

EAST BROYLE RESIDENTS' ASSOCIATION

CONSTITUTION

1. Name

The name of the Association shall be "East Broyle Residents' Association".

2. Area

The area represented by the Association is shown on the map at Appendix 1.

3. Objects

The objects of the Association are to ...

- (i) promote, foster and safeguard the interests of the property owners and residents within the East Broyle area of Chichester,
- (ii) assist its members (so far as lies within its powers) with advice regarding proposed developments which would, or might, affect their interests or their property and to make representations to relevant authorities,
- (iii) promote activities that improve the area and enhance the community spirit,
- (iv) preserve the character and amenities of the residential neighbourhood in the pursuance of such objects,
- (v) co-operate with any other individual person or persons, associations or organisations in the pursuance of such objects,
- (vi) promote equal opportunities and work to establish good relations between all members of the community.

4. Membership

- (i) Membership shall be open to all households within the area represented by the Association and for this purpose the definition of household will cover all persons resident in the household.
- (ii) Each member household shall receive all relevant literature providing their subscription has been paid for the year.
- (iii) At the time of the annual membership renewal, everyone in each household, wishing to become members of the Association shall register their name(s) on the household membership renewal form.
- (iv) The Committee shall have the power...
 - a. for good and sufficient reason, to exclude from meetings an individual member, and/or

- b. by no less than a two-thirds majority vote of the whole Committee membership, to expel (permanently or for such period as they shall determine) any member who has acted against the interests of the Association, or brought it into disrepute,

provided that in the case of both a and b above, that the individual member shall have the right to be heard by the Committee before a final decision is made and to have that decision notified to him or her in writing.

5. Officers

- (i) The officers of the Association shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, and any other officer that the Committee shall deem to be appropriate and necessary.
- (ii) all officers shall be elected at the Annual General Meeting each year
- (iii) All officers must be paid-up members of the Association.

6. Committee

- (i) The Committee of the Association shall consist of the above officers, together with those officers that the Committee decides to appoint, and up to no more than ten other members of the Association. The Committee shall comprise no less than five member households. Committee members shall be elected at each Annual General Meeting of the Association.
- (ii) The Committee shall have full control of all the functions of the Association and shall have power to co-opt extra members to the Committee and appoint sub-committees and /or working groups. Issues of major importance shall be referred to the Annual General Meeting for decision wherever it is practicable and feasible to do so.
- (iii) If a vacancy occurs for the post of any officer of the Association, the Committee shall have the power to appoint a member of the Association to that post for the period to the next Annual General Meeting.
- (iv) No business shall be transacted at any Committee Meeting unless a quorum is present at the time the meeting proceeds to business. Four Committee members entitled to vote shall form a quorum.
- (v) Committee meetings shall be held at least every six months and such other times as considered necessary.
- (vi) No member of the Committee may use his or her position for financial or personal gain.
- (vii) A member of the Committee will have his or her Committee membership terminated, if,
 - a. he or she ceases to be a member of the Association, or,
 - b. by no less than a two-thirds majority, the remaining members of the Committee consider that such action would be in the best interests of the Association. The member concerned shall be given the opportunity to address the Committee before such a decision is taken.

7. General Meetings

- (i) The Annual General Meeting shall be held not later than the last day of June each year.
- (ii) A Special General Meeting may be called...
 - a. by the Committee, or
 - b. as a result of a requisition in writing addressed to the Secretary, and copied to the Chairman, and signed by not fewer than twenty member households. Such requisition shall state the purpose for which the meeting is required and the resolution(s) to be submitted.
- (iii) Not less than fourteen days notice shall be given to each member household of any General Meeting of the Association.
- (iv) No business shall be transacted at any General Meeting unless a quorum is present at the time the meeting proceeds to business. Twenty households entitled to vote shall form a quorum.
- (v) All residents of a member household may participate in General Meetings, however only one resident of each household (who must be at least 18 years of age) may vote.

