



## Sudbury Town Residents' Association and NEIGHBOURHOOD FORUM

For more information

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Cleaner Greener Safer Sudbury

### Appendix 3

#### 1. NAME

The name of the Association is 'Sudbury Town Residents' Association' hereinafter called "the Association" also the Neighbourhood Forum.

#### 2. AIM and OBJECTIVE

The aims and objectives of the Association are non-party and non-sectarian and will encourage community involvement working together to improve the area we live in.

Also to improve and promote the social, economic and environmental well-being of the defined neighbourhood area.

- To create a Cleaner, Greener, Safer Sudbury;
- To be the voice of our neighbourhood;
- To promote Community spirit within Sudbury through social interaction.

#### 3. MEMBERSHIP

Open to those who live, work or are elected members in the neighbourhood area. Anybody who lives, works, shops, uses the services in Sudbury OR wish to be a member of STRA.

#### 4. SUBSCRIPTIONS

The annual subscription to the Association is from 1 January to 31 December. The subscription is payable in advance in the month of November of each year. The current enrolment fee per annum is £6 per household and £10 per business..

#### 5. OFFICERS

The officers of the Association, all of whom are honorary, consist of a Chairman, Vice-Chairman, Secretary and Treasurer. In addition to the honorary officers STRA will also have a Membership Administrator and Webmaster/Social Media. These 6 officers make up the executive committee and additional officers can be added as deemed necessary. The officers will be elected annually from the members of the association at the Annual General Meeting. The retiring officers will be eligible for re-election. The Association will have the power at an Ordinary Meeting to fill any casual vacancy.

#### 6. MANAGEMENT

The management of the Association shall be vested in the officers elected at the AGM. The Management or executive committee represent the interests of its members and will act on their behalf as required. Each member of the committee will have an equal vote when voting on a particular issue. The Chairman will have the casting vote should the vote be split. The Chairman will manage the meetings and minutes will be taken by the Secretary.

The management can form sub committees to carry out specific tasks and these committees are accountable to the management committee. Once a subcommittee has completed its task it will be dissolved by the management committee

## **7. MEETINGS**

An Ordinary Meeting or Public Meeting of the officers and members of the association will be held at least three times in a calendar year. The management will choose the date, time and venue in advance. These meetings will be hosted by the Chairman and minuted by the Secretary.

## **8. ANNUAL GENERAL MEETING**

The Annual General Meeting of the Associations' members shall be held no later than 31<sup>st</sup> October of each calendar year. (The date and time to be determined at an Ordinary Meeting.)

The Annual Report, Audited Income and Expenditure Account and Balance Sheet must be presented at the Annual General Meeting to be ratified and accepted. Election of officers and appointment of an Independent Examiner for the ensuing year must take place at the Annual General Meeting.

## **9. SPECIAL MEETING**

The Chairman may call a Special Meeting. The SP can also be called upon receipt by the Secretary of a requisition in writing, specifying the object of the meeting, and signed by not less than three members. Any such meeting must be held within 28 days from the receipt of the request and the business transacted at the meeting must be confined to the reasons as stated in the notice.

## **10. QUORUM**

Five delegates, including at least two officers, representing not less than three members personally present at any meeting shall form a quorum.

## **11. VOTING POWERS**

Each member being personally present will be entitled to one vote on each proposal and in the case of an equal number of votes being given for or against any proposal the Chairman of the meeting will be entitled to give a second vote. Co-opted members will not have any voting powers.

## **12. MINUTES**

The Association must keep accurate minutes of all meetings. Minutes will be submitted for approval at the next meeting and, if approved, be signed by the Chairman at the meeting.

The minutes of Public meetings will be made available on the Association's website and can be viewed by any member of the public. The minutes of Management meetings and other meetings will be posted on our website and available in our members only section.

## **13. ACCOUNTS**

The Association will keep accurate books of accounts in respect of:

- (a) All sums of money received and expended by the Association and receipts for any expenditure that has taken place.
- (b) The assets and liabilities of the Association.

The books and accounts will be kept at the residence of the Treasurer and must be available for inspection at all times. The accounts will be laid before the Annual General Meeting showing Income and Expenditure for the preceding twelve months together with a Balance Sheet.

#### **14. AUDIT**

An Independent Examiner will be appointed at the Annual General Meeting each year. The Independent Examiner need not be a member of the Association.

#### **15. SUSPENSION OF MEMBERS**

The Association may at any time by resolution of not less than six members - two must be officers - determine that the continuance of a member is prejudicial to the interests of the Association, his / her membership will be suspended for such a period as the Association may in its discretion deem fit. The Secretary will notify the member concerned in writing of his/her suspension. No resolution passed under the provision of this Rule shall have any validity unless the Member shall have had a reasonable opportunity of attending the Special Meeting called to consider the case and of being heard in his/her defence.

#### **16. ALTERATION OF RULES**

No rule may be added to, repeated or otherwise altered except at an Annual General or Special Meeting. Notice of such alterations must be given to the Secretary not less than 28 days before the date of the Meeting, who must circulate the alteration to the members not less than seven days before the Meeting. A resolution to alter the Rules must be passed by not less than six members including two officers.

#### **17. DISSOLUTION**

In the event of not less than six members (including two officers) present at the Annual General or Special Meetings voting that the Association be dissolved, any remaining funds shall be given to the local charity Sudbury Neighbourhood Centre.

The Constitution was adopted at the Annual General Meeting held on Tuesday, 30 May 2017

Signed by

Chairman

Signed by

Secretary

Dated: Tuesday, 30 May 2017