



**The Annual General Meeting held on 22 April 2022 voted to accept the revised constitution set out below but wished to retain the provision for the possibility of a Special General Meeting set out in paragraph 6e of the old constitution which reads:** *On a written request from thirty Full and paid-up Members for the current year, being made to the Hon. Secretary or Chairman, the Executive Committee shall summon a Special General Meeting of the members of The Association as soon as possible, by Public Notice, to discuss the specific matter for which the meeting has been convened.* This is therefore incorporated into the revised constitution as paragraph 5d.

***Paragraph 4d was added April 2024 (endorsed by a vote at the AGM)***

## **RULES AND CONSTITUTION OF THE HOLLAND-ON-SEA RESIDENTS ASSOCIATION (as adopted 22 April 2022) 1. OBJECTS**

- a) The Association shall be called “The Holland-on-Sea Residents Association”, and referred to as “The Association” in the following rules b) The objects of The Association are:
- 1 To safeguard the interests of residents
  - 2 To discuss matters of local interest and to afford members an opportunity of expressing their views thereon
  - 3 To give Councillors opportunities of meeting and ascertaining the wishes of the residents
  - 4 To suggest improvements, financial and otherwise, in public administration and affairs and to stimulate more interest therein
  - 5 To support suitable and proper candidates, who shall be members of The Association, for election to the Local Authorities and other bodies
- c) The Association shall be non-political, non-sectarian and not-for-profit. Neither the name, officials, nor property shall be used to aid, countenance or further any party-political or sectarian object whatever. However, nothing in this Rule shall operate to interfere with the power of The Association as specified in Rule 1.b.5. above, or prevent The Association from nominating, sponsoring or supporting candidates approved by The Association for election to Local Authorities or other bodies. The Executive Committee may, by a simple majority vote, if it so decides, register itself with the Electoral Commission so that the name of The Association can be included on Ballot papers next to the candidates’ names in Local Authority elections. This registration in no way affects the apolitical nature of The Association.

## **2. MEMBERSHIP**

- a) All residents and owners of businesses in Holland-on-Sea, shall be eligible to become Full Members of The Association. Full Members shall be entitled to one vote per household at Public and Annual General Meetings.
- b) Every applicant, if eligible, shall be enrolled on the List of Full Members on payment of the annual current subscription.
- c) Residents of other areas of Tendring shall, subject to their application for membership being approved by The Association’s Executive Committee, be eligible to become Associate Members and enrolled on the List of Members of The Association and shall pay the annual

subscription set out in Rule 3. However, Associate Members will not have the right to vote at any Public or Annual General Meetings nor be a member of the Committee.

d) The Executive Committee may refuse to admit to its membership, or terminate the membership, of any person who uses his or her membership for the benefit of any political organisation or for personal gain, or whose actions and/or public statements appear, to the Executive Committee, to conflict with the Aims and Objectives of The Association, and/or, in the opinion of the Executive Committee, bring, or are likely to bring, The Association into public disrepute.

### **3. SUBSCRIPTIONS**

- a) The annual subscription shall be a minimum of £3 and a maximum of £20.
- b) Subscriptions are payable annually from 1<sup>st</sup> January. All Full Members whose subscriptions have not been paid will be ineligible to propose, second or vote upon motions at General Meetings of The Association.

### **4. THE EXECUTIVE COMMITTEE**

- a) The affairs of The Association shall be managed by the Executive Committee consisting of the President, Chair, Treasurer, Secretary and such other positions as detailed in Appendix 1 of these rules.
- b) At the Annual General Meeting all the officers and members of the Executive Committee, other than the President, shall retire, but be eligible for re-election without nomination.
- c) Any Two Full Members of The Association may propose any other candidate or candidates for office by notice in writing (that is by letter or email) to the Secretary or the Chair not less than seven clear days prior to the Annual General Meeting, such written nominations being endorsed with the written consent of the nominees.
- d) If there should be more candidates for election to the committee than there are places, the president shall organise an election. This shall be the final item on the agenda. Each candidate shall be invited to speak for up to minute. The president shall then ask members to vote for each candidate in turn by a show of hands. Those candidates gaining the most votes shall be elected to the committee until all places are filled.
- e) The Executive Committee elected at the Annual General Meeting shall themselves elect a Chair (and Vice Chair if required) at the next Executive Committee meeting.
- f) The Executive Committee shall in conducting its business have a quorum of not less than two thirds of its posts currently filled.
- g) In all matters where a vote is taken, should that vote be equal then the Chairman will have a casting vote.
- h) Any member of the Committee failing to attend three properly convened consecutive meetings of the Committee, unless a satisfactory reason is given for non-attendance, shall cease to be a member thereof, but shall be eligible for re-election.
- i) The Executive Committee shall have power to fill any vacancy remaining after the annual elections or any which arise during the year.
- j) All Officers of The Association are honorary (unpaid). Any Local Government Councillors may be invited to attend Executive Committee meetings.
- k) No member of The Association holding office or being engaged in the affairs of any national party-political organisation shall be eligible to serve on the Committee.