8. Conduct of meetings

- (i) Proposals at meetings shall be decided by a simple majority of votes of those present and entitled to vote and, in the case of equality of votes, the Chairman shall have a second or casting vote.
- (ii) The Chairman shall conduct all General Meetings of the Association and the Committee. If he or she is absent the Vice-Chairman shall undertake this role or, if he or she is not present, another member of the Committee shall be elected to chair the meeting.
- (iii) The Committee may invite non-members to attend all or any part of any meeting of the Association as observers or advisors, but they will not be entitled to vote.
- (iv) A record shall be kept by the Secretary of all meetings.

9. Membership Subscriptions

- (i) The household membership shall be on payment of such annual amount as may be decided by the Committee.
- (ii) Such subscription shall be paid to the Treasurer or any other appointed officer or Committee member of the Association.
- (iii) The subscription shall be due by 30th June in each year.
- (iv) Any household that fails to pay its subscription by 31st October of any year shall forfeit its membership.

10. Powers

In order to achieve and further its objects, the Association shall have power to...

- (i) raise funds
- (ii) arrange events, working parties and activities for the benefit of members and to produce leaflets and publicity material,
- (iii) consult members by arranging meetings, surveys and newsletters,
- (iv) work in conjunction with other voluntary or statutory organisations or individual persons
- (v) lease any property where necessary
- (vi) take and accept any gifts of property whether or not they are subject to any special trusts
- (vii) sell, let, mortgage, dispose of or otherwise use for good purposes all or any of the property or funds of the Association
- (viii) arrange insurance cover against risks incurred by the Association and volunteers in the course of their duties
- (ix) do all such lawful things that are necessary.

11. Association's Liabilities

The Association shall be under no liability to any household for any loss or damage occasioned or arising out of any act, statement or remission on the part of the Association or its Committees, Sub-Committees or any other person or persons acting with the authority of the Association provided that this clause is only applied to acts, statements or remissions done or made in connection with the Association's objects set out in paragraph 3 hereof. Each member of the Association shall be deemed to have notice of this clause and shall be bound by its terms throughout the term that he or she remains a member.

12. Finance

- (i) The annual accounts of the Association shall be made up to 31st March each year and shall be audited by a suitable person appointed at the Annual General Meeting.
- (ii) The Accounts shall be presented at the Annual General Meeting held after the end of the financial year.
- (iii) Any money belonging to the Association shall be used only for the purposes of the Association.
- (iv) A bank or savings account shall be opened in the name of the Association.
- (v) The Treasurer shall keep proper records of income and expenditure and report quarterly to the Committee.
- (vi) Reasonable out of pocket expenses incurred on the Association's business may be reimbursed from the Association's funds by the Treasurer.

13. Assets

All assets of the Association shall be clearly declared as such and held in the name of the Association or in the name of the member or members holding the asset in trust for the Association. However held, all assets shall be the sole property of the Association and at the disposal of the Committee at all times.

14. Alteration to the Constitution

- (i) Any amendments or alterations to the Constitution shall be made only if carried by a majority vote at a General Meeting. Such amendments or alterations shall have immediate effect.
- (ii) Notice of any proposal to change the Constitution shall be received by the Secretary at least 28 days before a General Meeting.

15. Dissolution

- (i) If the Committee decides that it is necessary to wind up the Association it shall call a General Meeting (Annual, if appropriate, or Special) of all members.
- (ii) Members shall be given at least 28 days notice with details of the resolution to be discussed at the meeting.
- (iii) A proposal to dissolve the Association shall take effect only if agreed by two-thirds of the members present at the meeting.
- (iv) The Associations funds and possessions shall be transferred to ~~such~~ one or more charitable institutions having objects, similar or reasonably similar to those of the Association. The decision to make the transfer shall be by a majority vote of the participants at the General Meeting.
- (v) The final account shall be checked and verified by an independent person.

