

# Chavey Down Association Rules 2019

(adopted at the AGM held on 17<sup>th</sup> May 2019)

## 1. Name

The name shall be "The Chavey Down Association" and is hereinafter referred to as "the Association". The Association is neither political nor religious.

## 2. Address:

The official address of the Association shall be that of the Secretary.

## 3. Aims

The aims of the Association shall be:

3.1 To preserve and to improve the amenities and rural character of the area defined in 4. below.

3.2 To foster and to encourage the growth of community spirit among the residents of Chavey Down

3.3 To protect the interests of the residents and their environment.

## 4. Membership

Membership shall be open to those who are residents of Chavey Down and is secured by payment of the annual subscription, and acceptance of membership by the Committee. The membership year runs from the time the Chairman opens the AGM until one minute before the AGM of the following year. Subscriptions for the new membership year fall due prior to the commencement of the AGM. Membership can be commenced or renewed at any time. The Committee reserves the right to terminate the membership of any Member, given just cause, returning current subscription, but not any additional donation, thus terminating any membership rights.

Chavey Down shall be defined as being the area below:-

- **Bakehouse Court**
- **Birch Lane**
- **Cannon Mews**
- **Chavey Down Road** (to the junction of, but not including, Woolford Close, and to and including the property known as Hulloch )
- **Church Road**
- **Heathlands Place**
- **Locks Ride**
- **Longhill Road** (excluding Hawkins Close but including the lane adjoining the property Chavey Down Lodge and excluding the properties on the Warfield Park Drive adjoining Catherine Lodge)
- **North Road**
- **Priority Road**
- **Sandy Lane** (up to and including the property of Silverdale)
- **Scotts Mews**

People living outside the defined area may also apply to become members of the Association and acceptance is purely at the discretion of the Committee and provided the Committee believes they have the interests of the Association at heart.

Membership shall be defined in the following terms:-

- 1) Family
- 2) Individual
- 3) Senior citizen (60 years or over)
- 4) Honorary/Life membership, bestowed at the discretion of the Committee for those who have undertaken special service on behalf of the community.

Membership applications will be circulated with AGM notification at least 21 days prior to the AGM.

## 5. Officers and Committee

The Association shall have the following officers:-

- Chairman
- Vice Chairman
- Secretary
- Treasurer

These 4 Officers and between 3-7 other members shall form the Committee, making a total committee between 7 and 11. Members of the Committee can only be elected if they are paid up members in the current year. If a member of the Committee is not seen as acting in the best interests of the Association, they may be removed from the Committee by a majority vote of the remaining Committee. In addition their Association membership may be terminated as per Rule 4.

Nominations for the Officer roles and other Committee members must be received by the Secretary by the last day of February each year, and these will be notified to members prior to the AGM. No nominations from the floor at the AGM will be accepted.

The Chairman, Vice Chairman, Secretary, Treasurer and other members of the Committee shall be elected by a simple majority 'for' and 'against' vote of those present and entitled to vote at the AGM. They shall normally hold office until the next AGM when they shall resign but be eligible for re-election. Those standing for election are not allowed to vote for themselves but may vote for others standing for election.

The Committee shall have the power to co-opt members to fill vacancies in their numbers, including Officers until the following AGM.

Each member elected to the Committee shall be given an up to date copy of the rules together with a copy of the Senior Citizen Members Benefit Scheme Guidelines.

The Committee shall meet a minimum of four times in every year and four members (to include at least one officer) shall form a quorum for transacting the ordinary business of the Association. Questions shall be decided by a majority of votes, and if the votes are equal, the Chairman shall have a casting vote in addition to their vote as a member.

In matters of urgency, which cannot wait until the next full Committee meeting, any four Committee members (which must include at least 2 officers) shall be able to meet as a sub committee to transact matters, reporting back to the next full Committee meeting.

Other sub-committees may be appointed by the Committee and shall meet as required. They have the ability only to make recommendations for consideration and approval by the Committee. Proceedings shall be reported at each Committee meeting. All such sub-committees shall include at least 2 members of the Committee at each of its meetings and may also include other people, whether or not they are CDA members.

The Committee may co-opt additional members to act in an advisory capacity. Their period of tenure will be reviewed annually at the meeting immediately following the AGM. Those members may occasionally be invited to attend committee meetings but it is not a requirement of their role.

The Committee may invite non-committee members (whether CDA members or not) to attend full committee meetings, but such attendees would not have any voting rights at these meetings.

Any Committee member who misses three consecutive full Committee meetings in the year (from and including the AGM) will automatically be deemed to have resigned and a replacement may be co-opted until the next AGM.

## 6. Subscriptions

Subscription levels may be reviewed at each *Annual General Meeting*, with any change taking effect at the next renewal. The subscription shall be determined by proposal ratified at an *AGM* (or *EGM* convened for that purpose).

Should the occasion arise that the balance at the bank falls below £500, the Association may appeal for further financial assistance from all members in the form of an additional subscription.

