

Branksome Park and Canford Cliffs Residents' Association

Rules of the Association

1. **THE ASSOCIATION** shall be called the *Branksome Park and Canford Cliffs Residents' Association* (*BPCCRA*) (the Association).
2. **THE AREA covered by the Association is shown on the attached map (the Area).** It is the area bounded by FB, FC, FD and FE.
3. **THE AIMS OF THE ASSOCIATION.** The Association aims:
 - a) To protect the interests of the residents and, on request, to investigate on their behalf any issues which could be detrimental to private properties or public areas, facilities or services;
 - b) To make recommendations for conserving, enhancing and improving the amenities for, and environment of, residents and, where appropriate, implement them;
 - c) To maintain good relationships with the local Council and bring to its notice all matters which adversely affect the residents or amenities of the district;
 - d) To submit recommendations/representations to the Council concerning any proposals, plans and developments which may affect residents;
 - e) To provide a forum for members to discuss issues, exchange information and experience and to draw attention to developments which may affect the quality of life in the area.
4. **MEMBERSHIP.** Membership shall be open to any resident aged 18 years or over living in the Area on payment of a membership fee. Other interested parties may join if agreed by the Executive Committee but the Association will not normally act on matters outside the Area unless such matters have the potential to affect the majority of its members.
5. **PRESIDENT:** The Association may wish to appoint a President who will be elected by the members.
6. **EXECUTIVE COMMITTEE:** Members shall elect an Executive Committee comprising such Officers at the Annual General Meeting, as it may from time to time determine, but always including Chairman, Vice-Chairman, Secretary, Treasurer, Magazine Editor, Advertising Manager, Planning Officer and Membership Secretary. The Chairman and Committee members will hold office for one year and can submit themselves annually for re-election at the AGM.

7. **WARDENS.** Wardens shall be appointed by the Executive Committee from the Members as and when necessary and be allocated a geographical area within which they perform their roles. The roles of the Wardens shall comprise:

- i) To provide a liaison function between the Association and the residents in the area allocated.
- ii) To deliver Association literature to the residents in their allocated area as and when necessary.
- iii) To collect membership fees from the Members as necessary and deliver these to the Treasurer.
- iv) To feedback to the Treasurer any and all changes to membership in their area.
- v) To encourage non-Members in their area to join the Association

8. **MEETINGS.**

EXECUTIVE COMMITTEE. These meetings will be held once a quarter or at any time when called by the Chairman. The Committee may co-opt up to three ordinary members in addition. The Committee will determine the policy and management of the affairs of the Association. Decisions taken by the Executive Committee must be agreed by a majority of members of the Committee, with not less than three members voting. The Executive Committee can authorise expenditure up to 10% of the Association's funds in respect of any single issue. The Chairman and any two Executive Committee members may authorise expenditure, in any emergency, up to 5% of the Association's funds. In such a case the Chairman shall report action taken at the next members' regular meeting. The quorum for the Executive Committee meetings will be four members.

SUB-COMMITTEE. The Executive Committee shall have the power to appoint such sub-committees as it shall from time to time determine each led by a Chairman reporting to the Executive Committee. Meetings will be held when agreed by the sub-committee Chairman.

ASSOCIATION MEMBERS. These will normally be held monthly. The agenda will be circulated to members one week prior to the meeting. The quorum for these meetings will be 12 members and it can approve expenditure up to 20% of the Association's funds.

ANNUAL GENERAL. These will be held annually in April or May for the purpose of electing Officers, reporting on the activities of the Association and approving the annual accounts following an independent review. Nominations for Officers and the Executive Committee must be submitted to the Secretary at least five days before the Annual General Meeting. The quorum for the Annual General Meeting will be 30 members. Notice of any other business must be submitted to the Secretary at least 14 days in advance of the Annual General Meeting.

SPECIAL GENERAL. These meetings can be called at the behest of the Executive Committee or following a written request by not less than 20 members. The agenda for any Special General Meeting shall be circulated to members not less than 14 days before the date of the meeting. The quorum for a Special General Meeting will be 30 members.

9. **VOTING.** At any meeting of Association members, every member present is eligible to vote. Decisions taken by the meetings of the Association, except for alterations to the rules (see below), shall be taken by simple majority vote. In the case of a tied vote the Chairman will have the casting vote.
10. **ANNUAL SUBSCRIPTIONS.** Members shall pay such subscriptions as the Executive Committee from time to time recommends and subsequently agreed by members. Subscriptions shall be due annually after the date of joining and payable to the Treasurer. On the recommendation of the Treasurer, the Executive Committee shall have the authority to vary any individual subscription for new members joining. Special subscriptions may be determined for households with more than one member and special rates may be allowed for blocks of flats. Subscription rates shall be published in the Association's magazine.
11. **MINUTES.** Minutes of all official meetings shall be approved by the meeting Chairman and kept as a record by the Association.
12. **INTERPRETATION OF, AND ALTERATIONS TO, THE RULES.** The Executive Committee shall be the sole authority for the interpretation of these Rules and its decision on this or any matters provided for in these Rules shall be final. Any alterations to the Rules must be approved by a two thirds majority of the members present at either the Annual General Meeting or a Special General Meeting. 14 days notice must be given of any proposed alteration.
13. **FINANCE.** All expenditure and financial commitments shall be controlled by the Executive Committee and accounted for by the Treasurer. All monies raised by the Association are to be used only for purposes the members consider to further the Association's aims. The specific controls listed below must be in place:
 - a) The Treasurer shall control bank accounts opened in the name of the Association;
 - b) All books of accounts will be made available to members on request;
 - c) Cheques will be signed by both the Treasurer and the Chairman. The Treasurer and Chairman can independently make electronic payments provided the payment has prior approval in writing from the Executive Committee;

- d) The Association will not secure any borrowing in any form whatsoever;
- e) An annual budget will be produced and approved by the Executive Committee;
- f) The bank statements will be addressed to the Treasurer. The Treasurer will produce a monthly cash flow statement which will be approved by the Executive.

14. INDEMNITY.

- a) The members of the Executive Committee or any Sub-Committee shall be indemnified by the members of the Association against all liabilities properly incurred by them in the management of the affairs of the Association. The Executive may take out liability insurance if they consider it appropriate.
- b) The Association requires the Executive Committee to, at the Association's expense, acquire all necessary legal advice to avoid any potential liability accruing to the Association.
- c) Only the Executive Committee, Sub-Committee or a member specifically nominated by the Executive Committee may make representations on behalf of the Association and any member(s) who make any unauthorized representation apparently on behalf of the Association do so at entirely at their own risk and indemnify the other members against any liability arising thereunder.
- d) The Executive Committee may appoint a legal advisor to act on its behalf and/or advise on any matter in furtherance of the Association's objectives.

15. DISSOLUTION OF THE ASSOCIATION. Dissolution shall be by a simple majority vote decided at a Special General Meeting. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes as decided by a vote at the Special General Meeting.

16. PROTECTION OF MEMBERS' PERSONAL INFORMATION HELD BY THE ASSOCIATION. The Association shall comply with any current Data Protection Act or Rules.

17. SAFEGUARDING. The Association has a safeguarding policy (for children and vulnerable adults) which will be updated from time to time as necessary.

Approved AGM 28 April 2018