



# TREBETHERICK RESIDENTS ASSOCIATION

## CONSTITUTION

### **1. Name**

The Association is a not-for-profit association called The Trebetherick Residents' Association, hereinafter called "the Association".

### **2. Aims of the Association**

- (a) To promote the communal interests of the residents, businesses, and property owners of the Trebetherick area.
- (b) To protect and enhance the amenities of the area.
- (c) To ensure that all residents are consulted and informed regularly.
- (d) To represent the majority view of the community.

### **3. Equality and Diversity**

- (a) The Association will actively seek to promote equal opportunities within our community and membership.
- (b) The Association will value equality and diversity, promote good relations with all members of the community and not discriminate on any of the grounds listed within the Equalities Act.
- (c) The Association will ensure that, where possible, meetings will be held at venues that are accessible.

### **4. Membership**

- (a) Full membership is available, on application to the Membership Secretary, to any householders, residents and local businesses in the Trebetherick area. The full membership subscription for residents covers the household and family under the age of 18 and carries one vote at the AGM.
- (b) Associate membership is available, on application to the Membership Secretary, to any individual who supports the objectives of the TRA but who does not reside in the Trebetherick area. The subscription for Associate Membership is lower because there are no voting rights.
- (c) Honorary membership may be offered by the Committee to someone who has supported the TRA in a noteworthy manner. There is no subscription or voting involved.

### **5. Code of Conduct**

- (a) Membership of the TRA implies a desire to be informed about Trebetherick and the neighbouring area and to be advised of interesting and important issues. Discussions at all meetings should therefore be considered and friendly without straying in to the personal. Every member has a right to express their view and to be heard respectfully.
- (b) Rude, intimidatory or discriminatory behaviour will not be tolerated and may be grounds for withdrawal of membership.

## **6. Management Committee**

- (a) The management of the Association is entrusted to a Management Committee consisting of a Chair, Honorary Secretary, Membership Secretary and Treasurer (the Officers) together with other members drawn from the membership of the TRA, as required, in order to fulfil other roles on the Committee, as deemed useful or necessary.
- (b) The Committee shall normally meet four times a year either face-to-face, or remotely. Additional meetings may be held as and when deemed necessary by the Chair.
- (c) Committee members must not divulge any Association business, which is treated as confidential, to other persons or organisations.
- (d) A proper record of all meetings will be kept. Minutes of Committee meetings are not routinely published but will be made available to any member of the Association who requests them.
- (e) Members of the Committee shall normally step down after five years' service but, if the member so wishes, they can be re-elected by unanimous approval of the Committee. New members of the Committee, who must be full members of the TRA, shall be proposed and seconded by two full members and require unanimous approval by the existing members of the Committee. New and re-elected members require approval of members at the next AGM.
- (f) The quorum for a Committee meeting shall be not less than four.
- (g) Committee members shall declare any potential conflict of interest and withdraw from discussion and voting where appropriate.

## **7. Duties of Officers**

- (a) The Chair shall conduct the meetings of the Association. If the Chair is absent, the Secretary or another Committee member will take over.
- (b) The Secretary, or acting secretary, is responsible for convening all meetings and giving due notice to members. The Secretary shall keep a record of all correspondence and take the minutes of Committee and General meetings.
- (c) The Membership Secretary will maintain a register of paid-up members of the Association and be responsible for collection of subscriptions.
- (d) The Treasurer shall oversee all banking and financial arrangements, be responsible for keeping proper accounts of income and expenditure, and report on the Association's financial matters to the Committee and AGM. The Treasurer is also responsible for appointing an Examiner to certify the accounts.

## **8. Privacy and Data Protection**

- (a) Protecting the personal data of members is crucial for maintaining their privacy, trust and compliance with data protection laws.
- (b) Safeguarding members' email addresses, telephone numbers and banking details are essential elements of data protection.
- (c) The TRA Privacy Policy is published on our website and provides more details: <https://trebetherick.org.uk/>

## **9. Subscriptions**

- (a) Full and Associate members shall pay an annual subscription on 1<sup>st</sup> January by standing order for the year commencing Jan 1<sup>st</sup> of the amount decided by the Committee and subsequently ratified at the AGM relating to that year.
- (b) All members are entitled to be present at the AGM and to receive all information circulated by the TRA, but only Full members are eligible to vote at the AGM.
- (c) Any member whose subscription is three years in arrears will be removed from the membership list.

## **10. Appeals**

- (a) Any member who has had their membership terminated shall have the right to appeal by notifying the Membership Secretary, stating their grounds for appeal. An appeal will be discussed by the Committee at their next meeting and their response communicated to the appellant.

## **11. Allocation of Funds**

- (a) The assets of the Association may only be used for the benefit of the Association as a whole or for some charitable or benevolent purpose or purposes chosen by resolution of the Committee, notified to members via the Newsletters, and ratified at the next AGM.

## **12. Annual Accounts**

- (a) The financial year shall end on 31<sup>st</sup> December. Full accounts of the financial affairs of the Association, after certification by the Examiner and approval by the Committee, must be distributed to every Member via email within 21 days of the upcoming AGM.

## **13. Annual General Meeting (AGM)**

- (a) An AGM of the Association must be held at Easter time each year and no more than 15 months may elapse between each AGM.
- (b) At least 21 days before any general meeting the Secretary must send to every member, by email, a notice of the meeting stating the time and the place where it will be held, the business to be conducted (agenda) and the annual accounts.
- (c) The quorum for the AGM will be 20 full members (including Committee members).
- (d) At each AGM:
  - (1) The minutes of the previous AGM will be approved by a majority of the full members present.
  - (2) The appointed Officers and the other members of the Committee must be approved by a majority of the full members present.
  - (3) The accounts for the previous financial year ended on the 31<sup>st</sup> day of December prior to the meeting must be presented by the Treasurer and approved by a majority of the full members present.
  - (4) The Examiner recommended by the Treasurer for the following year must be approved by a majority of the full members present.
  - (5) Any member can ask for an item to be discussed under any other business (AOB) provided they notify the Secretary at least two weeks in advance.

**14. Extraordinary General Meetings**

- (a) Following a decision by the Committee and/or 10% of the membership of full members to hold an EGM, a request must be sent to the Secretary giving at least 21 days' notice and setting out the reasons for calling the EGM.
- (b) The quorum for an EGM will be 20 full members (including Committee members).

**15. Business at a General Meeting**

- (a) The business at any general meeting must be limited to that provided by these rules and any further matters set out in the notice convening the meeting.
- (b) The quorum at any general meeting is 10% of the Full membership.

**16. Voting**

- (a) Each Full member has one vote at all meetings of the Association.
- (b) Associate and Honorary members cannot vote at any meeting but are welcome to attend.

**17. Modification of Constitution**

- (a) Any changes to the Constitution proposed by the Committee must be emailed to all members at least 21 days before a general meeting.
- (b) No changes to the Constitution may be made except by a resolution carried by a majority of at least two thirds of the members present at a general meeting.

**18. Dissolution**

- (a) The Committee, or if one no longer exists, a majority of remaining members of the Association, can propose that it should be dissolved stating the grounds.
- (b) At least 21 days' notice must be given to all members that a meeting proposing to dissolve the Association is to take place.
- (c) For the sole purpose of dissolution, a quorum need not apply, and the Association may be dissolved by a two-thirds majority of those present.
- (d) Any assets remaining after settling any liabilities shall be applied for the benefit of the community, in accordance with the aims of the Association.

**This updated Constitution was approved by the TRA Committee on**

**15 February 2024**

**This updated Constitution was approved by a majority at the AGM on**

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