

**SUMMERSDALE RESIDENTS' ASSOCIATION**  
CHICHESTER, WEST SUSSEX  
Residents Working Together

## **Constitution**

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### **1. Name**

1.1. The name of the Association shall be "The Summersdale Residents' Association".

### **2. Aims**

The aims of the Association shall be:

2.1. to encourage community spirit in Summersdale;

2.2. to preserve and improve the environment and amenities of Summersdale;

2.3. to foster the interests of Summersdale residents.

### **3. Membership**

3.1. Membership shall be open to any household in the Summersdale area. All subsequent reference to Members, unless otherwise specified, shall imply an adult resident of the subscribing household.

3.2. Each household in the Association shall pay an annual subscription of an amount that shall be agreed by the Annual General Meeting. The subscription shall be due on the 1 January each year. Households that have not paid their subscription by 1 July shall be deemed to have resigned and shall be removed from the register.

3.3. Life Members of the Association may be appointed in recognition of outstanding service to the Association and/or Summersdale. Such members shall be nominated by the Committee and elected by a simple majority at a General Meeting. Members so elected shall be entitled to vote at General Meetings but shall not be liable for annual subscriptions.

3.4. Honorary Members of the Association may be appointed by the Committee and shall be kept informed of the activities of the Association. They shall not be liable for annual subscription, neither will they have voting rights. They shall remain Honorary Members at the Committee's discretion.

#### **4. Officers and Committee**

4.1. The Officers, being Members of the Association, shall be a Chairman, Vice-Chairman, Secretary, Membership Secretary and Treasurer, plus any other Officers that the Committee shall consider necessary. Holding of any one office normally shall be limited to three consecutive years.

4.2. The Committee of the Association shall consist of the Officers plus not more than 10 Committee Members, who are all Members of the Association.

4.3. Committee Members and Officers shall be elected at the Annual General Meeting and shall remain in office until the next Annual General Meeting, when they shall retire. Retiring Committee Members and Officers shall be eligible for re-election. Any vacancy, including that of Auditor, arising during the year by resignation or otherwise may be filled either by an existing Committee Member, or by co-opting a new Committee Member, Auditor or Auditors. An Auditor or Auditors shall otherwise be proposed by the Committee for election at the Annual General Meeting.

4.4. The Committee shall be responsible for the management of the Association and in so doing shall abide by resolutions passed at General Meetings.

4.5. The Committee may co-opt up to five further members from subscribing households in the Association, who shall serve until the next Annual General Meeting. Co-opted Members shall be entitled to vote at Committee meetings.

4.6. Committee meetings shall be held at least every three months and at such other times as the Committee shall decide. Decisions at these meetings shall be made by a simple majority of votes of Committee Members present. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote. A quorum shall consist of six Members, of which a minimum of three shall be Officers.

4.7. Life Members, and anyone over the age of 18 from a subscribing household, are entitled to attend Committee meetings. Those wishing to address the Committee on a particular topic shall inform the Chairman beforehand. They

may participate in general business discussions at the Chairman's discretion, but do not have voting rights.

## **5. General Meetings**

- 5.1. The Annual General Meeting of the Association shall be held not later than the last day of February in each year. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary and published prior to the Annual General Meeting. Emergency resolutions may be taken at the Chairman's discretion.
- 5.2. A Special General Meeting shall be called at the request of the Committee, or within 28 days of receipt by the Secretary of a request in writing, signed by at least 20 subscribing households, stating the purpose for which the meeting is required and the resolutions proposed. All members shall be notified not less than 21 days before the Special General Meeting of the date and purpose of the meeting and the resolutions proposed.
- 5.3. The Chairman, or in his absence an Officer or Committee Member selected by the Committee, shall take the chair at Annual or Special General Meetings. Decisions at these meetings shall be by a simple majority of votes of subscribing households present. In the event of an equality of votes, the Chairman of the meeting shall have a second or casting vote. A quorum shall consist of 25 subscribing households. Any person over the age of 18 from a subscribing household is entitled to attend a General Meeting. Only one person from each subscribing household is entitled to vote.

## **6. Newsletter**

- 6.1. The contents of the quarterly Newsletter shall include members' views, in the form of letters to the Editor and articles of general interest submitted by Members, which may be published at the Editor's discretion. Any letters or articles not published in full, for whatever reason, shall be brought to the attention of the Committee.

## **7. Constitution**

7.1. Amendments to the Constitution shall have immediate effect only if a resolution to make the amendments is carried by a two-third majority vote at a General Meeting.

## **8. Finance**

8.1. The Accounts of the Association shall be made up at the end of December of each year and audited by the current Auditor or Auditors. The Accounts shall be presented for adoption at the next Annual General Meeting.

8.2. All money payable to the Association shall be received by the Treasurer and deposited in a bank or Building Society Account or Accounts in the name of the Association. No sum shall be withdrawn from that Account or Accounts, except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any money not required for immediate use may be invested in the name of the Association as the Committee think fit.

## **9. Dissolution**

9.1. The Association shall be dissolved only if a resolution to that effect is carried by a three quarters majority at a General Meeting and confirmed by a simple majority at a Special General Meeting called for that purpose within two months of the General Meeting. In the event of the dissolution of the Association, the available funds shall be transferred to one or more charitable institution of similar aims, as decided by the Special General Meeting which confirms the dissolution of the Association.

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This version agreed at the AGM on 14 February 2002