

## **FRIARS CLIFF RESIDENTS ASSOCIATION RULES**

### **A. OBJECTS**

1. To promote and safeguard the interests of members and to preserve local amenities.
2. To foster friendly co-operation between members by means of periodic business meetings and social activities.
3. To establish and maintain contact with similar Associations and work in conjunction with them in all matters of common interest.

### **B. MEMBERSHIP**

1. Membership shall be open to all residents of Friars Cliff area aged 18 or over.
2. The minimum Annual Subscription shall be decided at Annual General Meetings; the payment of this shall entitle the members of each household to full membership.
3. All members shall be entitled to speak and vote at General Meetings.
4. Subscriptions shall fall due on 1st January each year.
5. The Committee shall have the power to elect Honorary members of the Association.

### **C. POLICIES, PROCEDURES & ADMINISTRATION**

1. Rules of the Association may be made, cancelled or altered only by the decision of a majority of at least two-thirds of the members present and voting at an Annual General Meeting or an Extraordinary General Meeting properly convened for the purpose.
2. General policies and procedures shall be decided at General Meetings.
3. Management and administration shall be vested in a Committee elected at Annual General Meetings.
4. The Association shall be non-political and non-sectarian.

D. A PRESIDENT may be elected at the Annual General Meeting and shall be an ex-officio member of the Committee.

E. Honorary VICE-PRESIDENTS may be elected at the Annual General Meeting on the recommendation of the Committee.

F. The OFFICERS of the Association shall be elected at the Annual General Meeting. They shall hold office for one year and shall be:

1. The CHAIRMAN, who shall supervise the work of the Association and shall conduct all General and Committee Meetings. In matters of urgency requiring decisions before a Committee Meeting can be held, he/she shall be entitled to take such action in the name of this Association as may be considered appropriate and necessary, to be reported to the Committee at their next Meeting.
2. The DEPUTY CHAIRMAN shall assume the duties of the Chairman in the absence of the Chairman.
3. The HONORARY SECRETARY shall convene all Meetings and keep a full and correct record of all General and Committee Meetings. He/she shall manage all the official correspondence and shall prepare an Annual Report for submission to the Annual General Meeting.

4. The HONORARY TREASURER shall conduct the financial affairs of the Association and keep proper financial records which shall be presented for approval at Annual General Meetings. He/she shall record all financial transactions, and collect any monies due, paying them into an appropriate bank account, kept in the name of this Association and approved by the Committee. He/she shall arrange for the payment of all accounts, cheques to be signed by the Treasurer and countersigned by another Officer, as written on the mandate and approved by the Committee.
5. The HONORARY MEMBERSHIP SECRETARY shall keep full records of all members and their subscriptions. He/she shall collect all subscriptions from Road Wardens or Members and pay them either to the Treasurer or directly into the Bank Account of this Association.
6. The HONORARY HEAD ROAD WARDEN shall co-ordinate the work of Road Wardens and the distribution of the FORUM of this Association.
7. The HONORARY EDITOR shall be responsible for the editing and production of the FORUM of the Association.

#### G. The COMMITTEE

1. The Committee shall be composed of the OFFICERS listed above and six other members of this Association, each elected at the Annual General Meeting; additional members may be elected or appointed to organise and administer specific activities, who shall be ex-officio members of the Committee.
2. The Committee may fill by nomination any vacancy that may occur between Annual General Meetings which shall be valid until the next Annual General Meeting. Any Officers so appointed shall assume all the duties of that office as stated.
3. The Committee shall meet as often as is considered necessary.
4. 4 Committee Members of whom 2 shall be Officers shall constitute a QUORUM.
5. The Committee shall seek a decision of a General Meeting on any matter of exceptional interest or importance and of any proposed expenditure of a large or unusual character. In respect of all other matters, the Committee may take any action they judge to be in the best interests of this Association and not contrary to these RULES or a decision of a General Meeting.
6. The Committee may set up any sub-committee thought necessary and nominate the members thereof.
7. The Committee may nominate representatives of this Association to any external body where this is thought to be beneficial and desirable.

#### H. The ANNUAL GENERAL MEETING

1. The Annual General Meeting shall be held during March in each year to deal with REPORTS and ACCOUNTS concerning the previous year and to deal with the ELECTION of OFFICERS, COMMITTEE MEMBERS and other matters concerning the RULES, POLICIES, MANAGEMENT and ADMINISTRATION of the business of this Association.
2. Twenty members shall constitute a Quorum.
3. At least 14 days notice shall be notified in writing to all members, stating the date, time and place of this Meeting.

4. The names of retiring Officers, Committee Members and others who are available for re-election shall be published, though if elected at the previous Annual General Meeting, they shall be eligible to continue to serve without nomination. Nominations of other members for election in any capacity must be given in writing to the Honorary Secretary at least 14 days before this Meeting. Every such nomination shall be signed by a proposer and a seconder and shall include an assurance by the nominee that he or she is willing to serve.
5. The terms of any formal motion to be proposed at this Meeting shall be notified to the Honorary Secretary in writing at least 14 days beforehand and shall be circulated to all members with the notice of this Meeting or as soon as possible thereafter.

J. An EXTRAORDINARY GENERAL MEETING

1. An Extraordinary General Meeting may be held at any time to consider questions of importance concerning the Rules, Policies, Management or Administration of this Association that cannot under these rules be decided at a General Business Meeting.
2. Twenty members shall constitute a Quorum.
3. Such a Meeting may be held by the decision of the Committee after receipt by the Honorary Secretary of a request in writing, stating reasons and terms of any formal motion to be proposed.
4. At least 14 days notice shall be given to all members, stating the date, time, place and purpose of this Meeting and the terms of any motion notified to the Honorary Secretary.

K. GENERAL BUSINESS MEETINGS

1. General Business Meetings shall be held approximately quarterly, more or less often if the Committee so decide.
2. Twenty members shall constitute a quorum.
3. At least 7 days notice of such a meeting shall be given in writing to all members stating date, time and place of this Meeting, including any business of an unusually important or urgent nature.

- L. DISSOLUTION of this Association will be only by a RESOLUTION presented at a SPECIAL MEETING convened for this purpose, with the consent of 3/4 of voting members present. Surplus funds must be used for the benefit of this area, as the voting members at the Special Meeting shall decide.