

## **FRIARS CLIFF RESIDENTS ASSOCIATION (FCRA) RULES**

### **1. Objects**

- To promote and safeguard the interests of members and to preserve local amenities and our environment.
- To foster friendly co-operation between members by means of periodic business meetings and social activities.
- To establish and maintain contact with similar Associations, and work in conjunction with them in all matters of common interest.
- To maintain contact and work with local councils and councilors and regulatory bodies where necessary.

### **2. Membership**

- Membership shall be open to all residents of Friars Cliff area aged 18 or over.
- The minimum Annual Subscription shall be decided at Annual General Meetings; the payment of this shall entitle the members of each household to full membership.
- All members shall be entitled to speak and vote at General Meetings.
- Subscriptions shall fall due on 1<sup>st</sup> January each year.
- Members who have not paid by 1<sup>st</sup> June shall be deemed to have resigned.
- New members who join after 1<sup>st</sup> June shall not be expected to pay that year's subscription.

### **3. Policies, Procedures & Administration**

- Rules of the Association may be made, cancelled or altered only by the decision of a majority of at least two-thirds of the members present and voting at an Annual General Meeting or an Extraordinary General Meeting properly convened for the purpose.
- Any interpretation of the rules that may be necessary between meetings shall be decided by the committee and reported at the next General Meeting.
- General policies and procedures shall be decided at General Meetings.
- Management and administration shall be vested in a Committee elected at Annual General Meetings.
- The Association shall be non-political and non-sectarian.

### **4. The Officers**

Officers of the Association shall be elected at the Annual General Meeting. They shall hold office for one year and shall be:

- **The Chairperson**, who shall supervise the work of the Association and shall conduct all General and Committee Meetings. In matters of urgency requiring decisions before a Committee Meeting can be held, they shall be entitled to take such action in the name of this Association as may be considered appropriate and necessary, to be reported to the Committee at their next Meeting.
- **The Secretary** shall convene all Meetings and keep a full and correct record of all General and Committee Meetings. They shall manage all official correspondence and shall prepare an Agenda for submission to the Annual General Meeting.
- **The Treasurer** shall conduct the financial affairs of the Association and keep proper financial records, which shall be presented for approval at Annual General Meetings. They shall record all financial transactions, and manage any monies due, paying them into an appropriate bank account, kept in the name of this Association and approved by the Committee. They shall arrange for the payment of all accounts, by suitable methods including on-line banking.
- **The Membership Secretary** shall keep full records of all members and their subscriptions. They shall collect all subscriptions from Road Wardens or Members and pay them to the Treasurer to allow a compliant audit trail.
- **The Head Road Warden** shall co-ordinate the work of Road Wardens and the distribution of the **Forum** of this Association.
- **The Editor** shall be responsible for the editing and production of the **Forum** of the Association.
- The **Environmental Officer** shall be responsible for environmental policy, identification of environmental issues and co-ordination of appropriate responses.

## **5. The Committee**

- The Committee shall be composed of the **Officers** listed above and any other members holding additional roles of this Association, each elected at the Annual General Meeting; other additional members may be appointed for specific activities, who shall be ex-officio members of the Committee.
- The Committee may fill by nomination any vacancy that may occur between Annual General Meetings which shall be valid until the next Annual General Meeting. Any Officers so appointed shall assume all the duties of that office as stated.
- The Committee shall meet as often as is considered necessary.
- Four Committee Members of whom two shall be Officers shall constitute a **Quorum**.
- The Committee shall seek a decision of a General Meeting on any matter of

exceptional interest or importance and of any proposed expenditure of a large or unusual character. In respect of all other matters, the Committee may take any action they judge to be in the best interests of this Association and not contrary to these **Rules** or a decision of a General Meeting.

- The Committee may set up any sub-committee thought necessary and nominate the members thereof.
- The Committee may nominate representatives of this Association to any external body where this is thought to be beneficial and desirable.

#### **6.The Annual General Meeting**

- The Annual General Meeting shall be held during March in each year to deal with **Reports and Accounts** concerning the previous year and to deal with the **Election of Officers, Committee Members** and other matters concerning the **Rules, Policies, Management and Administration** of the business of this Association.
- Twenty members shall constitute a Quorum.
- At least 14 days' notice shall be notified in writing to all members, stating the date, time and place of this Meeting.
- During the AGM, all officers and committee members must identify their willingness to stand again, and be voted upon.
- Nominations of other members for election in any capacity must have a proposer and a seconder and shall include an assurance by the nominee that they are willing to serve.
- The terms of any formal motion to be proposed at this Meeting shall be notified to the Secretary in writing at least 7 days beforehand.

#### **7. Extraordinary General Meeting**

- An extraordinary General Meeting may be held at any time to consider questions of importance concerning the Rules, Policies, Management or Administration of this Association that cannot under these rules be decided at a General Business Meeting.
- Twenty members shall constitute a Quorum.
- Such a Meeting may be held by the decision of the Committee after receipt by the Secretary of a request in writing, stating reasons and terms of any formal motion to be proposed.
- At least 14 days' notice shall be given to all members, stating the date, time, place and purpose of this Meeting and terms of any motion notified to the Secretary.

## **8. General Business Meetings**

- General Business Meetings shall be held approximately quarterly, more or less often if the Committee so decide.
- Twenty members shall constitute a Quorum.
- At least 7 days' notice of such a meeting shall be given to all members stating date, time and place of this Meeting, including any business of an unusually important or urgent nature.

**9. Dissolution** of this Association will be only by a **Resolution** presented at a **Special Meeting** convened for this purpose, with the consent of 3 / 4 of voting members present. Surplus funds must be used for the benefit of this area, as the voting members at the Special Meeting shall decide.