

# Constitution and Rules

## 1. NAME

The Association shall be named the Chalklands Residents' Association.

## 2. OBJECTIVES

The objectives of the Association are as follows :-

1. To improve and maintain the condition of the road and pathways subject to available funds.
2. To foster and to encourage the growth of community spirit among the residents of Chalklands Estate.

The Association shall be strictly non-party and non- sectarian.

## 3. MEMBERSHIP

Membership shall be open to any adult person who is a resident of Chalklands Estate.

Acceptance and observance of the Constitution and Rules is a condition of membership.

Subject to the approval of the Committee, persons resident outside but who have an interest in Chalklands, may be admitted to membership. The Committee shall have power to restrict membership when and where considered desirable.

## 4. COMMITTEE

The Management of the Association shall be vested in a committee of up to fifteen members including Officers.

The election of the Officers shall take place at the Annual General Meeting'

The Officers of the Association shall consist of a

Chairman, Vice-Chairman, Treasurer and Secretary.

At Committee meetings, in the absence of the Chairman and the Vice-Chairman, the meeting shall elect its own chairman who shall have both a deliberative and casting vote.

## **5. CO-OPTION**

The Committee shall have power to fill casual vacancies and to co-opt not more than two additional members.

## **6. SUB-COMMITTEES**

The Committee shall have power to appoint Sub-committees for any special projects. Sub-committees shall have executive powers only as defined by the Committee.

## **7. SUBSCRIPTION**

The Association shall be financed by a yearly subscription to be paid on a per household basis. The amount of the subscription for the ensuing year shall be decided at the Annual General Meeting, and shall be payable as from the 1st February.

## **8. VOTING RIGHTS**

The right to vote at general meetings shall be limited to one vote per household.

## **9. FUNDS**

The income of the Association shall be applied towards the promotion of the objectives of the Association. At the discretion of the Committee, collections may be made at any of the Association's meetings or social gathering.

## **10. BANK ACCOUNT**

A banking account in the name of the Association shall be maintained and cheques drawn thereon shall be signed by any two officers of the Association whilst on-line payments will be processed by the Treasurer with verification by these officers.

## 11. ACCOUNTS

The Treasurer shall keep account of all moneys received and expended and shall submit a financial statement for audit by a person appointed at the Annual General Meeting. A true copy, certified by the Treasurer, Auditor and Chairman, shall be made available to view by any member of the association at the AGM and thereafter by request to the treasurer or chairman.

## 12. AUDITOR

At the Annual General Meeting an auditor, who shall not be a member of the Committee, shall be appointed by a show of hands. Currently we are fortunate to use the services of an Auditor who is willing to continue to stand and represent us in this role.

## 18. QUORUMS

At all Committee meetings three members shall form a quorum. For all General Meetings 20 members shall form a quorum. The Chairman shall have the right to exercise a deliberative and a casting vote at all such meetings.

## 14. ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held at a date determined by the committee for the following purposes:

1. To receive, and if thought fit to pass, the audited account of the Association for the financial year.
2. To receive the Report of the Chairman on the work of the Association for the year.
3. To receive the report of the Treasurer on the financial state of the Association.
4. To elect the Officers of the Association.
5. To elect the Committee of the Association.
6. To appoint an Auditor.
7. To decide the subscription for the ensuing year.
8. To transact such other business as may be brought before it of which not less than seven days notice in writing shall be given to the Secretary.

## **15. SPECIAL GENERAL MEETING**

A Special General Meeting may be summoned at any time at the discretion of the Committee, or upon a written request addressed to the Secretary and signed by not less than twenty-five members.

## **16. CHAIRMAN AT MEETINGS**

At an Annual General Meeting and at any Special General Meeting the Chairman shall preside or failing him, the Vice-Chairman. In the absence of both these officers, the meeting will elect its own Chairman who will have both a deliberative and a casting vote.

## **17. NOTICE OF MEETINGS**

Notice of the Annual General Meeting shall be given at least fourteen days before the date of the meeting and shall require nominations for Officers and members of the Committee to be returned at least seven days before the date of the meeting. Notice of a Special General Meeting shall be given at least fourteen days before the date of the proposed meeting.

## **18. NOMINATIONS**

Any member of the Association shall be entitled to submit nominations for Officers and Committee members which must be duly proposed and seconded. The consent of any persons nominated must be obtained.

## **19. LEGAL LIABILITY**

Legal liability for decisions taken in committee or General Meetings, shall be the liability of the Association, and not of any one member.

## **20. DISSOLUTION**

If the Association is wound up or dissolved, and after all its debts and liabilities have been satisfied there remains any property, it shall be distributed equally to paid up members of the Residents Association as listed at the time of the last held Annual General Meeting, or otherwise disbursed as agreed by simple majority.

## 21. ALTERATION OF RULES

Alteration of these Rules shall be made only at an Annual General Meeting or a Special General Meeting. Written notice of any proposed alteration must be in the hand of the Secretary at least twenty-one days before the date of the meeting.

## 22. AVAILABILITY OF RULES

A copy of these Rules shall be available on application to the Secretary.