



CONSTITUTION

1. Name

The Association shall be called the HARTLEY AND DISTRICT RESIDENTS' ASSOCIATION.

2. Objectives

- 2.1 To advance and protect the common interests of the residents and to improve the amenities of the district.
- 2.2 To ascertain the opinions of the residents on local matters and to lay such opinions before the appropriate bodies when considered desirable.
- 2.3 To encourage and develop social activities and co-operate where possible with other existing organisations.
- 2.4 The Association shall not affiliate to any political party or participate in party politics.
The Executive Committee shall however have the power to invite any local Councillor to attend the Committee meetings where it is considered it would be an advantage to the area and Association so to do. Any Councillor who accepts this invitation will not be entitled to any voting power.

3. Subscriptions

The annual subscription shall be paid, per household, annually in the month of April, the amount to be paid will be subject to any amendment that a general meeting may approve.

4. Membership

Membership shall be open to all adult residents within the geographical boundaries of The Association.

5. Management: officer's and Duties

The Officers of the Association, who shall be elected at the Annual General Meeting, shall consist of:

- Chairperson
- Vice-Chairperson
- Honorary Secretary
- Honorary Treasurer
- Membership Secretary

The Officers Duties are as follows:

Chairperson

The responsibilities of the Chairperson are to:

- Chair meetings.
- Plan meetings and develop the agenda in conjunction with the Secretary and/or the most Senior Officers.
- Provide leadership and ensure the effective operation of the Association.
- Ensure that decisions made at meetings are implemented.
- Undertake the supervision and oversee the operation of the Senior Officers.
- Provide a focus for the Association, as written in the Constitution.
- Act as a spokesperson for the Association or oversee other Officer's representations.
- Sign and certify the annual accounts for the organisation.

Secretary

The role of the Secretary is to ensure that the minutes are taken and that they are an accurate account. The responsibilities of the Secretary are to:

- Help the Chairperson to plan meetings.
- Organise the logistics of meetings.
- Distribute minutes.
- Deal with committee correspondence
- Liaise with other groups/members/others as necessary this includes Minutes Secretary.

Vice Chairperson

The main role of the Vice Chairperson is to preside over meetings when the Chairperson is absent with consideration for the Chairperson's responsibilities.

Treasurer

The main role of the Treasurer is to maintain a financial overview of the organisation.

The responsibilities of the Treasurer are to:

- Look after the finances.
- Oversee, prepare, present and approve budgets, accounts and financial statements.
- Prepare and present understandable financial reports to the committee.
- Ensure that the financial resources of the organisation meet its needs.
- Liaise with relevant people about financial matters.
- Advise on the financial implications of any new projects.
- Prepare the annual accounts before being passed to the independent auditor.
- Present the annual accounts at the AGM.

Membership Secretary

The responsibilities of the Membership Secretary are:

- Ensure good records are kept of the membership.
- Contact Road Stewards concerning the delivery the bi-annual Newsletter.
- Collect subscriptions collected by the Road Stewards and record details.
- Pass updated information and monies to the Treasurer.

The officers together with not less than two or more than eight ordinary members of the committee shall constitute the Executive Committee. The Executive Committee shall have the power to deal with all matters as they arise, including the appointment of sub-committees. They shall also have the power to fill vacancies arising among the officers of the members of the Executive Committee, provided that at least one member of every sub-committee is a member of the Executive Committee.

In the event of a committee member being absent from six consecutive meetings without due notice, then he/she shall be deemed to have resigned.

6. General Data Protection Regulations (GDPR)

The Chairperson will be the Data Protection Officer.

The Association will hold the information of all its members.

A member is a paid subscriber of the Association.

The Association will hold name, address, telephone number or email address as given to us by that member.

This information will only be used to communicate with that member and will not be passed on to any outside agent or any other member.

All members have the right to withdraw that information and we, as an association abiding by the rule, will ensure that the information is removed.

7. Newsletter

A Newsletter shall be published every six months to all members free of charge.

The Editor shall be appointed by the Executive Committee.

8. Activities

With the authority of the Executive Committee, a separate section committee shall be established for the organisation of any activities as may from time to time be desired.

Members of these committees need not be members of the Executive Committee, providing that appropriate arrangements are made to liaison with each section committee.

Each activity shall, so far as possible, be self-funding.

9. General Meeting

9.1 The Annual General Meeting shall be held in the spring or early summer and further General Meetings shall be convened by the Executive Committee, or by written request given to the Honorary Secretary by at least twenty members.

9.2 Notice of the time and place of the Annual General Meeting shall be given in the Association's Spring Newsletter which will be distributed at least one month before the AGM.

9.3 Members will be able to apply for election to any Management of Committee position by advising the Secretary at least 30 days before the AGM. This notice will appear in the Spring Newsletter.

9.4 Election shall be at the AGM by a show of hands For and a show of hands Against, if the number For election is greater, that person will be deemed to be elected. If more than one person applies for a position then the person with the greater difference between For and Against shall be elected.

10. Accounts

The Honorary Treasurer shall present an audited Statement of Accounts at the Annual General Meeting. Cheques drawn on the Association's bank account shall be signed by any two of the four officers.

11. Cessation

In the event of the Association itself ceasing to function, all monies and property belonging to the Association shall be disposed of in accordance with the wishes of an Extraordinary General Meeting convened for the purpose of winding up the Association.

12. Alterations to the Constitution

No Alteration or addition to the Constitution shall be made except at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose.

13. Voting

The direction of the Association's business at a General Meeting shall be determined by a majority vote of the members present.

14. Committee Meetings

These are to be held monthly, where practicable and four committee members shall form a quorum.

The original Constitution dated May 1993 and amended at AGM held on 15 May 1995.

Transferred to electric format 10 May 2010.

This revised copy to be placed before the 2018 AGM