

CONSTITUTION AND RULES - LOWER WAITES LANE ROAD MAINTENANCE ASSOCIATION

Amended version 2019

1. That the title of the Association shall be "LOWER WAITES LANE ROAD MAINTENANCE ASSOCIATION". That membership of the Association shall be open to all residents and/or properties of Lower Waites Lane and the spine roads namely - The Avenue, Rockmead Road, Clinton Way, Cliff Way, Sea Road, Primrose Hill and Briar Close.

2. That the Objects and Aims of the Association shall be : 1. To monitor and safeguard the interest of all members, and to render, whenever possible, assistance and advice and to provide information on matters affecting members by the most appropriate means. 2. To procure a road surface in Lower Waites Lane and spine roads which will require as little maintenance as is reasonably possible, but which is as safe as reasonably possible for both pedestrians and vehicles to use while preserving the rural character of the lanes. 3. To help co-ordinate a maintenance programme on Lower Waites Lane and all spine roads as and when required.

3. The financial year of the Association shall commence on the 1st day of January each year and terminate on the 31st December. As soon as possible after the termination of each 2nd year (starting in 2017) the books and accounts will be submitted for audit. The statement of accounts shall be presented to the Bi-Annual General meeting of the Association.

4. The funds of the Association will be held in an appropriate bank, Building Society or Savings account with 4 signatures to the account namely - Chairman, Secretary and Treasurer and another committee member either 2 of the 4 to sign.

5. The Association funds shall be used for the benefit of the members in the maintenance of the roads. Any major expenses in excess of £2,500.00 must be approved at a General Meeting of the Association.

6. The business of the Association shall be conducted by a Committee of not more than 7 members, which shall include the Officers of the Association, namely Chairman, Secretary and Treasurer. Officers will be deemed to be acting on behalf of the Association providing the action is authorised as a result of a majority decision of a properly constituted General Meeting.

7. The Officers and Members of the Committee shall be elected at the Bi-Annual General Meeting of the Association which shall be held in May/June every other year. All members will be notified of the Bi-Annual General Meeting not less than 14 days prior to the Bi-AGM. Officers and Committee members shall retire bi-annually and shall be eligible for re-election. All nominees must require a proposer and seconder and must have the nominees consent.

The Committee shall meet as required at the discretion of the Chairman or Secretary.

8. The minimum yearly subscription rate shall be decided annually by the Committee and shall be due in January each year. Only fully paid up members shall be entitled to vote at meetings of the Association. The subscription will cover the property and the residents living in that property.

9. Notices of items or resolutions for consideration at the Bi-AGM must be received by the secretary not later than 10 days prior to the date of the Bi-AGM and all resolutions shall require a proposer and seconder.

10. The rules of the Association may not be amended or repealed or any new rules adopted save by a majority vote of members attending a General or Extraordinary General Meeting of the Association. 14 days clear notice must be given to members of the proposal to add to or amend the rules.

11. General or Extraordinary General Meetings shall be called by the Committee of the Association, giving members not less than 14 days clear notice. In the case of an emergency, however, at the discretion of the Chairman, shorter notice may be given. An Extraordinary General Meeting may be called 1. by the Chairman, 2. upon an order signed by not less than 3 members of the Committee or 3. upon an order signed by not less than 20 members of the Association, stating the reason for the request.

12. At General or Extraordinary General Meetings of the Association 15 voting members shall form a Quorum.

13. Any member of the Committee who fails to attend 3 consecutive meetings without providing a reason acceptable to the Committee, shall be deemed to have resigned.

14. The Committee is empowered to fill vacancies that may occur in the position of Officers of the Association and may co-opt additional members to the Committee to bring the numbers up to that authorised. The Committee at its discretion may appoint Sub Committees from time to time as deemed expedient, and shall have the power to co-opt other members to the Sub Committee.

15. All votes at a General Meeting will be by a show of hands which will be 1 vote per property. If a poll is demanded either by: 1. the Chairman or 2. at least 3 of the members present. If it is decided to hold a poll, voting will be by one member per property and scrutineers shall be appointed by the meeting.