- l) The Executive Committee shall, from its members, form such sub-committees and working parties as may be considered desirable. The objects and terms of reference of each subcommittee and working party shall be approved by the Executive Committee.
- m) Any sub-committee or working party must contain at least one member of the Executive Committee, the remaining members can be anyone in the community as deemed appropriate.
- n) Any outcomes from the sub-committees and working parties must be presented to the Executive Committee for its determination/ratification.
- n) The Executive Committee shall have power to engage the services of professional and other advisers as required, to be paid for out of the funds of The Association.

## **5. MEETINGS**

- a) The Annual General Meeting of The Association shall be held in April each year on a date to be fixed by the Executive Committee, unless due to unforeseen circumstances this is unable to take place, at which the Executive Committee may cancel, or postpone, such a meeting, until such time any such meeting can take place.
- b) Any Full Member of The Association as set out in Rule 2 may submit a motion for consideration at the Annual General Meeting. Any such motion must be seconded by another Full Member and submitted in writing (that is by letter or email) to the Secretary or Chair not less than seven clear days prior to the Annual General Meeting.
- c) Public or General Meetings shall be held every quarter thereafter and/or at other times as decided by the Executive Committee, unless due to unforeseen circumstances this is unable to take place, at which the Executive Committee may, cancel or postpone such a meeting, until such time any such meeting can take place.
- d) On a written request from thirty Full and paid-up Members for the current year, being made to the Hon. Secretary or Chairman, the Executive Committee shall summon a Special General Meeting of the members of The Association as soon as possible, by Public Notice, to discuss the specific matter for which the meeting has been convened.
- e) Voting at Public and General Meetings, subject to the eligibility of members under Rule 2a, shall be decided by a show of hands or, alternatively, by ballot if so, ruled by the Chair.

## **6. FINANCES**

- a) All subscriptions and other monies received on behalf of The Association shall be paid over to the Treasurer, who shall deposit the same in the Association's bank account. b) The Treasurer shall pay all accounts by BACS.
- c) Officers and Committee members shall be entitled to reimbursement of sums and expenses properly incurred on behalf of The Association.
- d) The Association's financial year shall end on March 31<sup>st</sup>. A statement of the year's accounts shall be presented to the Annual General Meeting by the Treasurer.
- e) In the event of the dissolution of the Association, all funds and assets of the Association shall be disbursed to suitable charities at the discretion of the Executive Committee.

## **7. COUNCIL ELECTIONS**

- a) Any Full Member of The Association as set out in Rule 2, is eligible for nomination to receive The Association's support as a prospective candidate in the District Council or County Council elections, providing they are not active members of any national party-political organisation.

- b) Nominations from Full Members wishing to be The Association's prospective candidates, must be received by the Secretary or the Chair in writing (that is by letter or email) not later than 1<sup>st</sup> March of the year in which the regular periodic election is to take place.
- c) Invitations for nominations may, at the discretion of the Executive Committee, be advertised during no less than two weeks prior to the closing date. The Executive Committee will consider the nominations received and decide which prospective candidates are to be supported or sponsored by The Association.
- d) At other times, or in respect of elections arising, the procedure for the invitation and selection of The Association's candidates shall be decided by the Executive Committee as they may from time to time determine.

## **8. MISCELLANEOUS**

- a) All officers and members of the Executive Committee and any sub-committees thereof shall be jointly and severally indemnified by The Association against all claims of any nature made against them, or charges or expenditure incurred, arising directly or indirectly out of any action taken in accordance with, or furtherance of the instructions, or with the approval of the Executive Committee or of any of its duly constituted sub-committees having delegated powers.
- b) The officers shall accordingly be empowered to effect in the name of The Association any necessary insurance or indemnity cover in pursuance of the foregoing rule or have cover against such other risks as the Executive Committee might from time to time deem to be necessary.
- c) The Executive Committee shall have full power to deal with any matter which may arise which is not specifically provided for within the scope of these rules.
- d) These rules shall not be formally added to, altered or annulled except at the Annual General Meeting or a Quarterly Public Meeting. Any Full Member proposing an alteration of the rules shall give the Secretary or Chair full details in writing (that is by letter or email) not less than fifteen working days prior to such a meeting. No alteration shall be effective unless at least two-thirds of the members present and eligible to vote under Rule 2a vote in favour of the resolution.
- e) Should the Executive deem it necessary to amend, add or remove a rule from the Rules and Constitution during the year in office, this must be reported at the subsequent Quarterly Public Meeting, and presented at the Annual General Meeting to be voted upon, in accordance with Rule 8d.

## **APPENDIX 1**

### **Executive Committee Roles**

- (President)
- Chair
- Treasurer
- Secretary
- Planning
- Highways and Transport
- Health
- Trade and Commerce
- Seafront and Open Spaces
- Magazine Editor
- Social Secretary
- Membership Secretary