

Constitution of the Sandyhurst Lane Residents' Association

1. The name of the Association will be:

THE SANDYHURST LANE RESIDENTS' ASSOCIATION

2. Membership

Residents of Sandyhurst Lane and adjoining roads will be eligible for full membership. Persons in the neighbouring area may also apply to join. The Secretary will maintain a membership roll.

3. The Aims and Objectives of the Association

- 3.1 To protect the rural character of the area.
- 3.2 To prevent the intrusion of industrial and other developments incompatible with existing land use and character of the area.
- 3.3 To provide a central point for reference for all residents.
- 3.4 To unite the residents in achieving the aims of the Association.
- 3.5 To prepare and make representation to the appropriate authorities on all matters deemed to have intruded, or are likely to intrude, on the environment of the residents.
- 3.6 To represent the residents on all matters which fall within the aims outlined above.

4. Conduct of the Association's Affairs

- 4.1 The Association's affairs will be vested in a committee elected by the membership. Where necessary, the committee may co-opt members and others to assist in matters demanding special expertise.
- 4.2 The committee will comprise the following:
Chairman
Treasurer
Secretary
Up to 9 ordinary members
- 4.3 The Committee will be responsible for advising the membership on all relevant matters and for acting in accordance with the decisions of the membership. Where matters require urgent response, the committee will take action and advise the membership as soon as practicable. Routine matters and follow-up

action will be taken without reference to the membership. Such action will be taken at the next Annual General Meeting (AGM).

- 4.4 Representations will be prepared and made by members of the committee on behalf of the membership.
- 4.5 The Chairman may delegate responsibilities with agreement of the committee.

5. Election of the Committee

- 5.1 The committee will be elected at the AGM.
- 5.2 The committee will arrange the ballot.
- 5.3 Any member may be nominated to serve on the committee subject to that member's agreement. A proposer and seconder will be required except for a member offering him/herself for re-election.
- 5.4 After two consecutive years in office, the Chairman must be re-elected annually if he/she wishes to stand for a further term.
- 5.5 If a committee member resigns a replacement may be co-opted from the membership.

6. Quorum for Meetings

- 6.1 For committee meetings, a minimum of four members.
- 6.2 For general meetings, 20% of the membership.

7. General Meetings

- 7.1 Ordinary General Meetings may be called at any time as required.
- 7.2 The AGM will be in March or April.
- 7.3 Absent members may submit their views on any agenda item in writing or by proxy.
- 7.4 All members will be notified of decisions reached.

8. Keeping of Minutes

Minutes will be kept by the Secretary, or any other member appointed, and will be approved at the next meeting and signed by the Chair.

9. Voting

- 9.1 Acceptance of minutes may be by a show of hands. Election of officers and other matters with an obvious lack of unanimity will be settled by a ballot.
 - 9.2 A simple majority of those present at a meeting may pass a motion.
- 10. The Association will not normally be involved in any profit-making activity not normally accepted as a legitimate way of raising funds by non-trading organisations of charitable status.
 - 11. Changes to the Constitution will require the approval by a vote at the AGM.
 - 12. A membership fee may be required to meet the expenses incurred by the committee in the execution of its responsibilities. An account of all such fees and expenses will be kept and presented at the AGM.
 - 13. Except in urgent circumstances, members must be notified of meetings at least two weeks in advance.
 - 14. The Association may be wound up on the majority vote of the total membership. Funds remaining after all debts have been paid will be given to an agreed charity.

21 August 2016