



## **RICKMANSWORTH & DISTRICT RESIDENTS' ASSOCIATION**

# **CONSTITUTION**

**Revised at the Association's AGM on 20<sup>th</sup> September 2021**

1. The name of the Association is "THE RICKMANSWORTH AND DISTRICT RESIDENTS' ASSOCIATION".
2. **The objects of the Association are to:-**
  - (a) Protect and advance the general interests of the residents of Rickmansworth and district.
  - (b) Organise and promote united action for the above purpose.
  - (c) Hold meetings for the discussion of matters affecting the interests of the Residents of Rickmansworth and District.
  - (d) Provide support, information, and advice to residents of Rickmansworth and District on matters concerned with local administration.
  - (e) Cooperate with individuals and organisations having similar interests and objectives as the Association.
  - (f) Generate funds by means of entrance fees, donations, subscriptions, and advertising in INDEPENDENCE and on the Associations Web Site.

### **Purpose for the Association**

3. **a** - To promote the general interests of the Residents of Rickmansworth and contribute to ensuring that the town, its environs, and amenities provide a pleasing environment in which to live.  
**b** – To develop and maintain a high standard of community spirit.

### **Terms of Reference**

4. The Association can pursue its purpose by some or all of the following activities:
  - (a). Monitoring the performance of National, County and Local Government, so that the Association contributes to ensuring that public affairs and local administration are conducted effectively.
  - (b) Hosting residents' meetings, so that the community can discuss local issues and be updated on matters of concern and general interest.
  - (c) Organising and promoting united action, so that where it becomes necessary to act, residents have an outlet through which to express their concerns and interests.
  - (d) Affiliating to, and co-operating with, any individual and organisation having similar objectives, so that the Association can benefit from sharing ideas and taking joint action if appropriate.

- (e) Raising funds to meet the Associations expenses, so that it is adequately funded to continue as a proactive and effective community voice.
- (f) Publishing a website and each year the Association's magazine *INDEPENDENCE*, and issue by e-mail a regular newsletter so that residents are aware that its Committee is acting in the best interests of the community.
- (g) The Association shall be non-sectarian and independent of any political party.

### **Membership**

5. Any resident of Rickmansworth and district, and any other person interested in the affairs of Rickmansworth, shall be eligible for membership of the Association.

### **Subscription**

6. The annual subscription shall be determined from time to time by the Committee, subject to ratification at the subsequent AGM.

### **Management**

7. The management of the business and the funds of the Association shall be vested in the Committee, which shall consist of the Chairman, the Hon. Secretary, the Hon. Treasurer and not more than twelve other members of the Association. The Committee has the power to co-opt. additional members.

### **Election of Officers**

8. The President, the Hon. Secretary, the Hon. Treasurer and other members of the Committee shall be elected at the Annual General Meeting of the Association and shall serve until the report of the Committee and the Hon. Treasurer's statement of accounts have been adopted by the Association at the next Annual General Meeting, whereupon they shall retire and be eligible for re-election, subject to the provisions of Paragraph 9 hereof. The retiring President, or in his absence any person appointed by the Committee, shall act as Chairman of the Annual General Meeting until the new President shall have been elected and, in the event of the absence of the new President, for the remainder of the meeting.

9. All nominations for election to the office of President, Hon. Secretary or Hon. Treasurer, or to membership of the Committee, must be notified in writing to the Hon. Secretary not less than three days before the date of the Annual General Meeting. Every such notification must state the name of the proposer and seconder and must be accompanied by a statement, signed by the nominee, to the effect that he or she consents to the nomination.

10. At the Annual General Meeting, if only one person shall have been nominated for each of the offices of President, Hon. Secretary, or Hon. Treasurer, or if not more than 12 persons (not counting the Chairman, Secretary and Treasurer) shall have been so nominated as members of the Committee, such person or persons shall be declared duly elected. Save as aforesaid, the President, the Hon. Secretary, the Hon. Treasurer and other members of the Committee shall be elected from the persons nominated by the majority vote of the members of the Association present at the meeting. Voting shall be by ballot.

11. Upon the recommendation of the retiring Committee, the members present at the Annual General Meeting may elect persons to be Life Vice-President(s) of the Association. A Vice-President shall not as such be a member of the Committee, but shall be eligible for election to membership of the Committee. Such an appointment will normally be for life but may be withdrawn by a 51% majority vote of the Committee.

## **Powers and Duties of the Committee**

**12.** The Committee shall appoint one of their number as Chairman, and may appoint a Deputy Chairman, sub-committees, or working parties, with such powers and duties as the Committee may deem expedient. The Deputy Chairman must stand down at the committee meeting prior to the Annual General Meeting, but may be nominated for the post at the committee meeting following the Annual General Meeting.

**13.** The Committee shall be empowered to take such actions, and incur such expenditure, as it may consider necessary or desirable, in the interests of the Association and with a view to the attainment of its Purpose..

**14.** The Chairman shall submit to the Annual General Meeting of the Association a report on the work of the committee during the previous year.

**15.** The Committee may fill in any casual vacancy occurring during its year of office in the Presidency, the Hon. Secretaryship, the Hon. Treasurership or in the Committee and may co-opt not more than three additional members to serve during that year. The Committee may also establish and fill other offices at its discretion, from amongst members of the Committee, with such powers and duties as may be deemed expedient. Holders of any such offices should be elected whenever possible at the first meeting following the AGM.

