

## HASSOCKS AMENITY ASSOCIATION

### CONSTITUTION 2012

#### 1.01 Name

The name of the Association shall be the HASSOCKS AMENITY ASSOCIATION thereafter called 'the Association'.

#### 2.01 Objects

The Association is established for the public benefit for the following purposes in the area comprising the parishes of Clayton and Keymer which area shall hereinafter be referred to as 'the area of benefits'.

2.02 To stimulate public interest in the area of benefit

2.03 To promote high standards of planning and architecture in or affecting the area of benefit

2.04. To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit

2.05 In furtherance of the said purposes but not otherwise the Association through its Executive Committee shall have the following powers:

2.06 To promote research into subjects directly connected with the objects of the Association and to publish the results of any such research

2.07 To act as a co-ordinating body and to co-operate with the local authorities, planning committees and all other statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Association

2.08 To promote or assist in promoting activities of a charitable nature throughout the area of benefit

2.09 To publish papers, reports and other literature

2.10 To make surveys and prepare maps and plans and collect information in relation to any place, erection or building of beauty or historic interest within the area of benefit

2.11 To hold meetings, lectures and exhibitions

2.12 To educate public opinion and to give advice and information

2.13 to raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that the Association shall not undertake any permanent trading activities in raising funds for its primary purpose

2.14 To take and accept any gifts of property, whether subject to any special trusts or not

2.15 To sell, let, mortgage, dispose of or turn to account all or any of the property or funds of the Association as shall be necessary

2.16 To borrow or raise money for the purposes of the Association on such terms and on such security as the Executive Committee shall think fit, but so that the liability of individual members of the Association shall in no case extend beyond the amount of their respective annual subscription.

2.17 To do all such other things as are necessary for the attainment of the said purposes

2.18 to donate and/or loan to voluntary organisations, charities or persons having aims similar to those of the association such funds as the Executive Committee shall deem reasonable in the circumstances provided that such donation or loan shall be used in pursuance of the aforesaid aims and shall not pledge funds which are not already held by the association.

### 3.01 Membership

Membership shall be open to all who are interested in actively furthering the purpose of the Association. There shall be five (5) categories of members: Vice Presidents, Hon. Life Members, Life Members, Ordinary Members and Junior Members. With the exception of Hon Life Members, no member shall have power to vote at any meeting of the Association if his or her subscription is in arrears at the time. Junior members shall be those aged less than 18 years at the time their subscription is due, and they shall not be entitled to vote at any meeting of the Association. The subscription of a member joining the Association in the three (3) months preceding the 1st March in any year shall be regarded as covering membership for the Association's year commencing on the 1<sup>st</sup> March following the date of joining the Association.

### 4.01 Subscriptions

The annual subscription shall be a minimum of £5 per year or such other reasonable sum as the Executive Committee shall determine from time to time for the categories of membership stated in Rule 3.01 above and it shall be payable on or soon after the 1st March each year. Membership shall lapse if the subscription is unpaid during the financial year.

4.02 All categories of membership shall be encouraged to pay their annual subscriptions by Bankers Order in conjunction with a Deed of Covenant in appropriate cases

### 5.01 Meetings

An Annual General Meeting shall be held in May or not later than the second week in June each year to receive the Executive Committee's report and audited accounts and to elect Officers and Members of the Committee. The Committee shall decide when ordinary meetings of the Association shall be held

5.02. Special General Meetings of the Association shall be held at the written request of fifteen (15) or more members whose subscriptions are fully paid up

### 6.01 Quorum

At any Annual General Meeting or an Extraordinary General Meeting of the Association twenty (20) members personally present shall constitute a quorum

## 7. O1 Notice of Meeting

The executive Committee shall give at least fourteen (14) clear days' notice of all meetings of the Association

## 8.01 Officers

Nominations for the election of Officers shall be made in writing to the Honorary Secretary at least twenty-one (21) days before the Annual General Meeting. Such nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. The election of Officers shall be completed prior to the election of further Committee members. Nominees for election as officers or Committee members shall declare at the Annual General Meeting at which their election is to be considered any financial or professional interest known or likely to be of concern to the Association

8.02 The Honorary Offices of the Association shall consist of

Chairman  
 Vice Chairman  
 Secretary  
 Treasurer  
 Membership Secretary

All of whom shall relinquish their office every year and shall be eligible for re-election at the next Annual General Meeting following their appointment. To the above list of Honorary Officers there may be added a President, who may be elected at a General Meeting of the Association for a period to be decided upon at such a meeting, and also Vice-Presidents as already provided for in Rule 3.01 above. Vice Presidents shall be elected annually and shall be eligible for re-election annually for so long as they continue to pay the annual subscription as set out in Rule 4.01 above

8.03 The Executive Committee shall have power to fill any casual vacancies occurring among the five (5) Honorary Officers first mentioned in paragraph 8.02 of this Rule.

