

# CONSTITUTION OF THE KNAPHILL RESIDENTS' ASSOCIATION

## VERSION FOR AGREEMENT AT KRA AGM ON TUESDAY 9<sup>TH</sup> MAY 2023

### 1. NAME

The Association shall be known as the Knaphill Residents' Association (KRA).

The Association is not party-political and non-sectarian.

### 2. AIMS AND OBJECTIVES

The aims and objectives of the Association are:

2.1 To represent and to promote the interests of all residents of Knaphill.

2.2 To bring to the attention of relevant authorities or bodies (such as Woking Borough Council and Surrey County Council) matters which affect the interests of the residents.

2.3 To organise, support and promote social and benevolent activities for the general benefit of Knaphill residents, such as an annual village show.

### 3. MEMBERSHIP

3.1 Membership of the Association is open to all residents of Knaphill who are 16 years or older. There is no charge for membership. Membership continues until it is cancelled.

3.2 The Committee admit as members persons who do not reside in Knaphill but who have the interests of Knaphill in mind. Such persons can serve as officers or on the Committee

3.3 The Association will ensure that all members have the opportunity to be involved in its events and activities.

3.4 Members have voting rights on all issues raised at general meetings that they attend.

3.5 Members are responsible for advising the Association of changes to their contact details.

3.6 Members shall on request be supplied with a copy of the constitution.

### 4. CODE OF CONDUCT

4.1 Members are required to act with honesty and integrity at all times. They must behave in a polite, respectful and appropriate manner.

4.2 Members should not discriminate any person on the grounds of race, religion or belief, age, disability, gender, marital status, sex or sexual orientation.

4.3 Members should not write, speak or act on behalf of the Association without permission from or at the request of the Committee.

4.4 Any members may be excluded for a breach of this code or for any other conduct contravening the objectives of the Association, by a majority of those present and voting at any members' meeting. Any member so excluded shall have the right of appeal at the following members' meeting.

4.5 A member elected as a political representative to a Borough or County Council may not serve on the Association's Committee. If a conflict of interest should arise, a Committee member should declare this and may be asked to take no part in the issue.

## **5. THE COMMITTEE**

- 5.1 The members of the Committee are elected at the Annual General Meeting for a period of one year.
- 5.2 The Chair, Vice Chair, Secretary and Treasurer of the Association are called the officers. They are members of the Committee. The Committee should have between seven and twelve members including the four officers.
- 5.3 Officers serve for a maximum of nine years, after which they can remain on the Committee.
- 5.4 Nominations for the officers and the other Committee members must be sent to the Secretary in writing, giving the name of the nominee, the nominator and bearing the signature of the nominee.
- 5.5 If more persons are nominated for the same post a ballot will be held.
- 5.6 If a full complement is not elected, the Committee has the right to co-opt members onto the Committee, who serve until the next Annual General Meeting.
- 5.7 The Committee regularly provides information to the residents of Knaphill via its website, through social media and in KRA magazines or newsletters. The Committee positively encourages participation from all sections of the community.
- 5.8 The Committee meets at least four times per year in person or digitally. These meetings are minuted. The representatives of Knaphill on Woking Borough Council and Surrey County Council are normally invited to attend Committee meetings.
- 5.9 Seven days' notice of meetings will be given to the members of the Committee.
- 5.10 The quorum for Committee meetings is four members.
- 5.11 The Committee deals with any issues of management of the Association which require decision during the periods between members' meetings of the Association, and reports these to the next members' meeting.
- 5.12 Committee members who miss more than three consecutive Committee meetings without giving apologies can be asked to resign from the Committee.
- 5.13 A member of the Committee may be removed or suspended from their post if they bring the good name of the Association into disrepute or do not abide by this constitution. A full meeting of the Committee will be called to consider the issue and a majority decision will be necessary to remove or suspend.
- 5.14 The Committee can delegate business or activities to a subcommittee. At least one member of the Committee should sit on any subcommittee. Subcommittees are responsible to the Committee and report to the Committee at least annually. The rules and regulations of the Association also apply to subcommittees.

## **6. DUTIES OF OFFICERS**

- 6.1 The Chair leads the Annual General Meeting and conducts the election of the other officers and the other Committee members.
- 6.2 The Vice Chair deputises for the Chair as and when required.
- 6.3 The Secretary is responsible that proper minutes of meetings are made, circulated and preserved. The Secretary convenes an Annual General Meeting each year (see par. 7) and other members' meetings as may be required (see par. 8).
- 6.4 The Secretary prepares an annual report to the Annual General Meeting.
- 6.5 The Secretary is responsible for a proper membership administration, but the actual work can be delegated, e.g. to a membership secretary.
- 6.6 The Treasurer keeps proper account of the finances of the Association and is responsible for the Association's bank/building society account. The Treasurer keeps copies of

