

# **WOODCOTE (EPSOM) RESIDENTS' SOCIETY RULES**

## **1. NAME AND OBJECTS**

- 1.1. The Society is known as 'Woodcote (Epsom) Residents' Society', hereinafter referred to as the "Society".
- 1.2. The Society may be affiliated to, or may have affiliated to it, other societies or associations who have broadly similar objectives in respect of residents within their individual areas or neighbourhoods.
- 1.3. The Society represents all residents within the boundaries of Woodcote Ward, Epsom, as may be determined from time to time by the Local Government Commission for England (or its successor).
- 1.4. The Society is a democratic body, which is not associated with or connected to any national political party, and has the following aims and objects:
  - (a) To safeguard and promote the local interests of residents, businesses and property owners within Woodcote Ward.
  - (b) To safeguard and improve the amenities of the Borough as a whole insofar as they are for the benefit of the residents of Woodcote Ward.
  - (c) To promote efficiency in local government (Borough and County) administration and expenditure.
  - (d) To promote the election of suitable candidates to represent the Ward, in accordance with Section 7 below.
  - (e) Where appropriate and possible, to provide information, help and advice to any member of the Society regarding Borough Council, County Council or other local affairs which may affect their interests.
  - (f) To express the views of the Society upon matters of policy in connection with local government and upon other matters of public interest in the Borough, especially those of particular relevance to residents of 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 Society or will be to its benefit.

## **2. MEMBERSHIP**

- 2.1. Any resident or owner of property in Woodcote Ward shall be eligible for membership of the Society.
- 2.2. The Society shall keep an accurate and up to date record of all members.
- 2.3. The annual subscription shall be determined by the Committee and confirmed by a vote of the members of the Society at each Annual General Meeting. The subscription shall be sufficient to include all residents living as a family unit at a single address.
- 2.4. A resident may elect to become a life member by paying one single subscription of an amount equal to ten times the annual subscription, or such an amount as deemed appropriate by the Committee and agreed by a vote of the members of the Society at the Annual General Meeting. No further subscriptions would then be payable by the life member.
- 2.5. The annual subscription shall be due on 1<sup>st</sup> January each year but should a resident pay his/her first subscription on or after 1<sup>st</sup> September then no further subscription shall be payable in the year commencing on the following 1<sup>st</sup> January.
- 2.6. Application for membership of the Society may be made at any time accompanied by the first annual subscription, for which a receipt will be issued.
- 2.7. Payment of subscriptions may be made to nominated Road Representatives who have the authority of the Committee to collect them on behalf of the Society, or to any Committee Member or person nominated by the Committee to collect subscriptions.

- 2.8. The Committee may enter into arrangements with any person or committee, representing a group of residents, for such residents to be admitted to membership of the Society on payment of such group subscription as may be deemed appropriate by the Committee.
- 2.9. Members of the Society whose subscriptions are in arrears for six months or longer may cease to be members of the Society at the discretion of the Committee.
- 2.10. Members shall receive such newsletters, flyers or other notices as may be issued on behalf of the Society by the Committee.

### **3. MANAGEMENT**

- 3.1. The Management of the Society and its funds shall be entrusted to its Officers and its Committee.
- 3.2. With a view to encouraging further membership of the Society or to promoting the interests of residents in the Ward, the Committee may, at its discretion, provide all residents of the Ward with newsletters, flyers or other notices covering matters of specific interest to them.

### **4. COMMITTEE**

- 4.1. The Committee shall consist of up to twelve members who shall be elected at the Annual General Meeting to serve for one year when they shall automatically retire. All Committee members shall be eligible for re-election if desired.
- 4.2. The Officers shall be Chairman, Secretary and Treasurer. In addition, there may be a Membership Secretary and a Vice-Chairman and they shall be Officers on the same terms as stated herein.
- 4.3. The Society shall elect an Honorary Auditor for the forthcoming year at the preceding Annual General Meeting, however the Committee may appoint an Honorary Auditor to fill any casual vacancy and that Hon. Auditor shall be eligible for election at the next Annual General Meeting.
- 4.4. Each Officer shall be elected from and by the Committee at its first meeting after the Annual General Meeting and/or at any point thereafter as deemed appropriate by a vote of the Committee. The elected Officers shall hold office until the next election by the Committee. All retiring Officers shall be eligible for re-election if desired.
- 4.5. The Committee may co-opt additional members and fill any vacancy occurring by retirement or otherwise and such appointments shall be effective until the next General Meeting.
- 4.6. The Committee shall have the power to co-opt other non-voting members if required.
- 4.7. The Committee shall have the power to appoint an Honorary President. Any person nominated for this position shall have given exceptional service to the Society over a considerable length of time and their nomination shall be proposed to the Committee for a vote by the Committee. The position of Honorary President shall be for a term of three years and, although there are no specific duties to be performed, the Committee could request the Hon. President to undertake a specific task. The Hon President may attend Committee meetings if they so wish but will have no voting rights.
- 4.8. The quorum for a Committee meeting shall be five members in good standing.
- 4.9. Decisions of the Committee shall be by a simple majority of members present and voting but, in the event of a tie, the Chairman of the meeting shall have an additional casting vote.
- 4.10. Committee Meetings may be held as may be deemed necessary by the Officers of the Society. Between committee meetings, committee business may be conducted using electronic communications. All committee members should be included and the business would be recorded at the following committee meeting.
- 4.11. A special Committee Meeting may be called on application to the Secretary by not less than three members of the Committee. Such meeting must be held within fourteen days of the application being received by the Secretary.