## 7. **General Meetings**

The Annual General Meeting shall be held in April or May of each year. At least 21 days notice of any General Meeting will be given to every member and will state the business to be transacted at the meeting.

An Extraordinary General Meeting shall be held whenever the Committee think expedient, or whenever 5 members make a written request. This request must be presented to the Secretary not less than 30 days prior to the proposed meeting and state the reason for the meeting.

## 8. **Procedure at General Meetings**

At all General Meetings, the Chairman or Vice Chairman shall preside.

20 paid up members shall form a quorum at an Annual General Meeting or Extraordinary General Meeting.

Voting at the AGM and EGM shall be reserved to those members age 18 or over and whose current subscription has been received. Each member (aged 18 or over) included in a family membership counts as a separate member.

Only visitors who have been invited by the Committee may attend an AGM or EGM, however they are not entitled to vote.

The AGM shall, at minimum, transact the following business:-

- Approval of last year's minutes and matters arising
- Chairman's Report
- Treasurer's Report and Adoption of the annual accounts; proposals for any alteration to subscription fees; and appointment of the Auditor
- Election of the Chairman
- Election of the Vice Chairman
- Election of the Secretary
- Election of the Treasurer
- Election of the other Committee members
- Any proposals for Alterations to the Rules
- Any other business

The voting procedure shall consist of votes (i) For, and (ii) Against. Abstentions, although counted, shall be regarded as neither for or against. Motions and elections must be proposed and seconded with votes then counted for and against. In the event of a tie, the Chairman (or Vice Chairman in their absence) shall have an additional casting vote.

## 9. **Finance, Accounts and Expenditure**

The Financial Year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March each year.

The Committee shall cause the Accounts to be kept by the Treasurer who must produce an Annual Balance Sheet, and Asset Register (if relevant) duly audited. The Auditor shall be appointed at the Annual General Meeting and must not be a Committee member during any part of the Association's financial year that he or she audits. The Accounting Records must be available for the inspection of any member at any reasonable time, and it shall be the duty of the Treasurer to produce them accordingly.

All monies belonging to the Association shall be paid into an account approved by the Committee in the name of The Chavey Down Association. The signature of any two Officers shall be required for any withdrawal. Where the payee is a signatory, other signatory officers are required to authorise payment.

All monies received on account of subscriptions, donations or otherwise, and interest on investments shall be applied to carrying out the aims of the Association. From time to time the Committee may decide to run community events and assign monies to this and other causes.

The Committee, with the consent of a *General Meeting*, may borrow money for the purpose of the Association upon the security of any assets of the Association, and shall have power to execute all Deeds or other documents which may be required for the purpose.

No expenditure exceeding a set amount shall be incurred by any committee member without the agreement of a quorum of the Committee. Such set amount will be reviewed as required and will be duly minuted.

## 10. Records

The Officers shall keep the following records as minimum.

- A Balance Sheet, and an Asset Register (if applicable)
- A Membership List
- A record of all correspondence to and from the Association for a rolling year
- Minutes of all formal meetings for the last 5 years (Committee, AGMs and EGMs)
- A copy of current and past rules

## 11. Commitments

No written or verbal commitments will be made on behalf of the Association except with the agreement of the Committee.

## 12. Voluntary Dissolution and Disposal of Funds

The Association may, at any time, be dissolved by the consent of three quarters of the members at the time of any proposed dissolution. This consent must be testified to by their signatures to an Instrument of Dissolution.

When an Instrument of Dissolution has been executed by the required number, an audited balance shall be struck of the Association's funds, after any debts have been paid, and disposed of in accordance with a Resolution passed by a simple majority at an Extraordinary *General Meeting* called for the purpose, due notice having been given (see *General Meetings*).

## 13. Alteration of Rules

The rules of the Association may be amended by the agreement of a majority of those present and entitled to vote at an *Annual General Meeting* or *Extraordinary General Meeting*. Written proposals for alterations to rules must be received by the Secretary by the last day of February and will be circulated in advance with *AGM Notifications*. No proposals for alterations to rules will be accepted from the floor. .

A copy of the current rules will be permanently displayed on the web site. Copies of rules are available by request from the Secretary at any time of year, with copies available prior to the *AGM* starting.

## 14. Senior Citizen Members Benefit Scheme

A Senior Citizen Members Benefit Scheme may fall under the umbrella of the Chavey Down Association. Separate guidelines relating to this scheme are available by request at any time of year from the Secretary of the Chavey Down Association.

The Senior Citizen Members Benefit Scheme is voluntary and is covered in the *Benefit Scheme Guidelines*. It shall be understood that no obligation is attached to the Committee of the Chavey Down Association to provide funds or assist in the provision of funds. It shall be understood that the administration of the scheme may form part of the official business of the Chavey Down Association and shall be voluntary and undertaken entirely at the discretion of the Committee of the Chavey Down Association.

## 15. General

In the event of any question or matter arising which has not been provided for by the foregoing, such matters will be dealt with by the Committee as they see fit. Their decision shall be final and binding.