- all relevant invoices and receipts to support expenditure and income. The Treasurer presents the Committee with adequate summaries of income and expenditure
- 6.7 The Treasurer keeps records for all income raised and receipts for all money paid out in expenses to Committee members for duties carried out on behalf of the Association.
- 6.8 There is no requirement for the annual accounts to be audited. However, the Committee may decide at any time to appoint an auditor to review the books and accounts

## **7. ANNUAL GENERAL MEETING (AGM)**

- 7.1 The AGM of the Association is normally held before 31 March and in any case within 15 months of the last AGM. Notice of the meeting must be given to the members at least 28 days in advance; an announcement on the Association's website, in its magazine and on the village notice board is sufficient.
- 7.2 The notice shall include details about any upcoming vacancies on the Committee. Members then have the opportunity to nominate candidates for election to the Committee, to stand for election themselves and to vote for the officers and other Committee members at the meeting.
- 7.3 The quorum for the AGM is a minimum of ten members including Committee members. The AGM is normally held in person but digital attendance is allowed.
- 7.4 The chair of the AGM has a casting vote.
- 7.5 Residents of Knaphill who are not members of the Association are welcome to attend the AGM as observers.
- 7.6 The agenda of the AGM will contain at least the following items:
- The minutes of the previous AGM
  - Chair's annual report
  - Treasurer's annual report including the accounts for the year
  - Election of the officers and other members of the Committee
- 7.7 Any proposals from members must be presented to the Secretary in writing at least 14 days prior to the meeting at which they are to be considered.
- 7.8 Proposals to amend the constitution must be circulated with the notice of the AGM.
- 7.9 Nominations for officers and other Committee members are only accepted if the person nominated is present at the AGM in person or digitally, or has put in writing that they are willing to stand. If there is more than one candidate for a post, the nominees may be asked to leave the room whilst the vote is taken.
- 7.10 Matters for decision will be decided by a simple majority of the members present and voting. The Chair has a casting vote.

## **8. OTHER MEMBERS' MEETINGS**

- 8.1 The Association does not normally hold other members' meetings than the AGM.
- 8.2 A special members' meeting may be called at any time for the purpose of altering the constitution or for considering any matters which need the urgent attention of the members.
- 8.3 A special members' meeting can be called:
- at the request of the Committee
  - or at the request to the Secretary or the Chair or at least six members of the Association
  - or if the AGM decides that a special general meeting is necessary or advisable.

8.4 At least 14 days' notice of any special members' meeting will be given, stating the reason(s) for holding the meeting; an announcement on the Association's website, in its magazine and on the village notice board is sufficient.

8.5 Matters for decision will be decided by a simple majority of the members present and voting. The Chair has a casting vote.

## **9. FINANCE**

9.1 The Association's financial year runs from 1 November to 31 October.

9.2 Possible sources of income include but are not limited to:

- Grants, donations and legacies
- Profits from activities such as a Knaphill village show
- Advertisements in a magazine and on the Associations' website
- Sponsorship of activities

9.3 Money raised by or on behalf of the Association is used to cover the running costs and activities of the Association, including the publication of a magazine and the maintenance of the website. The Committee is responsible for the proper use of incoming funds. Decisions about the spending of funds are minuted.

9.4 The Committee may decide that some profits from a Knaphill Show are donated to local charities and/or good causes.

9.5 The Committee will nominate at least two people who have access to the Association's online bank account and can sign cheques. Cheques issued require two signatures. These persons must not live in the same household or be family members. When any of these Committee members stands down, they must transfer responsibility for the bank account to another Committee member.

9.6 The Association is normally willing to hold moneys in trust until the monies can be released to a good cause. The release requires approval at a Committee meeting and will be documented in the minutes of the meeting.

## **10. AMENDMENTS TO THE CONSTITUTION**

10.1 Any proposal to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which it is to be considered.

10.2 Proposals to amend the constitution must be circulated to the members of the Association with the notice of the meeting. An announcement on the Association's website, in its magazine and on the village notice board is sufficient.

## **11. DISSOLUTION**

11.1 If the Committee or the AGM decides at any time that it is necessary or advisable to dissolve the Association, the Secretary or another officer shall call a special general members' meeting, stating the terms of the dissolution resolution to be proposed at the meeting. The resolution to dissolve the Association shall be agreed by a majority of those present and voting. All outstanding bills will be paid. Any balance of any bank funds or grants funds held by the Association will be given to local charities or good causes as recommended by the Committee.

11.2 If there is no officer or Committee member to call a special general meeting, the Knaphill representatives on Woking Borough Council shall call a special general meeting to dissolve the Association. All outstanding bills will be paid and the balance of any grants and funds held by the Association will be given in trust to Woking Borough Council for a future association in Knaphill for a period of five years.