

## **The Leatherhead Residents' Association**

### **CONSTITUTION**

#### **1. NAME:**

The name of the Association shall be the LEATHERHEAD RESIDENTS' ASSOCIATION, hereinafter called "the Association."

#### **2. OBJECTS:**

The Association is established for the public benefit for the following purposes in the area comprising THE LEATHERHEAD WARDS OF THE MOLE VALLEY DISTRICT COUNCIL, which area shall hereinafter be referred to as "the area of benefit."

- (a) to conserve, develop and improve the amenities and environment for residents in the area of benefit;
- (b) to provide liaison between residents in the area of benefit and the appropriate civil authorities and their representatives.

#### **3. MEMBERSHIP:**

Membership shall be open to anyone aged 18 or over and residing in the area of benefit who supports the objects of the Association, or otherwise with the approval of the Executive Committee.

#### **4. SUBSCRIPTIONS:**

Subscriptions shall be payable on or before the 1st day of January each year. Membership shall lapse if the subscription is unpaid three months after it is due. The subscription of any person joining the Association in the three months preceding 1st day of January in any year shall be regarded as covering membership of the Association's year commencing on the 1st day of January of the year following the date of joining the Association.

#### **5. MEETINGS:**

An Annual General Meeting, of which 6 weeks notice shall be given to members and to which the Committee shall submit a report and an audited statement of accounts, shall be held each calendar year. The Committee shall decide when ordinary meetings of the Association shall be held. Special General Meetings of the Association shall be held at the request of fifteen or more members whose subscriptions are fully paid up. Twenty members present shall constitute a quorum for a Meeting of the Association. The Committee shall give at least seven day's notice to members of all Meetings of the Association.

#### **6. OFFICERS:**

The Officers of the Association, who shall be members of the Association, shall be the Chairman, the Vice Chairman, the Honorary Secretary and the Honorary Treasurer, hereinafter called "the Officers." The Executive Committee shall have the power to fill casual vacancies occurring among the Officers of the Association.

**7. THE EXECUTIVE COMMITTEE:**

The Executive Committee of the Association, referred to above and hereinafter as “the Committee,” to whom the general management of the Association’s affairs shall be entrusted, shall consist of the Officers and not less than FOUR and not more than SIXTEEN other members of the Association.

All members of the Committee shall be elected for one year at a time at the Annual General Meeting of the Society and shall be eligible for re-election. Nomination for election of Officers and Committee members shall be supported by a seconder and the consent of the proposed nominee must first have been obtained.

The Committee shall meet not less than six times a year and at intervals of not more than two months. Five members shall constitute a quorum and decisions of the committee shall be by simple majority of those present; the chairman of the meeting, who shall not normally vote, shall give a casting vote in the event of no majority.

The Committee shall have the power to co-opt additional members in an advisory but non-voting capacity, and to take any steps it considers necessary to further the aims of the Association.

**8. SUB-COMMITTEES:**

The Committee shall have the power to appoint sub-committees for specific purposes and to co-opt fully paid members of the Association to such subcommittees in order to further the aims of the Association. Proceedings of such sub-committees shall be reported to and confirmed by the Committee as soon as possible. Members of the Committee may be members of any sub-committee; the Committee may also co-opt any fully paid up member onto a sub-committee. Subcommittees shall be subordinate to and may be regulated or dissolved by the Committee.

**9. DECLARATON OF INTEREST:**

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Association (including any meeting of any Committee or sub-committee) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

**10. FINANCE:**

All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose. The Treasurer shall open and maintain a banking account in the name of the Association and shall keep proper accounts of income and expenditure and report on them or deliver them up as required by the Committee. Such

accounts shall be audited or examined at least once a year by auditors/or independent examiners appointed by the Annual General Meeting or a Special General Meeting of the Association. All cheques shall be signed by the Treasurer and any one of two committee members nominated by the Committee as signatories.

**11. AMENDMENTS:**

This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Society, provided that the proposed amendments have been sent to members with the notice of the meeting.

**12. INTERPRETATION OF THE RULES:**

The Committee shall decide any question arising on the interpretation of the Rules in this Constitution or of their application in any particular circumstance.

**13. WINDING UP:**

The Association may be dissolved by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Society, provided that specific reference to the proposed dissolution of the Association has been sent to members with the notice of the meeting. If such a resolution shall be confirmed by a two-thirds majority of those present and voting at such a meeting, any assets remaining after all debts and liabilities have been settled shall be applied towards charitable purposes similar to the aims given in Clause 2 of this Constitution as the Meeting may decide.

*Adopted 1<sup>st</sup> September 2008.*

*Amended 9<sup>th</sup> May 2011.*