of the valid votes cast by Registered Leaseholds entitled to vote at a General Meeting of which due notice has been given. The grounds for proposed expulsion shall be stated in the notice calling the meeting, and the Member concerned shall be given a reasonable opportunity to state their case. If, after due notice, the Member fails to attend, the meeting may proceed in their absence.

6.6 The suspension or expulsion of an individual Member shall not of itself affect the registration or voting entitlement of the Registered Leasehold with which that Member is associated. Where the Member was the Voting Representative, the Leaseholders may appoint another eligible Member to exercise the vote.

6.7 A person expelled under rule 6.5 shall not be readmitted except by a resolution supported by not less than two-thirds of the valid votes cast by Registered Leaseholds entitled to vote at a General Meeting of which due notice has been given.

7. SUBSCRIPTIONS

7.1 Membership shall be free unless and until a General Meeting resolves that a subscription is payable.

7.2 The Association may at an Annual General Meeting or Special General Meeting determine whether an initial, annual or other subscription shall be payable for a specified period and, if so, set the amount and due date.

7.3 Unless a General Meeting expressly resolves otherwise, any subscription shall be levied per Registered Leasehold and not per individual Member.

8. RECOGNITION AND CONTINUITY

8.1 The Association shall seek to maintain the level of qualifying membership required to obtain and retain formal recognition. At the date of adoption of these Rules, the statutory recognition scheme normally requires an association to represent at least 50 per cent of the qualifying tenants to whom the application relates.

8.2 The Committee shall monitor the Association's continuing eligibility for recognition and take reasonable steps to maintain the required level of qualifying membership.

8.3 If the Association falls below an applicable recognition requirement and the position is not corrected within a reasonable period, the Committee shall call a Special General Meeting to consider the Association's position and any action required.

9. GENERAL MEETINGS

9.1 An Annual General Meeting shall be held within three months of the close of the financial year of the Association, which shall end on 30 September.

9.2 The business of the Annual General Meeting shall include:

(a) receiving the Committee's annual report and the accounts;

(b) electing the Committee for the following year;

(c) considering any co-opted appointments requiring approval;

(d) determining any subscription for the following year; and

(e) any other business properly included in the notice convening the meeting.

9.3 All General Meetings other than the Annual General Meeting shall be Special General Meetings.

9.4 A Special General Meeting shall be convened either by resolution of the Committee or upon a written request supported by not less than ten per cent of the Registered Leaseholds entitled to vote, or 20 Registered Leaseholds, whichever is the greater. If a properly supported requisition has not been acted upon by the Committee within twenty-one days, the requisitioning Registered Leaseholds may convene the meeting in accordance with these Rules.

9.5 An Annual General Meeting shall be convened by at least twenty-one days' notice. A Special General Meeting shall be convened by at least fourteen days' notice. The notice shall state the date, time and place or remote-access arrangements and the general nature of the business to be transacted.

9.6 Notice shall be given to each Registered Leasehold using the communication method or methods recorded for it. Notice may be sent by post, email, SMS, WhatsApp or another approved electronic messaging system, or delivered by hand. The accidental non-receipt of a notice by a Member shall not invalidate proceedings where reasonable steps were taken to serve notice correctly.

9.7 The Committee may invite a representative of the Freeholder or any other appropriate guest to attend a General Meeting. Such guests shall have no voting rights and may speak only at the discretion of the Chair.

9.8 Following formal recognition, the Committee shall provide the Freeholder or its authorised agent with such accounts, reports, Committee details and approved minutes as are required by the applicable recognition arrangements.

10. PROCEEDINGS AND VOTING AT GENERAL MEETINGS

10.1 Each Registered Leasehold shall be entitled to one vote on each question submitted to the membership. No Registered Leasehold shall be entitled to more than one vote on any question, irrespective of the number of Leaseholders or Members associated with it or the number of voting methods available.

10.2 The vote of a Registered Leasehold shall be exercised only by its Voting Representative as recorded in the Register at the relevant time, subject to any valid temporary replacement made under rule 5.8.

10.3 A Member may be the Voting Representative of more than one Registered Leasehold. Where this occurs, the Member may cast one separate vote for each Registered Leasehold for which they are the recorded Voting Representative.

10.4 Votes may be cast in person, electronically, by email, by SMS or another approved messaging system, by post, by hand delivery, or by another secure voting method approved by the Committee, provided that the vote is cast in accordance with the procedures and deadlines notified for the relevant meeting or ballot.