## 9.01 The Executive Committee

The Executive Committee shall be responsible for the management and administration of the Association. The Executive Committee shall consist of the Officers and not less than three (3) and not more than nine (9) other members. The Committee shall have the power to co-opt further members (who shall attend in an advisory and non-voting capacity). The Officers and members of the Committee shall normally be resident or work in the area of benefit but the Committee shall have power to co-opt additional members from outside the area of benefit. The President and Vice Presidents may attend any meeting of the Executive Committee but shall not vote at any such meeting. In the event of any equality in the votes cast, the Chairman shall have a second or casting vote. Nominations for election to the Executive Committee shall be made in writing to the Honorary Secretary at least twenty-one (21) days before the Annual General Meeting. They must be supported by a seconder and the consent of the proposed nominee must first have been obtained. If the nominations exceed the number of vacancies a ballot shall take place in such a manner as shall be determined.

9.02 Members of the Executive Committee, other than the Officers who shall be ex-officio members, shall be elected for a term of three (3) years.

9.03 The Executive Committee shall meet not less than four (4) times a year at intervals of not more than three (3) months and the Honorary Secretary shall give all members not less than seven (7) days' notice of each meeting

9.04 The Quorum shall, as near as maybe comprise one third of the members of the Executive Committee. For this purpose the ex-officio members shall be counted as ordinary executive committee members for calculating the one-third of the membership attending the meeting

9.05 The Executive Committee shall have the power to fill up to three (3) casual vacancies occurring among the members of the Executive Committee between General Meetings. Any member invited to fill a casual vacancy on the Executive Committee shall nevertheless only remain a member until the next Annual General Meeting when he/she must offer himself/herself for re-election for the remainder, if any, of the term he/she was co-opted to fill

#### 10.1 Sub-Committees

The Executive Committee may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chairman and Secretary of each sub-committee shall be appointed by the Executive Committee and all actions and proceedings of each sub-committee shall be reported to and be confirmed by the Executive Committee as soon as possible. Members of the executive Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of the Executive Committee. Sub-Committees shall be subordinate to and may be regulated or dissolved by the Executive Committee.

10.2 Sub-Committees shall have power to co-opt further individuals to their sub-committees for specific purposes BUT at all times the number of co-opted individuals shall not exceed a number which would be more than one-third that of the existing membership of the sub-committee. For this purpose such co-opted individuals need not be members of the Association

#### 11.01 Declaration of Interest

It shall be the duty of every Officer or member of the Executive Committee or sub-Committee who is in any way directly or indirectly interested financially or professionally in any item discussed at any Committee meeting at which he/she is present to declare such interest and he/she shall not discuss such item (except by invitation of the Chairman) or vote thereon

### 12.01 Expenses of Administration and Application of Funds

The Executive Committee shall, out of the funds of the Association, pay all proper expenses of administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Association shall be applied by the Executive Committee in furtherance of the purposes of the Association.

12.02 the Association shall open a Bank Account or Accounts in accordance with the terms of the Bank's own mandate for Clubs and Societies/Associations and shall arrange for all moneys received to be credited thereto and for all moneys drawn therefrom to be signed by any two (2) of the following Honorary Officers: Chairman, Secretary and Treasurer

### 13.01 Investments

All moneys at any time belonging to the Association and not required for immediate application for its purposes shall be invested by the Executive Committee in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority, approval or consent by the Charity Commissioners as may be for the time being required by law or by the special trusts affecting any property in the hands of the Executive Committee

### 14.01 Trustees

Any freehold and leasehold property acquired by the Association shall, and if the Executive Committee so directs any other property belonging to the Association be vested in trustees who shall deal with such property as the Executive Committee may from time to time direct. Any trustees shall be at least three (3) in number or a trust corporation. The Power of Appointment of new trustees shall be vested in the Executive Committee. A trustee need not be a member of the Association. The Honorary Secretary shall from time to time notify the trustees in writing of any amendments hereto and the trustees shall not be bound by any such amendments in their duties as trustees unless such notice has been given. The Association shall be bound to indemnify the trustees in their duties (including the proper charge of a trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense,

### 15.01 Amendments

This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Association, provided that twenty-eight (28) days' notice of the proposed amendment has been given to all members, and providing that nothing herein contained shall authorise any amendment the effect of which would be to cause the Association at any time to cease to be a charity in law.

### 16.01 Notices

Any notice required to be given by these Rules shall be deemed to be duly given if left at or sent by prepaid post addressed to the address of that member last notified to the Honorary Secretary

17.01 Reporting Requirements

Whilst the Association remains a registered charity, the officers of the Association will at all times comply with the reporting and other requirements of the Charity Commission. Any costs associated with external auditing shall be born as an expense by the Association. Regardless of income/expenditure levels, an Income & Expenditure Statement and a Balance Sheet shall be presented at each AGM by the Treasurer.

18.01 Winding Up

The Association may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or especial General Meeting of the Association convened for that purpose confirmed by a simple majority of members voting at a further special General Meeting held not less than fourteen (14) days after the previous meeting. If a motion for the dissolution of the Association is to be proposed at an Annual General Meeting or a Special General \meeting this motion shall be referred to specifically when notice of the Meeting is given. In the event of the dissolution of the Association the available funds of the Association shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Executive Committee and approved by the Meeting of the Association at which the decision to dissolve the Association is confirmed. On dissolution the Minute Books and other records of the Association shall be deposited with West Sussex County Council Records Office.

Dr Margaret Ford.....Chairman