

Cobham & Downside Residents' Association

Cobham's independent, non-political watchdog and pressure group

Constitution and Rules

TITLE

1. The Association shall be called the Cobham & Downside Residents' Association.

AIMS

2. The aims of the Association shall be:
 - a) To promote knowledge of and encourage the interest of residents in matters of local public importance and amenity.
 - b) To investigate and consider matters of public interest affecting the residents of Cobham & Downside and to keep members informed as appropriate.
 - c) To make representations to the appropriate authorities, as may be considered necessary.
 - d) To instigate, promote and participate in projects and other benefits to the community.
3. The Association shall be independent of political parties.
4. The Association may associate **or partner** with other similar associations and **other** organised bodies in matters of mutual interest.

MEMBERSHIP

5. Membership shall be open to all residents of Cobham & Downside and other persons with an interest in the area.

HONORARY OFFICERS

6. The honorary officers of the Association shall consist of:
 - a) Chairman
 - ~~b) Vice-Chairman~~
 - b) Secretary
 - c) Treasurer

EXECUTIVE COMMITTEE

7. The business of the Association shall be conducted by an Executive Committee consisting of a minimum of **eight** members and maximum of **fourteen** members including the honorary officers.
8. The quorum for meetings of the Executive Committee shall be one-third of the total number of elected and co-opted (if any) members.
9. The Executive Committee may co-opt members to fill vacant positions or to add to their number. Any person so co-opted shall rank equally with elected members and shall hold office until the next following Annual General Meeting.
10. Any member may resign from membership of the Executive Committee by giving the Chairman or Secretary at least one month's notice in writing of their intention to do so, stating in such notice the date from which their resignation is to take effect.
11. Any member who does not attend three consecutive meetings of the Executive Committee without good cause may be removed from the committee.
12. The Executive Committee may from time to time appoint sub-committees as may be deemed

necessary and may determine their terms of reference, powers, duration and composition.

13. The Executive Committee may seek the advice of persons having special qualifications, whether or not members of the Association, and invite such persons to attend committee and sub-committee meetings.

NOMINATION AND ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

14. Any member of the Association may make a nomination for officers or membership of the Executive Committee; provided that such nomination has been seconded by a member and that the nominee has signified their agreement to serve. Any such nomination must be made in writing to the Honorary Secretary at least twenty-eight days prior to the date of the Annual General Meeting.
15. Any officer or any other member of the Executive Committee may offer themselves for re-election.
16. The Executive Committee may nominate persons for office and such nominations shall be notified in the notice of an Annual General Meeting.
17. All members of the Executive Committee, including the officers, shall remain in office until the conclusion of business at the next Annual General Meeting.

ANNUAL GENERAL MEETING

18. The Annual General Meeting of members shall be held not later than 30 April each year at a time and place determined by the Executive Committee; and notice of the date, time and place shall be sent to all members not less than fourteen days before the date of the meeting.
19. The Annual General Meeting shall:
 - a) Present the Annual Report and Accounts of the Association for the preceding year.
 - b) Elect the Honorary Officers of the Association.
 - c) Elect the other members of the Executive Committee.
 - d) Appoint the Honorary Auditor and
 - e) Debate and vote on any motions received in writing by the Honorary Secretary and circulated with the formal notice of the meeting. To be valid the motions must be received at least twenty-eight days prior to the date of an Annual General Meeting.
20. The quorum for the Annual General Meeting shall be 24 members.

EXTRAORDINARY GENERAL MEETINGS

21. An Extraordinary General Meeting may be called at any time by the Executive Committee.
22. An Extraordinary General Meeting shall be called at the written notice of ten members of the Association and must be held within 40 days of the receipt of such notice by the Honorary Secretary, and shall state the specific reason for the meeting being called.
23. The notice of the date, time and place of the meeting and the business to be conducted shall be sent to all members not less than fourteen days before the date of the meeting.
24. No other business other than that for which the meeting was convened shall be conducted at such Extraordinary General Meeting.
25. The quorum for an Extraordinary General Meeting shall be 24 members.

VOTING AT GENERAL MEETINGS

26. Each member of the Association shall be entitled, in person, to one vote at all General Meetings.
Where one minimum subscription has been paid in respect of one household, only one person from that household is entitled to vote at such a meeting.
27. Except as stated elsewhere in these Rules a resolution shall be passed by a simple majority. In the case of a tied vote the Chairman shall have a second and/or casting vote.

SUBSCRIPTIONS

28. The minimum subscription per household shall be as decided from time to time by formal resolution of a two-thirds majority of those members attending and voting at an Annual General Meeting.
29. The financial and subscription year shall end on 31 December and subscriptions become due on 1 January each year.
30. Subscriptions may be made to the Honorary Treasurer, the Membership Secretary or an area representative. Cheques should be made payable to the CDRA.

FINANCIAL MANAGEMENT

31. The funds of the Association shall be banked in the name of the Association at a bank to be determined by the Executive Committee.
32. The Honorary Treasurer shall be responsible for the proper accounting of all monies received and expended by the Association and for the proper investment of all cash balances not so required for the day to day running of the Association.
33. All Cheques drawn on the Association's accounts shall be signed by one member of the Executive Committee. The Executive Committee will authorise in writing at least three of their members to be cheque signatories, one of which shall be the Honorary Treasurer.
34. Donations, costs and expenditure associated with individual projects, associations and partnerships shall be separately identified in the bank accounts and Association accounts.
35. The executive Committee shall consider raising separate funding for projects and partnerships before committing general subscription funds to them.
36. All cheques for sums in excess of £250.00 may only be drawn with the specific prior approval of the Executive Committee.
37. An Honorary Auditor, not being a member of the Executive Committee, shall be appointed at the Annual General Meeting.

OTHER MEETINGS

38. The Executive Committee may organise meetings for social and any other purpose in the furtherance of the aims of the Association.

ALTERATION OF CONSTITUTION AND RULES

39. The Constitution and Rules may be altered at any Annual General Meeting or at an Extraordinary General Meeting, convened under Rules 21 to 25 for that purpose, and approved by a two-thirds majority of those members present and voting.