## **Meetings of the Committee**

**16.** The Committee shall meet every two months or as often as it may deem necessary.

**17.** The Chairman may call a special meeting of the Committee at any time and upon such notice as he thinks fit but not less than seven days. On receipt of a written request signed by three members of the Committee or by e-mail, the Hon. Secretary shall within fourteen days convene a special meeting of the Committee.

**18.** Five members of the Committee shall form a quorum for the transaction of business.

**19.** Any member of the Committee failing to attend three meetings in a row shall be deemed to have resigned from the Committee except where the Committee has accepted reasons provided for non-attendance

## **General Meetings of the Association**

**20.** The Annual General Meeting of the Association shall be held on a day and at a place and time to be determined by the Committee. Not less than twentyone days' notice shall be given to members. The Agenda for the Annual General Meeting shall comprise:-

- (a) The Minutes of the previous Annual General Meeting, as published in the Association's annual report *INDEPENDENCE*.
- (b) The presentation and adoption of the Chairman's Annual Report on the work of the Committee.
- (c) The presentation and adoption of the Hon. Treasurer's Statement of Accounts.
- (d) The election of Officers and Committee but excluding the Chairman.
- (e) The appointment of Auditors.
- (f) The consideration of any motion or other matter of which notice in writing has been given to the Hon. Secretary at least fourteen days before the meeting.
- (g) Other business, at the discretion of the Chairman of the meeting.

(h) The President of the Association shall take the Chair, or in his or her absence a Vice-President. The quorum for an Annual General Meeting shall be 30 members.

**21.** The Hon. Secretary shall convene a Special General Meeting of the Association:

(a) Whenever he/she is directed by the Committee to do so.

(b) On receipt of a written request to do so, signed by 20 or more members of the Association.

**22.** The Chairman of the Committee may, in a case of urgency, convene a Committee Meeting to conduct business that cannot be held over until the next scheduled committee meeting. A quorum for such a meeting shall be the Chairman, Hon Secretary, Hon Treasurer, and not less than three Committee members appointed by the Chairman.

### **Finance**

**23.** The Hon. Treasurer shall have the custody of all funds of the Association. All moneys belonging to the Association shall, unless the Committee directs otherwise, be paid into a bank account or other account in the name of the Association. Cheques shall be signed by two members of the Committee duly appointed as signatories by the Committee. The Treasurer, or other appointed member of the Committee, may use internet banking for the transfer of funds between the Association's accounts or to pay away subject to the same conditions as for cheques. The Treasurer shall provide the Committee with a report of the Associations finances at each Committee Meeting.

**24.** The Association shall appoint a suitable person at a General Meeting to examine the accounts prepared by the Treasurer and report thereon in the following terms:- "I confirm the financial statements set out above have been prepared from the books and vouchers produced to me and are in accordance therewith."

### **Secretary**

**25.** The Hon. Secretary shall keep Minutes of all meetings and duly present them for approval by the Committee, unless this task is delegated to a Minutes Secretary or other person or persons appointed by the Committee for this purpose. The Hon Secretary shall record the attendances at meetings of the Committee, issue all necessary notices, have the custody of the records of the Association and generally carry out the instructions of the Committee.

### **Alteration of the Rules**

**26.** No alteration of the Rules of the Association shall be made except by a resolution passed by a two-thirds majority of the members present at an Annual General Meeting or at a Special General Meeting convened for the purpose. No motion proposing an alteration of the Rules shall be considered unless twenty one days' notice thereof shall have been given to all members of the Association.

### **Notice**

**27.** The Association may give notice to any member, either personally or by sending it by post or messenger to his or her postal address or by sending an electronic form of notice to his or her e-mail address or similar, as registered in the records of the Association.

The notice may be given by inclusion in the Association's magazine "Independence", duly sent by any of the means described above. Notice shall be deemed to be given 2 working days after it has been sent if sent by post or in electronic form and 14 days after the publication of the Association's magazine if included in the magazine.

## **Use of Electronic Communication**

**28.** The Association and its members may use electronic communication as follows:

(a) By the Association.

(1) Any member of the Association, by providing the Association with his or her e-mail address or similar, is taken to have agreed to receive communications from the Association in electronic form at that address, unless the member has indicated to the Association his or her unwillingness to receive such communications in that form.

(2) The Committee of the Association may, subject to compliance with any legal requirements, by means of publication on its website provide members with the notice referred to in Paragraphs 19 or 20 (General Meeting of the Association).

(3) The Committee must:

(i) Take reasonable steps to ensure that members are promptly notified of the publication of any such notice.

(ii) Send any such notice to in hard copy form, which may be by inclusion in the printed version of the Association's magazine, to any member who has not consented to receive communication in electronic form.

(4) To the Association. Any member of the Association may communicate electronically with the Association to an address specified by the Association for that purpose, so long as the communication is authenticated in a manner which is satisfactory to the Association.

## **Dissolution of the Association**

**29.** Should the Association be no longer able to achieve its aims, be it because it is likely to be insolvent or because there are too few members of the Committee to achieve a quorum or for any other reason, then the Secretary shall call an Special General Meeting (SGM) at which the dissolution of the Association shall be proposed.

**30.** Unless those attending the SGM can enable the continued operation of the Association, such as by providing additional funds or voting additional members to the Committee, the SGM shall approve the dissolution of the Association and agree the disbursement of any funds remaining, after the payment of all outstanding debts, to such non-political organisations operating in Rickmansworth as the meeting may feel appropriate.

**31.** The dissolution of the Association shall be announced to the members by such means as are available, including any local paper or magazine, the Association's website prior to its closure, the District Council and any other local council or representative body.

**END**