

RULES FOR THE CONDUCT OF COLLEGE WARD RESIDENTS ASSOCIATION

1. **NAME:** The name of the Association shall be the "College Ward Residents' Association" hereinafter referred to as the "Association".

2. **OBJECTS:** The Association shall be and act as a non-political democratic body having the following objects and aims.

- | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | To safeguard and promote the local interests of all Residents within College Ward. |
| (b) | To safeguard and improve the amenities of the Borough as a whole. |
| (c) | To encourage the economy and efficiency in the Borough and County administration and to oppose Borough or County Council extravagance or maladministration. |
| (d) | To make known generally the views of the Association upon matters of policy in connection with local government and upon other matters of public interest in the Borough. |
| (e) | To select and support candidates for certain elections, in accordance with rule 10. |
| (f) | Where possible and appropriate, to advise, assist and give information to any Member of the Association who seeks advice regarding any problem arising by reason of residence within the Ward. |
| (g) | To be active in any way which in the opinion of the Committee will promote the financial or other interests of the Association or will be to its benefit. |

3. MEMBERSHIP

- | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) | Membership is open to all Residents of College Ward and upon payment of the appropriate subscription as set out in (b) hereunder, they shall become and remain Members of the Association provided they continue to be Residents in the Ward and pay current annual subscriptions according to the Rules. |
| (b) | The annual subscription shall be a sum fixed from time to time at the Annual General Meeting (AGM). The subscription current at that time shall be due on joining the Association and thereafter by 30 June annually. Members whose subscriptions are more than six months in arrears may cease to be Members at the discretion of the Committee. |
| (c) | Payment of subscriptions shall normally be made to nominated Road Reps who have the authority of the Committee to collect them. |
| (d) | Every Member shall be entitled to seek and obtain the advice or assistance of the Association where possible in matters affecting him or her as a Resident of the Ward, to attend any General or Special Meeting and to speak or vote at such Meeting. |
| (e) | Members shall receive such Newsletters, Flyers or other notices as may be issued by the Committee. |

4. MANAGEMENT:	The management of the Association and its affairs and policy, and the control of its funds, shall be entrusted to its Officers and its Committee.
(a)	With a view to encouraging further membership of the Association, the Committee may at its discretion provide all Residents in the Ward from time to time with Newsletters, Flyers or other notices covering matters of interest to them.

5. COMMITTEE	
(a)	The Committee shall consist of up to 14 members, elected at the AGM to act until the next AGM when they shall automatically retire and present themselves for re-election if desired.
(b)	Decisions of the Committee shall be by a simple majority of members present and voting; in the event of a tie, the Chair of the meeting shall have an additional casting vote.
(c)	The number of members for a quorum shall be four.
(d)	The Committee may co-opt additional members, and fill any vacancy occurring by death, retirement or otherwise; such appointments are to be effective until the next AGM.
(e)	The Committee may, at its discretion, organise fundraising events to secure resources for the Association.
(f)	All nominations for Committee members placed at the AGM should be in writing and served on the Secretary not less than one week before the AGM. No Borough Councillor may propose or second a prospective Committee member.
(g)	No member or employee of Epsom and Ewell Borough Council or of Surrey County Council shall be a Committee member of the Association.

6. OFFICERS OF THE ASSOCIATION	
(a)	The officers shall consist of a Chair, Vice Chair, Secretary, Membership Secretary and Treasurer.
(b)	Each officer shall be elected from and by the Committee at its first meeting after the Annual General Meeting, to hold office until the next following elections to Committee, when each retiring officer shall be eligible for re-election.
(c)	Any member elected to hold office must undertake to refrain from public activity connected with party politics while holding such office, and to resign from office on finding that the undertaking cannot be adhered to.

7. ANNUAL GENERAL MEETING (AGM)	
(a)	An AGM of Members is to be convened and held not later than 30 April in each year.
(b)	At least fourteen days' notice of such meeting is to be sent to each Member.
(c)	Written notice of a resolution to be moved at any AGM must be given to the Secretary at least seven days before the meeting; the Chair of the meeting in his/her absolute discretion may waive compliance with this rule.
(d)	The number of Members for a quorum shall be twenty.

(e)	Decisions of the meeting shall be by a simple majority of Members present and voting by show of hands; in the event of a tie the Chair of the meeting shall have an additional casting vote.
-----	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

8. EXTRAORDINARY GENERAL MEETING	
(a)	The Secretary shall call an extraordinary General Meeting when required to do so by at least one third of the Membership or by a two thirds vote of the Committee.
(b)	Rules 7(b), (c), (d) and (e) shall apply as they do for the conduct of an AGM.

9. FINANCE	
(a)	The Financial Year of the Association shall be for the first day of January to the next following thirty first day of December.
(b)	The Treasurer shall keep adequate records of financial transactions and shall submit a copy of the audited statement of accounts for the year to the AGM for that year.
(c)	The Honorary Auditor or Auditors shall be elected at each AGM to hold office until the next following AGM.
(d)	The Committee shall be responsible for income received and expenses incurred by it in the exercise of the powers and duties conferred upon it by these rules.

10. ADOPTION OF CANDIDATES FOR ELECTION TO BOROUGH AND COUNTY ELECTIONS:	
(a)	The Committee shall appoint a "selection sub-committee" who shall be responsible for recommendation of candidates for election to the Borough Council. The sub-committee may interview prospective candidates but no candidate will be adopted without the approval of the full Committee.
(b)	The Committee may select a candidate for election to the Surrey County Council but before adoption, there must be consultation with other Residents Associations and similar bodies holding an interest in such an election.
(c)	The Committee may reimburse all or part of the reasonable election campaign expenses of an adopted candidate. Where other bodies hold an interest in the election there must be consultation with them designed to ensure that the reimbursement by this Association is restricted to the fair proportion of the total reimbursements.

11. ALTERATION OF RULES	
(a)	No alteration of these rules shall be made except at an AGM or at an extra-ordinary General Meeting called for that purpose.
(b)	Any alteration of, or addition to, or deletion from these rules shall require the supporting vote of at least two thirds of those present and voting.