

The Association shall be called the Longdown Lodge Estate Residents' Association.

The Aims of the Organisation shall be:

- to maintain and safeguard the interests of its members.
- to preserve and promote the amenities of the area.

The Mode of Working shall be:

The Association shall be non-political and non-sectarian.

The Association may co-operate with other similar Associations with a view to successfully achieving its objects.

Any communication from a member on any matter connected with his (or her) holding or of a general interest shall be in writing and addressed to the Hon. Secretary.

Membership

Membership shall be open only to house-owners and residents in the Longdown Lodge estate.

Membership shall become automatic on payment of the annual subscription (per household).

Membership of the Association shall imply acceptance of each and all of these rules and any additions and alterations which may hereafter be agreed to.

A copy of these rules shall be supplied free of charge to every member.

Honorary Officers

Members shall elect such officers as it may from time to time determine, but always including Chairman, Vice-Chairman, Secretary and Treasurer.

The Committee

The affairs of the Association shall be controlled by an Executive Committee consisting of: a Chairman, Vice-chairman, Hon. Secretary, Hon. Treasurer, and at least 5 members elected from the Estate.

All of whom shall be elected at the Annual General Meeting or at a Special General Meeting.

The Chairman may hold office for up to 3 years. After a chairman has held office for 3 years should no-one stand for the post and the post should become vacant. The chairman may extend their office for up to an additional 2 years. They shall after the initial 3 years retire annually, but shall be eligible for re-election

All other committee members shall retire annually, but shall be eligible for re-election.



The Hon. Secretary shall:

- be responsible for convening all meetings and for the due recording and execution of (their) decisions.
- have the custody of books and documents necessary for this purpose and of all correspondence.
- compile and maintain a list of members.

The Hon. Treasurer shall;

- be responsible for the collection of members' subscriptions, with the aid of the Committee Members.
- be responsible for the deposit of all monies into the Association's Banking Account.
- maintain a proper record of receipts and expenditure and shall have custody of all documents relating thereto.

On the death or resignation of any member of the committee, the Executive Committee may authorise any other member to perform the duties of such Committee Member until the next Annual General Meeting, or (their) place may be filled by co-option of a member from the membership of the Association.

The Executive may also co-opt members of the Association to assist them as may be deemed necessary.

Other Committees

The Executive may appoint Sub-committees for specific purposes and may delegate to such Sub-committees any powers necessary for the fulfilment of their objects. Sub-committees shall arrange and keep a record of their deliberations and shall present agreed reports to the Executive Committee.



Meetings

Committee Meetings

A meeting of the Executive shall be held as and when necessary, but at least twice a year.

The Chairman may, with the consent of the meeting, adjourn any meeting, but no business shall be transacted at such adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place.

Decisions taken by the committee must be agreed by the majority of its members with not less than three members voting. The chairman shall have a casting vote.

Annual General Meeting

The Annual General Meeting shall be held each year.

Notice of the date, time and place of meeting shall be distributed to each member at least 4 weeks before the date of the meeting.

Nominations, motions or proposals should reach the Hon. Secretary at least 2 weeks in advance of the meeting.

Voting at the AGM shall be by show of hands or by ballot, at the Chairman's discretion, on the basis of one vote per household.

By exception should a member be unable to attend the AGM a request may be made to apply to vote by post. This request must be made at the latest 7 calendar days before the AGM via the committee email, by letter or in person to the Secretary.

The postal vote must be delivered back to the secretary in a sealed envelope at least 2 calendar days before the AGM. Ballots received after the deadline shall be disregarded.

Should the Secretary themselves be subject to a vote, the chairman shall nominate an alternative committee member to administer the process.

The Annual General Meeting shall each year elect two auditors who are members of the Association to examine and certify the annual statement of accounts.

The Hon. Treasurer shall likewise have a duly audited statement of receipts and expenditure and a balance sheet.

Special General Meeting

A Special General Meeting shall be called when requested by more than 20 members of the association. Any request should include a reason for the meeting.



The Executive Committee shall have the power to call a Special General Meeting, with at least 2 weeks notice to be given to members.

Voting at Special General Meetings shall be by show of hands or by ballot, at the Chairman's discretion, on the basis of one vote per household. A postal vote shall not be applicable to a Special General Meeting.

The agenda of any Special General Meeting shall be circulated to members in advance of the meeting.

Subscriptions

Subscriptions shall be due on 1 September each calendar year and payable to the Treasurer of the Association.

On the recommendation of the Treasurer, the Committee shall have the authority to vary any individual subscription for new members joining after the start of the year.

Members whose subscription is six months in arrears shall cease to be members.

Expenditure

All payments out of funds shall be duly authorised by the Executive.

Quorum

Five (5) members shall constitute a quorum.

Minutes

Minutes shall be produced and kept for all meetings of the Association.

Dissolution of the Association

The Association may be dissolved as follows:-

- By a resolution passed by a majority of three-fourths of the members present and voting at a Special General Meeting, or
- By the consent of three-fourths of the members testified by their signatures to an instrument of dissolution.

Upon the dissolution of the Association any monies belonging to the Association shall be distributed to a charity or charities to be decided upon at the time of the dissolution.

Alterations to the Constitution

Should any question arise regarding the interpretation of these rules, the decision of the

Executive, subject to the over-riding authority of the Annual General Meeting shall be binding on the members.

Any alterations or additions to these Rules shall have no effect until they have been agreed to at a General Meeting.

