

THE KENLEY AND DISTRICT RESIDENTS' ASSOCIATION
CONSTITUTION AND RULES (April 2011)

NAME:

1. The name of the Association shall be 'THE KENLEY AND DISTRICT RESIDENTS' ASSOCIATION'.

AREA:

2. The area from which membership of the Association shall be drawn shall be bounded by, and include, Olden Lane, Dale Road, Godstone Road south-west side to the beginning of Riddlesdown, then along the top of Riddlesdown to the Caterham and Warlingham boundary, following the boundary across Godstone Road and around Kenley Airfield to Hayes Lane, Old Lodge Lane up to and including Lodge Hill, then east to Langham Dene along the Purley-Kenley border to Northwood Avenue.

OBJECTS:

3. The objects of the Association shall be:
 - (a) to safeguard the interests of all its members and to take such action as may be deemed necessary to promote and protect the wellbeing of the district in general and to maintain and further its amenities;
 - (b) the organisation of social events and other such activities as the Association shall decide upon from time to time.
4. The Association shall be non-party political and non-sectarian.

MEMBERSHIP:

5. Membership of the Association shall be open to all residents in the area defined in Rule 2, who accept the Constitution and Rules and pay the prescribed subscription fees. Members moving from the district may retain membership of the Association at the discretion of the Committee.
6. The Committee shall have the power to terminate the membership of any member of the Association, subject to the member's right to appeal at a Special or other General Meeting.

SUBSCRIPTIONS:

7. The minimum subscription to the Association shall be as agreed at the Annual General Meeting prior to any change in subscription level.
8. A copy of the rules shall be made available to any member upon request.

OFFICERS AND COMMITTEE:

- 9a. The local Councillors for the time being shall become the President and Vice-Presidents of the Association. They shall be entitled to attend all meetings of the Committee or any Sub-Committee, but shall have no voting rights
 - 9b. The Officers of the Association shall consist of a Chairman, Vice-Chairman, Hon. Secretary, Hon. Minuting Secretary, Hon. Membership Secretary, Hon. Planning Officer and Hon. Treasurer. In addition, there shall be at least one Independent Examiner who will be independent of the Committee and who will examine the books of the Association.
10. The affairs of the Association shall be entrusted to an elected Committee comprising the Officers and up to fourteen members. The Committee and the Independent Examiners shall retire annually at the Annual General Meeting. The decision of the Committee on all matters, except the termination of membership under Rule 6, shall be final.
 11. All contested elections shall be by ballot of those present at the AGM. Nominations for Officers, Committee and Independent Examiners, together with the written consent of the nominees, shall be in the hands of the Secretary at least three days prior to the date of the Annual General Meeting. From the nominations received, the Secretary shall prepare and issue ballot papers to all members present at the Annual General Meeting. The votes there cast shall be counted at the meeting by scrutineers appointed for that purpose by the meeting.
 12. At the meetings of the Committee, five, of whom at least two shall be Officers, shall form a quorum. The Committee shall meet at such times as are necessary to conduct the business of the Association.
 13. The Committee shall have the power to establish sub-committees and, for this purpose, may co-opt additional sub-committee members. The Chairman of any sub-committee shall be an Officer or member of the Committee of the Association.
 14. Any member of the Committee absent from three consecutive committee meetings without reasonable excuse may be deemed by the Committee to have relinquished their committee seat.

15. The Committee shall have the power to fill by co-option any incidental vacancy (or vacancies) arising on the Committee with such appointments to remain in force until the next Annual General Meeting. Should an Independent Examiner resign or be unable to carry out their duties, the Committee may, and shall if necessary in accordance with Rule 9b, appoint a person, other than one of their number, to carry out the duties. Such an appointment shall be subject to confirmation by the next General Meeting.

GENERAL MEETINGS:

16. The Annual General Meeting shall be held in April.

17. The General Meeting shall be held in October.

18. The Committee may convene any other General Meeting whenever necessary.

19. On a written requisition, signed by not less than twenty members of the Association, the Committee shall summon a Special General Meeting, unless the meeting shall be within twenty-one days of a General Meeting. The purpose for which the meeting is to be called must be clearly stated in the requisition and on the notice summoning such a meeting and no other business shall be discussed other than that for which the meeting is called.

20. At least seven days' notice in writing of any meeting of the Association shall be given to all members unless, for reasons of urgency, the Committee decides to call a Special Meeting.

21. Forty members of the Association shall constitute a quorum at any General Meeting.

MISCELLANEOUS:

22. The Association's financial year shall terminate on 31st December each year.

23. The financial transactions of the Association shall be conducted through an account to be opened with a bank of standing and the funds of the Association shall be paid into the account as they accrue.

24a. The Chairman, Hon. Treasurer and Hon. Secretary shall be empowered to sign cheques on behalf of the Association to meet liabilities and the signatures of not less than two shall be sufficient authority for the payment of cheques.

24b All extraordinary expenditure, up to a maximum of £1500.00 to any one supplier of goods or services to the Association, must be sanctioned by a Committee majority, proposed, seconded and recorded in Minutes. Such expenditure must also be referenced by the Minute No. on balance sheets.

24c All expenditure in excess of £1500.00 to any one suppliers of goods and services to the Association must be sanctioned by a residents' meeting majority (AGM, GM or EGM) proposed, seconded and recorded in Minutes. Such expenditure must also be referenced by Minute No. on balance sheets.

25. At the discretion of the Association Committee, sports clubs or social organisations associated with the district may be affiliated to the Association on payment of a fee decided by the Committee. All such affiliated organisations shall provide the Committee with an annual report for presentation to the Annual General Meeting.

26. These rules shall not be altered, nor the Association dissolved, except on a motion approved by at least two-thirds of the members present and voting at either an Annual General Meeting or a General Meeting specially convened for the purpose under rules 18 and 19. Notice in writing of such Motions must be given to the Hon. Secretary at least twenty-one days prior to the meeting at which such will be considered.

27. In the event of the dissolution of the Association under the terms of Rule 26, the funds of the Association are to be held in a trust fund. The nature and terms of the trust fund are to be agreed by the Officers and Members of the Committee and ratified by the meeting held in accordance with rule 26.

Amendment No 1. Inclusion of Rule 27 (AGM Minutes April 1998, Newsletter 51 page 9).

Amendment No.2 Inclusion of Rules 24b and 24c (AGM Minutes April 1999, Newsletter 55 page 5).

Amendment No 3 Amendment to Rule 9 (AGM Minutes April 2005)

Amendment No.4 Amendments to Rules 9 to 12 (AGM Minutes April 2007, Newsletter 85 pages 5 & 7).

Amendment No 5 Amendments to Rules 9, 10, 11 & 15 (AGM Minutes April 2011, Newsletter 101 pages 9 & 10).

SIGNED: _____
S Morris (Chairman)

SIGNED: _____
J F Davenport (Hon Secretary)

Date:

Date: