



Constitution

Rev 3.0

1. Name

- 1.1. The Association shall be called the HARTLEY AND DISTRICT RESIDENTS' ASSOCIATION ("HADRA"), hereinafter referred to as "The 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 The Association so to do. Any Councillor who accepts this invitation will not be entitled to any voting power.

3. Subscriptions

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

4. Membership

- 4.1. Membership shall be open to all adult residents within the geographical boundaries of The Association.
- 4.2. A person shall be deemed to be a member if:
 - 4.2.1. Their household has paid the yearly membership subscription, or
 - 4.2.2. They have been appointed to serve on the Executive Committee, or
 - 4.2.3. The Executive Committee has appointed them as an honorary member.



5. Officer's and their duties

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

- 5.1.1. Chairperson;
- 5.1.2. Vice-Chairperson;
- 5.1.3. Honorary Secretary;
- 5.1.4. Honorary Treasurer;
- 5.1.5. Membership Secretary

5.2. Chairperson

5.2.1. 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.

5.3. Honorary Secretary

5.3.1. The responsibilities of the Honorary Secretary are to:

- ❖ Ensure that the minutes are taken (either by themselves or by a Minute Secretary appointed by the Executive Committee) and that they are an accurate account.
- ❖ Help the Chairperson to plan meetings.
- ❖ Organise the logistics of meetings.
- ❖ Distribute minutes.
- ❖ Deal with committee correspondence.
- ❖ Liaise with third parties as necessary.

5.4. Vice Chairperson

5.4.1. The responsibilities of the Vice Chairperson are to:

- ❖ Preside over meetings when the Chairperson is absent and undertake the Chairperson's responsibilities.



5.5. Honorary Treasurer

5.5.1. The responsibilities of Honorary Treasurer are to:

- ❖ Maintain a financial overview of The Association.
- ❖ Look after the finances and accurately account for all assets, liabilities and equity of The Association.
- ❖ 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.
- ❖ Collect membership subscriptions through all applicable channels, such as online banking, BACS, Standing Orders etc and update the Membership Secretary of subscriptions received so that accurate membership records can be retained.

5.6. Membership Secretary

5.6.1. The responsibilities of the Membership Secretary are to:

- ❖ Ensure good records are kept of the membership.
- ❖ Contact Road Stewards (via the Road Steward Liaison Officer if appointed) concerning the delivery the bi-annual Newsletter.
- ❖ Record subscription detail received.
- ❖ Pass updated information and monies to the Treasurer.

5.7. The officers together with not less than two ordinary members of the committee shall constitute the Executive Committee.

5.8. 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.

5.9. 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.

5.10. It shall be the Treasurer's responsibility to prepare the annual accounts before being passed to an independent auditor and present said accounts at the AGM.

5.11. It shall be the Chairman's responsibility to sign and certify the annual accounts for the organisation.



6. General Data Protection Regulations (GDPR)

- 6.1. The Chairperson will be The Association's Data Protection Officer.
- 6.2. The Association shall hold the information of all its members.
- 6.3. The Association will hold the name, address, telephone number and/or email address as given to us by that member.
- 6.4. This information will only be used to communicate with that member for association business and will not be passed on to any outside agent or any other member.
- 6.5. 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

- 7.1. A newsletter shall be published in Spring and in Autumn to all members free of charge.
- 7.2. The Editor shall be appointed by the Executive Committee.

8. Activities

- 8.1. With the authority of the Executive Committee, a separate section committee may be established for the organisation of any activities as may from time to time be desired.
- 8.2. Members of these committees need not be members of the Executive Committee, providing that appropriate arrangements are made to liaison with each section committee.
- 8.3. Each activity shall, so far as possible, be self-funding.

9. General Meetings

- 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 communicated in social media and/or in The Association's Spring Newsletter, or through any other means deemed appropriate by the Executive Committee.
- 9.3. Members shall be given a minimum of one calendar months' notice of the AGM taking place.
- 9.4. Members will be able to apply for election to any Executive Committee position by advising the Secretary at least 30 days prior to the AGM.
- 9.5. Elections 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



Protecting and advancing the common interest of the area

more than one person applies for a position then the person with the greater difference between "For" and "Against" shall be elected.

10. Accounts

- 10.1. The Honorary Treasurer shall present an audited Statement of Accounts at the Annual General Meeting.
- 10.2. Cheques drawn on the Association's bank account shall be signed by any two the four officers. Where possible, and when no conflict of interest exists, this should include the Chairperson and Honorary Treasurer.

11. Cessation

- 11.1. 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

- 12.1. 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.
- 12.2. Notwithstanding this, the Executive Committee may at their discretion temporarily operate in accordance with an amended constitution, providing that:
 - 12.2.1. The amendments have been approved unanimously by a vote of all Executive Committee Members;
 - 12.2.2. The amended constitution shall be valid until close of business at the next Annual General Meeting at which point the amendments shall become null and void, unless the amended constitution is ratified by the members attending that AGM.

13. Voting

- 13.1. 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

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

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Change Log

Rev	Change	Approved by Committee	Ratified at AGM
1.0	Original Constitution	May 1993	June 1993
1.1	Miscellaneous Amendments	May 1995	15/05/1995
2.0	Transferred to electronic format	May 2010	10/05/2012
2.1	Include GDPR, roles, AGM specifics	May 2018	02/06/2018
3.0	21 st Century Updates (formatting, membership definition, AGM notifications)	16/03/2023	10/05/2023