



CONSTITUTION AND RULES (Revised 2024)

1. NAME

The title of the Association shall be “Fairlight Residents Association”. Full membership of the Association shall be restricted to residents and **property owners** within the Parish of Fairlight. Anybody not fulfilling these requirements may become an associate member. Associate members will be entitled to receive any publication produced by the Association.

2. AIMS

The aims and objectives of the Association shall be

- i. To work towards improving the quality of life for local people and the community.
- ii. To assist and promote social activities for recreation and enjoyment, and encourage a community spirit and sense of responsibility.
- iii. To safeguard the village for future generations.

3. MEMBERSHIP

- i. Members shall conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated and will be grounds for suspension of individual members. The Chairperson and committee members have the right to warn the member(s) of their behaviour. If they persist they will be suspended until further notice.
- ii. It is a condition of membership that members at all times conduct themselves in a reasonable manner at meetings or in premises used by the association or in communications. A member may be suspended from the Association for failure to observe this, or for any other conduct not in line with the aims of the Association.
- iii. All committee and association members must comply with the Constitution and Code of Conduct at all times *[as stated in points 3.i and 3.ii above]*. Any serious breach of the Constitution or Code of Conduct may result in committee or members, following a majority vote of the Committee, being asked to resign and if appropriate, termination of membership.
- iv. Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate

- v. Members may leave Fairlight Association at any time by writing to the membership secretary.
- vi. Any member who has not paid their membership fee for 6 months will be deemed to have resigned.
- vii. That party politics and matters of a religious nature shall not be within the scope of the Association.

4. EQUAL OPPORTUNITIES

Fairlight Residents Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. OFFICERS AND COMMITTEE

- i. The business of the Association shall be conducted by a Committee of not more than twelve members, which shall include the officers of the Association, namely Chairman, Vice-Chair, Hon Secretary and Hon Treasurer.
- ii. Half of the members including two officers shall retire annually by rotation and shall be eligible for re-election.
- iii. Any members of the Committee who fail to attend three consecutive meetings without providing a reason acceptable to the Committee shall be deemed to have resigned.
- iv. The Committee is empowered to fill vacancies that may occur in the positions of officers of the Association and may co-opt additional members to the Committee to bring numbers up to that authorised. The Committee shall, at its discretion, appoint sub-Committees from time to time as deemed expedient and shall have powers to co-opt other members to the Sub Committee.

6. MEETINGS

i. Annual General Meetings

- a) An annual general meeting will be held in April or May of each year.
- b) All members shall be notified of the date of the AGM not less than twenty-one days prior.
- c) The Officers and members of the Committee shall be elected at the Annual General Meeting of the Association and nominations for the positions of officers or committee members must be received by the Hon Secretary in writing not less than fourteen days prior to the AGM.
- d) All nominations require a proposer and seconder and must have the nominees' consent.
- e) Notices of items or resolutions for the consideration of members at the Annual General Meeting must be received by the Hon Secretary not later than fourteen days prior to the date of the AGM and all resolutions shall require a proposer and seconder.

ii. Special General Meetings

- a) General or Extraordinary General Meetings shall be called by the Committee of the Association, giving members not less than twenty-one 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 also be called
 - i. by the Chairman, or upon an order signed by not less than twenty-five members of the Association, stating the reason for the request.
 - ii. At General or Extraordinary General Meetings of the Association, twenty-five members shall form a quorum. At meetings of the Committee, five members shall form a quorum.

7. RULES OF PROTOCOL FOR MEETINGS

- i. All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- ii. If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes on each side is equal, the chair of the meeting shall have an additional casting vote.

8. FINANCE

- i. The minimum yearly subscription rate shall be decided annually by the Committee and shall be due in April of each year. Only paid-up full members shall be entitled to vote at meetings of the Association.
- ii. The financial year of the Association shall commence on the first day of April each year and terminate on the following thirty first day of March. As soon as possible after the termination of each financial year, the books and accounts will be submitted for audit. The statement of accounts will be presented to the membership at the Annual General Meeting of the Association.
- iii. Association funds shall be used for the benefit of members, for the Association activities or for any other matters or causes that are considered by the Committee as being beneficial to the interests and welfare of its members provided that no sum proposing to be spent shall exceed 25% of the Association's cash assets without approval by a majority of members present at any meeting.

9. AMENDMENTS TO THE CONSTITUTION

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. Twenty-one days clear notice must be given to members of a proposal to add to, or amend **the constitution and rules**.

10. DISSOLUTION

In the event of the Fairlight Residents Association closing any funds remaining after liabilities have been discharged shall go to Fairlight Parish Council to be used for the benefit of Fairlight residents, or allocated to clubs and societies within the village, within 12 months of receipt.

