

The Constitution of the Knaphill Residents' Association

1. NAME OF ASSOCIATION

The name of the Association shall be the Knaphill Residents' Association (the Association).

2. OBJECTS

The Association shall consist of members who shall have paid a subscription in accordance with the conditions set out below under the heading Membership and Subscriptions.

The objects of the Association shall be to promote, uphold and protect the interests of residents in all matters affecting or likely to affect Knaphill and its environs; to bring to the notice of relevant authorities or bodies matters which affect the interests of the residents and where applicable keep the membership informed; to support and promote social and benevolent activities for the general benefit of Knaphill residents, and fund-raise in support of these activities when required. The Association shall not be affiliated to any political party and will not discriminate on the grounds of sex, race or creed. A member elected as a political representative to a Borough or County Council may not hold office or serve on any of the Association's committees. If a conflict of interest should arise, a committee member should declare this and may be asked to take no part in the issue.

3. MEMBERSHIP AND SUBSCRIPTIONS

Membership of the Association shall be open to any person aged 18 years or over who resides in Knaphill, also anyone with the interests of Knaphill in mind should be allowed to be a member and serve on the committee representing Knaphill. Annual subscription should be paid as required under these rules. The annual subscription shall be such sums as agreed at the Annual General Meeting. Annual subscriptions will be due on the 1st January for the ensuing year and are non-refundable. New members joining the Association after the 1st September in any year shall be entitled to full benefits of membership for the remainder of the current year and the whole of the succeeding year. Any increase in subscriptions will be subject to a decision of members at the AGM and shall apply from the following 1st January.

4. RIGHTS OF MEMBERS

Every member shall be entitled to:

- a) receive a copy of the Association's newsletter as and when published. Whilst practicable all households in Knaphill will be provided with a copy of the Association's newsletter, "Knaphill News".
- b) Seek advice or assistance of the Association in matters affecting him/her as a resident of Knaphill. Such advice shall be of a general nature and is not to be considered or construed as professional expertise and is not given in any legal or professional capacity.
- c) Attend Annual and Extraordinary General Meetings and to submit propositions in accordance with these rules and to vote at such meetings.

5. CANCELLATION OF MEMBERSHIP

Any Member whose subscription is 2 years in arrears shall cease to be a member of the Association until such membership subscription is paid. Any member who uses the Association's name to further their own, or any other person's, association's or organisation's interests shall be deemed to be in breach of the Association's rules and will forfeit membership.

6. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held, where practical, on or before the 31st March in each year at which thirty-five members present shall constitute a quorum. Notification of the date and venue of the AGM will be given at least three weeks in advance. The meeting shall be for the purpose of receiving reports from the Officers of the General Committee (the Committee); to appoint Officers of the Committee and to elect members of the Committee; to receive the Annual Accounts, and to appoint the Honorary Auditors; to consider and resolve any motions and/or proposals of which notice has been given to the Secretary in writing at least two weeks prior to the Annual General Meeting. Any proposal for an alteration to the rules of the Association must be notified to the Secretary not less than one month before the AGM. Such amendments shall be circulated to the membership at the AGM at which meeting the proposal will be put to the meeting for adoption, a majority of 2/3rd of the attendees being in favour is required to adopt the motion.

The Chairman of the Annual General Meeting shall be the Chairman of the Committee, who may delegate the chair to the Vice Chairman of the Committee, who will have a casting vote. In the event of a dispute arising, the decision of the Chairman shall be final.

An Extraordinary General Meeting may be called at anytime at the request in writing of twenty members with at least fourteen days notice in writing to the Chairman or Secretary. No other business shall be conducted at such a meeting.

7. ADMINISTRATION

The administration and management of the Association shall be vested in the General Committee (the Committee), which shall meet no fewer than six times per annum. The Committee shall consist of The Chairman, Vice Chairman, Secretary, Membership Secretary, Treasurer, (the Officers), and no more than fifteen other members, all of whom shall be elected at the Annual General Meeting. Officers of the Committee shall be elected annually at the Annual General Meeting. Officers and Committee members should be resident in Knaphill or anyone with the interests of Knaphill in mind should be allowed to be a member and serve on the committee representing Knaphill. If a full compliment is not elected, the Committee will have the right to co-opt members onto the Committee.

Nominations for all Officers and Committee Members should be sent to the Secretary in writing, giving the name of the nominee, the nominator and bearing the signature of the nominee. These names will then be presented to the committee for consideration and presentation at the AGM. When two or more persons are nominated for the same post a ballot will be held.

The Committee shall have the powers to appoint sub committees in respect of business/activities which are within the interests of the Association, but do not need the attendance of the main Committee. At least one member of the main committee should sit on any sub committee. Such sub committees shall be responsible to the Committee and report on the progress of their activity at full Committee meetings. Rules and regulations of the Association apply to all sub committees.

The General Committee shall elect its own Chairman and Vice-Chairman. Vacancies occurring on the Committee during a current year may be filled by the existing Committee co-opting a new member for the remainder of the year. From time to time additional members may also be co-opted onto Committees, these need not of necessity be members of the Association but their expertise or interest must be of value to the Committee or sub committee concerned. 6 Members shall form a quorum. The Chairman shall have a casting vote. For the purpose of voting, Officers of the Association will have voting rights with the exception of the Chairman and Vice Chairman. The Committee shall at all times conduct its business in accordance with the rules of the Association. Any Committee member being absent on three consecutive occasions without adequate reasons shall be deemed to have resigned, however in certain circumstances the discretion of the Chairman or the Vice Chairman can be applied.