10.5 The Committee shall adopt reasonable voting procedures to ensure that each vote can be linked to a valid Registered Leasehold, that no Registered Leasehold casts more than one effective vote on a question, and that the result can be properly verified. Where procedures permit a later valid vote to replace an earlier vote, only the latest valid vote received before the deadline shall count.

10.6 Where a Voting Representative attends a General Meeting after the vote of their Registered Leasehold has already been validly cast in advance, the Registered Leasehold shall not receive a second vote.

10.7 No business shall be transacted at a General Meeting unless a quorum is present. A quorum shall consist of ten per cent of the Registered Leaseholds entitled to vote or 15 Registered Leaseholds, whichever is the greater.

10.8 For quorum purposes, each Registered Leasehold validly represented shall count once. A Registered Leasehold shall be regarded as represented where its Voting Representative is present at the meeting or where a valid advance vote or other permitted participation has been received in accordance with the procedures for the meeting. Where one person represents more than one Registered Leasehold, each such Registered Leasehold shall count separately.

10.9 If within half an hour after the appointed time a quorum is not present, a meeting convened on the requisition of Registered Leaseholds shall be dissolved. Any other General Meeting shall stand adjourned to a date not more than twenty-eight days later. If a quorum is not present within half an hour at the adjourned meeting, the Registered Leaseholds represented shall constitute a quorum.

10.10 The Chair of the Committee shall preside at every General Meeting. In their absence or unwillingness to act, the Vice-chair shall preside. In the absence or unwillingness of both, the elected Committee members present shall choose one of their number to preside; if none is available, the Members present shall choose a Member to preside.

10.11 The person presiding may, with the consent of a meeting at which a quorum is present, adjourn the meeting. No business shall be transacted at an adjourned meeting other than business left unfinished at the meeting from which the adjournment took place. Where an adjournment is for thirty days or more, fresh notice shall be given as for the original meeting.

10.12 The Secretary, returning officer or other person appointed to supervise a ballot shall verify and count valid votes in accordance with the procedures adopted for the meeting. A declaration of the result by the person presiding, following verification of the count, shall be recorded in the minutes.

10.13 In the event of an equality of votes on a resolution of the membership, the resolution shall not be carried. The Chair shall not have a second or casting vote in a vote of the membership.

11. COMMITTEE

11.1 The Association shall have a Committee comprising not fewer than six elected Members.

11.2 At every Annual General Meeting all elected Committee members shall retire and shall be immediately eligible to stand for re-election.

11.3 At its first meeting following the Annual General Meeting, the elected Committee shall appoint from among its members a Chair, Vice-chair, Secretary and Treasurer.

11.4 Any Member may stand for election to the Committee, nominate an eligible Member and accept nomination.

11.5 No more than one elected Committee member may derive their eligibility from the same Registered Leasehold at any one time. If two or more such Members stand, no more than one may be declared elected.

11.6 A Member associated with more than one Registered Leasehold shall nominate one of them for the purposes of their candidature. A person may occupy only one elected Committee position at a time.

11.7 Nominations shall be invited at least fourteen days before the Annual General Meeting and received at least seven clear days before it. A nomination shall identify the nominee, the Registered Leasehold associated with their candidature, their willingness to stand and the Member making the nomination.

11.8 Nominees may provide a statement in support of their candidature and may speak before the vote, subject to reasonable election procedures.

11.9 Committee elections shall use a fair and transparent voting procedure notified in advance. Each Registered Leasehold entitled to vote may cast no more than one vote for any candidate and may vote for up to the number of vacancies. The candidates receiving the greatest numbers of valid votes shall be elected. A tie affecting the final available place shall be decided by a further ballot between the tied candidates.

11.10 For the second and subsequent Annual General Meetings, the Committee should appoint an independent returning officer where reasonably practicable. The returning officer shall not be a candidate and shall have no material interest in the outcome.

11.11 The first Committee meeting after an Annual General Meeting shall normally be held within fourteen days. Officers shall be appointed by a simple majority of the elected Committee members present and voting.

11.12 If an officer position becomes vacant, the Committee shall appoint another elected Committee member to fill it.

11.13 The Committee may co-opt a person whose skills or experience would assist the Association. A co-opted appointment must be approved at the next General Meeting before the person acquires Committee voting rights; no more than three co-opted persons may have voting rights at any one time; co-opted persons do not count towards a quorum; and each co-option ends at the next Annual General Meeting unless renewed. The Committee may end a co-option at any time by simple majority.

