

# **CHANE RA**

**(Chidham, Hambrook and Nutbourne East Residents' Association)**

# **CONSTITUTION**

**AMENDED AS AGREED AT THE CHANE RA AGM 21 September 2017**

- Rule 1** The Association shall be called Chidham, Hambrook and Nutbourne East Residents' Association and known as CHANE RA.
- Rule 2** The object of the Association shall be to organise and run social events and to further the interests of its members in those matters affecting the district.
- Rule 3** The Association shall be non-political, nondenominational, and a not-for-profit organisation. It may, however, and subject to agreement by the Committee, propose that surplus funds be given to worthy causes in the Parish.
- Rule 4** Membership of the Association shall be open to all residents of Chidham, Hambrook and Nutbourne East.
- Rule 5** The rates and duration of subscription shall be agreed at the Annual General Meeting.
- Rule 6** The affairs of the Association shall be managed by an Committee consisting of a Chair, Vice Chair , Secretary, and Treasurer and up to ten other members. A quorum shall consist of five members of the Committee. The Committee shall meet as and when required, normally every calendar month, on at least one week's notice.
- Rule 7** The Association will own only items that are necessary for the running of CHANE RA, including office stationery and equipment for social events. Items with a value of £50 or more will be included in an inventory which will be reviewed annually and held by the Treasurer. The cash it owns shall be under the control of the appointed Treasurer who will account for it to the guidelines of Rule 12
- Rule 8** The Committee may fill any vacancy that may occur among its Members; such appointments to be subject to the approval at the next General or Annual General Meeting of the Association. The Committee may co-opt members for any specific purpose, but these members shall not be entitled to vote in the Committee nor shall their presence count towards a quorum. Any sub-committee formed to undertake a task specified by the Committee shall be chaired by a Member of the Committee.
- Rule 9** The Committee may, subject to the approval of a General or Annual General Meeting, appoint a past member or Honorary Member to become President of the Association. In the event that the effective operation of the Association is disrupted by the prolonged absence or unavailability of both Chair and Vice-Chair, the President shall assume the chair whilst contingency plans are formulated. Once appointed the President shall remain in office unless voted out of office by the Committee, or retires, or ceases to reside within the district.
- Rule 10** The Association shall hold an Annual General Meeting each year and a General meeting as and when required. A special general meeting shall be held at the request of at least 25 members of the Association, ten days' notice shall be given to the Secretary of the proposed date of such meeting.
- Rule 11** Members of the Committee specified in Rule 6, shall be elected at the Annual General Meeting and shall serve to the date of the next AGM where those that wish shall offer themselves for re-election by members of the Residents' Association.
- Rule 12** The financial year of the Association shall be from the 1st of August until the 31st of July each year, and an audited statement of accounts shall be presented to the Annual General Meeting. The Auditor carrying out an audit of the CHANE RA funds shall not be a member of the Committee.
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- Rule 13** At all meetings of the Association or its Committee (with the exception of those conducted under Rule 6) all resolutions shall be carried by a majority vote and, in the event of a tie, the Chair of the meeting shall have an additional vote to be used as a casting vote. Committee Members unable to attend a meeting can lodge a proxy vote on an agenda item, in writing, to the Chair before the meeting.
- Rule 14** In the event of any member of the Committee failing to attend three consecutive meetings without satisfactory explanation, the Committee shall treat this circumstance as creating a vacancy and may elect another member in accordance with Rule 6
- Rule 15** Membership cards shall be issued to each member paying the appropriate subscription. Subsequent subscriptions shall be acknowledged by updating the original card or by the issue of a new card as the Committee may decide. Renewable Memberships are available for one year or three years upon payment of the appropriate subscription. These Membership cards apply to households and a single membership card showing the period covered shall be issued to the household. Memberships are not transferable.
- Rule 16** An up-to-date copy of these Rules may be supplied to each Member upon joining the Association, and shall be made available to any member on request
- Rule 17** Alterations to these rules may be made by the Committee as and when necessary. Substantial changes to these rules (especially those regarding financial matters) may be discussed and voted on at the Annual General Meeting.
- Rule 18** All moneys belonging to the Association shall be deposited in an account in its name in such bank as directed by resolution of the Committee and all operation of such accounts shall be conducted by the Treasurer under the signatures of any two of the Chair, Vice-Chair, the Secretary or the Treasurer. The Committee may determine the need for any funds not required for short-term operation to be placed in an alternative account, bank or building society in order to maximise the income for the Association. The same dual signature arrangements shall apply. The Committee may incur reasonable expenses for the day-to-day running of the Association. No expenditure exceeding £400 shall be incurred without the prior approval of a General Meeting or Annual General meeting of the Association. The Committee shall not be entitled to borrow money on behalf of the Association or engage in any form of debt.
- Rule 19** In the event of the Association being wound up any funds remaining in its possession shall be dealt with in accordance with the resolutions passed at the meeting authorising such winding up.
- Rule 20** Any person who, in the opinion of the Committee, has advanced the interests and aims of the Association to a conspicuous degree by distinguished personal service may be proposed and elected at a General Meeting or Special General Meeting as an Honorary Member. Such Honorary Member, if not already a Member, shall be deemed to be a member of the Association and shall not be required to pay subscriptions
- Rule 21** References in these rules apply equally to members of either sex.

**End**