

FRACK FREE BALCOMBE

THE CONSTITUTION – 7th September 2013

1 Name of Organisation

The name of the Residents Association shall be 'FRACK FREE BALCOMBE'.

2 Aims of the Residents Association

To prevent the hydrocarbon exploration and production in the Parish of Balcombe.

3 Powers

- To raise money.
- Employ paid staff or recruit volunteers
- Buy or rent premises / equipment
- Conduct research
- Work in partnership with different organisations.
- Carry out anything else within the law necessary to reach the group's objectives.

4 Membership

Membership shall be open, regardless of nationality, political party, race, sexual orientation, or religious opinions, to all residents of Balcombe, over the age of 16 who share the aim of the constitution.

5 Committee.

(i) A committee shall be elected to carry out the business of the Association.

(ii) The Committee shall be made up of Chairperson, vice Chairperson, Secretary, Treasurer and up to 5 other general members.

(iii) The Committee shall be elected annually by a ballot of members of the residents association of the village each October for the following year. The committee shall elect the officers.

(iv) Elected officers can hold office for a maximum period of two years.

(v) Co-opted members of the Committee shall serve until the next AGM at which they may submit their names for election. Individuals may not be co-opted to the committee more than once every 3 years.

(vi) Any elected Officer may be asked to stand down if requested to do so by an absolute majority of the membership that responded.

6 Annual General Meeting

(i) Within four months of the end of the accounting year, the Committee shall convene an Annual General Meeting at which the Committee shall make a report of its activities and present a Statement of Accounts.

(ii) The secretary shall advertise locally details of the AGM not less than fourteen days before the meeting.

7 Other General Meetings

(i) A special general meeting open to all residents of the village will be held if twenty or more residents submit in writing, a request for such a meeting to the Secretary, who shall arrange for such a meeting to take place within 14 days.

(ii) In all cases the Secretary will give at least seven days notice of all meetings of the Committee.

8 Quorum

Four of the Committee Members shall form a quorum at meetings of the Association.

9 Finance

(i) The Secretary and Treasurer shall be Trustees of the Association's funds. Of these, any two shall be empowered to sign instructions for the spending of the Association's funds.

(ii) The Treasurer shall keep separate records of all financial transactions undertaken by the Association, and report thereon to the Committee.

(iii) The Treasurer shall prepare each year a statement of Accounts made up to 31 December.

(iv) The accounts shall be examined at least once a year by a person who is approved by the Association.

(v) The Treasurer shall agree the arrangements for the security of the Association's assets including any bank facilities, with the committee.

10 Changes to Constitution

(i) The Constitution may only be altered at the Annual General Meeting or at a Special General Meeting.

(ii) All proposed changes to the Constitution must be submitted in writing to the Secretary at least 14 days before the general meeting.

(iii) Any changes to the Constitution must be agreed by a majority of two thirds of the members present at the meeting.

11 Dissolution of the Association

(i) The Association may only be dissolved by a Special General Meeting called for that purpose.

(ii) Such a meeting must be advertised at least 14 days before the date of the meeting.

(iii) A proposal to dissolve the Association shall only take effect if agreed by two thirds of the members present at the meeting.

(iv) All funds and documents relating to the Association shall be disposed of in accordance with the wishes of the meeting. Any assets remaining after the satisfaction of any debts and liabilities shall be applied towards like-minded organisations or charities.

Signed _____
Chairperson

Signed _____
Secretary

Signed _____
Treasurer

Roles and responsibilities.

The Chairperson.

The chairperson has responsibility for making sure meetings run smoothly. This includes making sure everything is kept to an agreed agenda, maintaining order, and helping the group reach decisions. The secretary should prepare and distribute the agenda before the meeting. Members should have been given the opportunity to have items included on the agenda for discussion. If there are any items which have not been included in the agenda they should be heard under “any other business”, or deferred to a later meeting if more appropriate.

The chairperson needs to ensure that everyone wishing to contribute is given the opportunity to do so whilst making sure that disruptive individuals do not dominate the discussion. Other ways to maintain order include ensuring the discussion remains relevant, making sure all items on the agenda are covered, and to make sure the meeting finishes on time.

The secretary

The secretary is responsible for organising meetings, preparing and distributing agendas, informing members of meeting dates, and keeping an up to date list of members. The secretary would also produce a brief record of what was discussed at meetings and of decisions made (in the form of minutes). The residents’ association files are kept up to date and in order by the secretary and any correspondence received will be distributed and replied to.

The treasurer

The treasurer of a residents’ association is responsible for keeping financial records, maintaining a bank account, keeping receipts, preparing end of year accounts and presenting these to the annual general meeting. The accounts must be audited and it is the treasurer’s responsibility to prepare the accounts for auditing.

The treasurer will also have to account for how this money has been used. The treasurer keeps a record of all income and expenditure and may be expected to produce an annual budget, and to report if expenditure varies from what was expected.

Other members

Members of the residents' association committee who are not officers have an important role to play. They contribute to discussion at meetings, may assist officers in their duties, and have important voting powers.

One member will be elected as Vice Chairman.