11.14 Members may attend Committee meetings unless all or part of a meeting is held in private for a proper reason, including confidentiality, personal data, legal advice or disciplinary matters. Members attending do not vote and may speak at the discretion of the Committee.

11.15 The Committee may invite other persons to attend its meetings. They shall not vote and may speak at the discretion of the Chair.

11.16 A Committee member shall declare any personal financial or material interest in a matter under consideration, beyond their ordinary interest as a leaseholder. The other Committee members shall decide whether that member may participate in the discussion or vote.

11.17 Committee members may be reimbursed for reasonable expenses properly incurred on Association business, against appropriate evidence, but shall otherwise receive no remuneration for serving on the Committee.

11.18 The office of an elected Committee member shall become vacant if that person resigns in writing, ceases to be a Member, is removed by a simple majority of valid votes cast at a General Meeting whose notice states that removal will be considered, or fails without reasonable explanation accepted by the Committee to attend any Committee meeting for six consecutive months.

12. POWERS AND DUTIES OF THE COMMITTEE

12.1 The activities of the Association shall be managed by the Committee, whose members shall act to further the aims of the Association and in accordance with these Rules.

12.2 Committee members shall comply with any Code of Conduct, Standing Orders and other procedures properly adopted by the Association.

12.3 The Committee may by a two-thirds majority remove the Chair, Vice-chair, Secretary or Treasurer from that office and appoint another elected Committee member in their place. Removal from an officer position does not remove the person from the Committee.

12.4 The Committee may pay the expenses of the Association and exercise such powers as are reasonably necessary to manage its affairs, except for powers which these Rules expressly reserve to a General Meeting or to the Registered Leaseholds.

12.5 No regulation or resolution made at a General Meeting shall invalidate an earlier act of the Committee which was valid when carried out.

12.6 The Committee may delegate functions to Sub-Committees comprising Committee members and such other persons as it sees fit, provided that elected Committee members remain in the majority on any Sub-Committee. A Sub-Committee shall comply with any terms of reference or directions imposed by the Committee or a General Meeting.

12.7 The Committee shall meet for the dispatch of business at least six times in each year. A Committee member may request a meeting, and the Secretary shall convene one upon a reasonable request from a Committee member, provided that at least five days' notice is normally given to every Committee member.

12.8 The quorum for a Committee meeting shall be four elected Committee members, at least one of whom must be an officer.

12.9 The Chair shall preside at Committee meetings. In their absence or unwillingness to act, the Vice-chair shall preside. In the absence or unwillingness of both, the elected Committee members present shall choose one of their number to preside.

12.10 Questions arising at Committee meetings shall be decided by a majority of the valid votes cast by elected Committee members. A member who is unable to attend may vote in writing or electronically in advance on a clearly stated proposal circulated before the meeting. An advance vote shall count provided the proposal is not materially amended at the meeting. A member voting in advance shall not count as present for quorum purposes. In the event of equality, the person presiding shall have a second or casting vote.

12.11 If the elected Committee falls below six members, the remaining Committee may continue to act and shall take reasonable steps to fill the vacancies at the next General Meeting. If fewer than four elected Committee members remain, they shall act only so far as necessary to preserve essential administration and to call a Special General Meeting to restore a quorum.

12.12 A written resolution approved by all elected Committee members entitled to vote shall be as valid as a resolution passed at a duly convened Committee meeting and may consist of several identical counterparts or electronic approvals.

12.13 Any officer, Committee member or Member delegated to represent the Association in a consultation or meeting with another body shall act within the authority given by the Committee or a General Meeting and shall report back appropriately.

12.14 An elected member, officer or representative of the Freeholder or its authorised agent shall not represent the Committee or Association in dealings with the Freeholder or its agent where doing so would create an actual or apparent conflict of interest.

12.15 Every Committee member has a personal responsibility to take reasonable steps to ensure that these Rules are observed.

13. FINANCES

13.1 The Committee shall open and maintain a bank or building society account in the name of the Association and shall adopt Financial Standing Orders governing receipts, payments, authorisations and record-keeping.

13.2 The Committee shall appoint appropriate authorised signatories or payment approvers from among its elected members. Financial Standing Orders shall require at least two authorised persons to approve

payments or commitments where dual authorisation is reasonably available, and no two required approvers should reside in the same household or be closely related.

