

***HOLCOMBE RESIDENTS
ASSOCIATION***

CONSTITUTION

**Adopted at the Annual General
Meeting of the Association 10th
September 1999**

Amended 6th April 2004 and 25th April 2009

1. NAME HOLCOMBE RESIDENTS ASSOCIATION

2. AIM

To promote the welfare and represent the interests of the permanent residents of Holcombe.

3. OBJECTIVES

- 3.1 To act as a forum for the discussion of local issues.
- 3.2 To ascertain and express the views of the membership.
- 3.3 To preserve and sustain the character and environment of the village of Holcombe.
- 3.4 To protect the green field sites around the village of Holcombe from development. This to include all areas which currently provide a buffer between the settlements of Teignmouth, Holcombe and Dawlish.
- 3.5 To consider practical ways of improving the general quality of life of residents in the village.

4. MEMBERSHIP

Membership shall be open to individuals resident in Holcombe who are over 18 years, who have paid the current subscription and who observe the rules contained in the Constitution.
One copy of the minutes will be distributed to each household.
Only those members who have paid their subscription shall be entitled to vote at any meeting of the Association.
The Association will hold a minimum of four meetings a year, one per quarter.

5. SUBSCRIPTIONS

The annual subscription shall be £2.00 per person in 2000 and thereafter will be reviewed by the Executive Committee and reported to the AGM.
Subscriptions due on 1st January at the latest.

6. ANNUAL GENERAL MEETING

6.1 Timing. The AGM shall be held in April each year.

6.2 Business The business of the AGM shall include:

- 6.21 To confirm the minutes of the previous AGM;
- 6.22 To receive the Executive Committee's report;
- 6.23 To receive the Treasurer's report and approve the audited accounts of the Association for the previous year;
- 6.24 To elect Executive Committee members.
- 6.25 To approve the auditor for the coming year. The auditor must be independent of the Association.

6.3 Conduct of the AGM

- 6.31 The quorum shall be 40 members or 25% of the membership if this is lower;
- 6.32 Any change to the constitution shall require a 2/3 majority;
- 6.33 All other decisions to be taken by a simple majority of those members present and voting;
- 6.34 In the event of an equality of votes cast the Chairman shall have the casting vote;

- 6.35 In the absence of the Chairman and Vice-Chairman, the members present will elect a Chairman for the meeting from amongst their number;
- 6.36 Any resolution for consideration at the AGM to be seconded and submitted in writing to the Secretary not less than 14 days prior to the meeting.

7. SPECIAL GENERAL MEETING

7.1 Calling a Special General Meeting .

A Special General Meeting of the Association shall be summoned by the secretary at the request of the Chairman, or on receipt of a written request from not less than 25 members of the Association. Such a request shall state the object of the meeting at which no other business shall be considered or transacted. This meeting shall be held not more than 21 days after the receipt of the request. Members shall be given not less than 14 days written notice of a Special General Meeting. Such notice shall state the objects of the meeting.

7.2 Conduct of a Special General Meeting:

7.21 The quorum shall be 25 members;

7.22 All decisions [other than those about changes in constitution or about dissolution where rules 6.32 and 12 will apply] to be taken by a simple majority of those members present and voting;

7.23 In the event of an equality of votes cast the Chairman shall have the casting vote;

7.24 In the absence of the Chairman and Vice Chairman, the members present will elect a Chairman for the meeting from amongst their number.

8. EXECUTIVE COMMITTEE

The Executive Committee shall be responsible for the management and administration of the Association. In pursuit of the Aim and Objectives of the Association regular meetings will be arranged.

The Executive Committee shall consist of not less than 8 and not more than 14 members of the Association all of whom shall relinquish their positions and be eligible for re-election at the AGM. In order for an Association member to become a committee member they must receive at least 51% of the votes of members present and voting at the AGM. The Executive Committee shall have the power to fill casual vacancies and to co-opt further members who shall attend in an advisory and non voting capacity. In the event of an equality of votes cast the Chairman shall have the casting vote.

Nominations for election to the Executive Committee shall be made in writing to the secretary at least 7 days before the AGM. Nominations must be supported by a seconder and the consent of the nominee must be obtained in writing.

If the number of nominations exceeds the number of vacancies, a ballot shall take place in such a manner as shall be determined.

The Executive Committee shall meet as appropriate and decide the date of meetings. The quorum shall be 5.

Membership of the Executive Committee shall lapse if a member is absent without explanation from three successive meetings.

9. OFFICERS

The officers of the Association shall consist of :- Chairman; Vice-Chairman; Secretary and Treasurer. The officers will be elected by the Executive Committee from amongst their number at the meeting following the AGM.

The Chairman will not serve in that capacity for more than 2 consecutive years.

10. DECLARATION OF INTERESTS

It shall be the duty of every Officer, member of the Executive Committee or Association member who is in any way directly or indirectly interested financially or professionally in any items discussed at any meeting at which he or she is present to declare such interest and to take no further part in the discussion or voting on that item except by invitation of the Chairman.

11. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS

The Executive Committee will operate an appropriate bank account or accounts. [The Executive Committee shall, out of the funds of the Association, pay all proper expenses of administration and management of the Association. The committee shall set aside reserves as may be deemed expedient. The remaining funds of the Association may be applied by the Executive Committee in furtherance of projects which comply with the objectives of the Association as set out in paragraph 3 of this constitution. If the cost of any such project exceeds £500 the Executive Committee will seek approval for this from the membership at a general meeting with due prior notice to members that such a decision is to be considered.

11. WINDING UP

The Association may be dissolved by a 2/3 majority present at an AGM or Special General Meeting.

If a motion for the dissolution of the Association is to be proposed at an AGM or Special General Meeting, this motion shall be referred to specifically when notice of the meeting is given. In the event of dissolution of the Association a decision for the disposal of funds shall be taken at that meeting and those funds returned to the membership or donated to charity.