- 4.12. The Committee may appoint a sub-committee to promote social functions, fund raising events and other activities which in the opinion of the Committee will promote the Society's financial and other interests.
- 4.13. Nominations for Committee members must be submitted to the Secretary in writing, duly proposed and seconded, not less than seven days prior to the date of the Annual General Meeting. The consent of the nominee must have been confirmed in writing. The Chairman may receive nominations for membership of the Committee at the Annual General Meeting only if the minimum number of nominations has not already been received as above. If more than twelve nominations for membership of the Committee are received, election shall be by ballot.
- 4.14. No member or employee of Epsom and Ewell Borough Council or of Surrey County Council who holds a politically restricted post, as defined by the Local Government and Housing Act 1989, shall be eligible for election as a member of the Committee.
- 4.15. Any Committee member who is felt by the majority of the Committee to be either actively involved in public activity connected with any national political party or acting contrary to the Rules and Objectives of this Society must undertake to refrain from such activity whilst holding office. If the Committee finds that this undertaking has not been adhered to, the member will be asked to resign. In the case of a tied vote, the Chairman for the time being shall have a casting vote.
- 4.16. The Chairman and one other Committee member nominated by the Committee may represent the Society at meetings of the Standing Committee of Residents' Associations ("SCoRA").

## **5. GENERAL MEETINGS**

- 5.1. An Annual General Meeting of the Members of the Society shall be convened and held in the month of February or March each year. Fourteen days' notice of such meeting shall be sent to every member of the Society, together with an agenda, any proposed resolutions and the Society's annual report.
- 5.2. Only those resolutions that have been received in writing by the Secretary, duly proposed and seconded, by 15th January shall be considered at any Annual General Meeting. The Chairman of the Meeting may, in exceptional circumstances, waive compliance with this rule if a motion to that effect is approved by two thirds of the members present and voting.
- 5.3. The quorum for the Annual General Meeting shall be twenty members of good standing.
- 5.4. Decisions of the Annual General Meeting shall be made by a simple majority of members present and voting by show of hands. The Chairman shall have an additional casting vote in the event of a tie.
- 5.5. Extraordinary General Meetings may be convened by the Committee at any time with such notice as the Committee may in the circumstances deem sufficient.
- 5.6. The Secretary shall call an Extraordinary General Meeting when required to do so by receipt of a requisition signed by at least twenty members of the Society or by a two thirds vote of the Committee. The requisition shall state the nature of the business to be transacted at such Extraordinary General Meeting.
- 5.7. No resolution shall be passed at any such Extraordinary General Meeting unless two thirds of the members present and voting shall be in favour. No business other than that specified in the notice convening the meeting may be transacted at an Extraordinary General Meeting.
- 5.8. The Chairman of any such meeting shall have a casting vote.

## **6. FINANCES**

- 6.1. The financial year shall be from 1st January to 31st December.
- 6.2. The Treasurer shall keep adequate records and books of account and an audited statement of such accounts shall be presented for adoption at the Annual General Meeting.
- 6.3. A Hon. Auditor, or Auditors, shall be elected at the Annual General Meeting for the ensuing year. (See 4.3)

## **7. PUBLIC ELECTIONS**

- 7.1. The Committee shall appoint a “selection sub-committee” who shall be responsible for the recommendation of candidates for election to the Borough Council. No candidate will be adopted prior to approval from the full Committee.
- 7.2. The Committee is empowered to co-operate with other Residents’ Associations and similar bodies holding an interest in the selection of candidates for County Council Elections.
- 7.3. Where practical, the Committee’s recommendation will be put to a General Meeting for approval or selection (as appropriate) by the members present and voting.
- 7.4. The Committee should not consider for adoption as a candidate for Borough Councillor or County Councillor any person who is deemed to be carrying out active or public activities connected with any national political party nor any individual acting contrary to the Rules and Objectives of this Society.
- 7.5. Any candidate or candidates adopted by the Society will be entitled to reimbursement of all or part of their reasonable election campaign expenses. Where other Residents’ Associations or similar bodies hold an interest in the election, there must be consultation with them. This is designed to ensure that reimbursement by this Society is restricted to a fair proportion of the total reimbursements.

## **8. ADDITIONS AND ALTERATIONS**

- 8.1. No alteration or addition shall be made to any of these Rules except at an Annual General Meeting or at an Extraordinary General Meeting called for that purpose.
- 8.2. Any alterations, additions or deletions shall require that two-thirds of the members present and voting shall be in favour.

26.3.14