13.3 The Association shall keep proper accounts of all income and expenditure and, where subscriptions are payable, records of subscriptions attributable to Registered Leaseholds.

13.4 The Treasurer shall have day-to-day responsibility for implementing the financial provisions of these Rules and the Financial Standing Orders, but responsibility for compliance rests with the whole Committee.

13.5 The Treasurer shall report on the Association's finances as required by the Committee and at General Meetings. Accounts shall be made available for reasonable inspection by Members, subject to the protection of confidential and personal information.

13.6 The Association may receive donations, grants and other lawful funding towards its work.

13.7 No Member shall receive a salary or payment for time spent working for the Association, except for reimbursement of properly incurred expenses or where a General Meeting has expressly authorised payment for a separate professional or contractual service.

13.8 Subscriptions, donations, grants and other monies raised on behalf of the Association shall be used only to further the aims and lawful administration of the Association.

14. RECORDS

14.1 The Committee shall maintain a written or electronic record of the Association's activities and decisions.

14.2 The Association shall maintain a Register of Registered Leaseholds containing, so far as applicable:

(a) the unique registration number and property address;

(b) the names of the Leaseholders;

(c) the date of registration and current registration status;

(d) the designated communication method or methods;

(e) the current Voting Representative;

(f) the Alternative Member, if any; and

(g) the Corporate Representative, if any.

14.3 The Association shall maintain a Register of Members containing, so far as applicable, each Member's name, membership category, associated Registered Leasehold or Registered Leaseholds, contact details, date of joining and date and reason for ceasing membership.

14.4 The Registers may be maintained as a single administrative system provided that the information required by rules 14.2 and 14.3 can be identified and produced when reasonably required.

14.5 Personal contact details and other personal information held for administrative purposes shall not be made generally available for inspection merely because they are contained in a Register. The Committee may disclose such information as is reasonably necessary for the proper conduct and accountability of the Association, subject to applicable legal obligations concerning personal information.

14.6 Leaseholders shall notify the Secretary promptly of a sale, transfer or other change in ownership of a Registered Leasehold. Members shall notify the Secretary of changes to their name, contact details or relevant authority or status.

14.7 The Committee shall ensure that proper minutes are kept of General Meetings, Committee meetings and Sub-Committee meetings. Minutes shall record those present or represented, decisions taken and such other matters as are appropriate. Approved minutes shall be available for reasonable inspection by Members, subject to redaction of confidential or personal information where appropriate.

14.8 The Secretary shall have day-to-day responsibility for maintaining the Registers and records required by this section, but responsibility for compliance rests with the whole Committee.

15. AMENDMENTS TO THESE RULES

15.1 These Rules may be rescinded or amended, or a new rule made, only by a resolution supported by not less than three-quarters of the valid votes cast by Registered Leaseholds entitled to vote at a General Meeting of which at least fourteen clear days' notice has been given. The notice shall include the text or sufficient particulars of the proposed change.

15.2 Following formal recognition, the Freeholder or its authorised agent shall be notified promptly of any amendment to these Rules where required by the applicable recognition arrangements.

16. DISSOLUTION

16.1 The Association may be dissolved only with the approval of not less than three-quarters of the Registered Leaseholds entitled to vote, evidenced by signatures, secure electronic approval or a duly conducted ballot in accordance with procedures approved for that purpose.

16.2 After satisfaction of the Association's liabilities, any remaining assets shall not be distributed among Members but shall be transferred, in accordance with the aims of the Association, to one or more organisations with similar aims as determined by the Members at or before dissolution, or otherwise to an appropriate charitable purpose.

17. ADMINISTRATIVE PROCEDURES

17.1 The Committee may adopt, amend and withdraw such administrative procedures, forms, voting protocols, Standing Orders, codes and other arrangements as are reasonably necessary to give effect to these Rules.

17.2 No administrative procedure, form, protocol, Standing Order, code or arrangement adopted under rule 17.1 may amend, restrict or override any right, entitlement, voting power or obligation established by this Constitution.

17.3 Where these Rules require notice, approval or a document to be "in writing", this includes a secure electronic communication or electronic record where the Committee is reasonably satisfied as to its authenticity.

ADOPTION

A.1 This Constitution was adopted by the Association on: _____

A.2 Chair: _____ Signature: _____

A.3 Secretary: _____ Signature: _____