Officers, Committee members or members of the Association are not empowered to commit the Association to the expenditure of money. All expenditure is delegated to the Committee and must therefore be the result of a Committee decision.

An ordinary committee member may be asked to stand down as agreed by the four key officers of the Committee: The Chairman, Vice-Chairman, Secretary and Treasurer.

If the occasion arose that one of the four key officers should be asked to stand down, it is agreed that an Extra-Ordinary General Meeting would be called and all KRA members would be invited to attend and vote on the matter.

In addition, any committee member being absent on three consecutive occasions without adequate reason shall be deemed to have resigned, however in certain circumstances the discretion of the Chairman or the Vice-Chairman can be applied.

8. DUTIES OF OFFICERS

The Chairman will Chair the Annual General Meeting and conduct the election of all other Officers of the Association and the Committee. The Vice Chairman will attend Committee meetings and also deputise for the Chairman if required.

The Secretary shall keep proper Minutes of all General Committee Meetings, which will be recorded in a book provided for that purpose. The Secretary shall convene an Annual General Meeting each year as provided in the rules of the association, and others as may be required in accordance with the rules. The Secretary shall prepare an annual report and circulate the minutes of the Annual General Meeting.

The Treasurer shall be responsible for all monies belonging to the Association, and all sub committees, and shall keep such monies in a banking account or building society in the name of the Association, except for retaining an amount as necessary for general day to day expenses. All cheques drawn on these accounts shall require the signature of at least two Officers of the Association. The Treasurer shall keep proper accounts which shall be audited at least once in every year and shall prepare an Annual Income and Expenditure account for submission to the Annual General Meeting showing the Association's financial position at the end of the Association's financial year on the 31st October.

The Secretary shall keep an up to date record of members of the Association. For security reasons a duplicate record of the Membership should be kept by the Membership Secretary. The Secretary shall also organise the collection of subscriptions, and arrange for the distribution of the Association's Newsletter.

9. CLAIMS OR DEBTS

Individual officers or members of the Committee shall not be liable for any claims or debts against the Association.

10. WINDING UP OF THE ASSOCIATION

On the winding up of the association any surplus funds will be distributed to local charities or other local 'not for profit', voluntary groups as recommended by the majority of committee members and endorsed at the final AGM of the Association.

Constitution as agreed at the AGM 24th April 2009

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Knaphill Residents' Association

Rider to the AGM on Tuesday 28th March 2006

During the welcome by The Chairman, Mr Arthur Raynes, the following amendment to The Constitution was proposed, seconded and agreed:

After the word "Knaphill", in Section 3 under "Membership and Subscriptions" the following words shall be added: "also anyone with the interests of Knaphill in mind should be allowed to be a member and serve on the committee representing Knaphill."

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Proposed were received for two new members - Mr. Tony Hayes-Allen and Mr Neville Hinks; and the remaining committee members Ann Mason, Rachel Carney and Debbie Harlow to be voted in 'en bloc'
Proposed by Martin Dunham
Seconded by Eileen Martin Carried
All Agreed - unanimous vote - 31st March 2010

Amendments to the Constitution Amendment to Rule 7 - Administration

'A committee member may be asked to stand down as agreed by a majority of committee members'

There was much discussion as to the validity of this as it was proposed to cover any dissent between committee members. The committee felt it necessary to explain that it could happen due to a disruptive committee member the remaining committee would stand down as we are all only volunteers. Mr. E. Boughton stated that committee members should not be seen as 'yes men' and the membership should vote off committee members.

Mr Richard Sharp put forward a working proposal that:-

Should an ordinary Committee Member be required to stand down, the four Executive Committee Members - Chairman, Vice Chairman, Treasurer and Secretary - will vote.

For an Executive Committee Member to be required to stand down, this will be voted on at an Extraordinary General Meeting.

Amendment to Rule 10 - Winding up of the Association

'On the winding up of the association any surplus funds will be distributed to local charities as recommended by the majority of committee members and endorsed at the final AGM of the Association'.

A small change to be made to include:-

'distributed to local charities or local voluntary organisations'

The membership agreed that the amendments will be displayed on the relevant Village Notice Boards and if no objection is raised they will be accepted.

No objections were forthcoming, so these amendments were confirmed by the Committee and were deemed to be accepted.

A.O.B.

MD stated that he felt that the evening had been very enjoyable. The music, singing and the displays were excellent, making us realise what an enormous number of good things there are going on in the village. MD also passed on the good wishes of our local MP, Mr Humfrey Malins, who attended the early part of the evening. Mr Malins enjoyed the opportunity to chat with the community groups who organised the displays and sent his apologies that he was not able to stay until the end of the evening as he had to attend another function in Woking.

MD thanked everyone for their attendance and support.

The AGM was brought to a close with the Prize Draw. MD thanked the local organizations and business for their generous donation of prizes. It was confirmed that the proceeds would be put towards Knaphill community projects for the year ahead.