

# The River Deben Association - Revised Constitution

*approved at the AGM on April 20th 2011*

## **1 AIM**

To protect and conserve the character, beauty and environment of the River Deben.

## **2 OBJECTIVES**

2.1 To encourage proposals to safeguard the river and to support appropriate future developments.

2.2 To resist proposals which could have a detrimental impact on the river and its environs.

2.3 To endeavour to influence the outcome of disputes / differences of opinion in a way which will maximise the benefits to the river and its environs.

2.4 To establish and maintain working relationships with local authorities and other regulatory bodies.

2.5 To establish contact and foster co-operation with river users and other interested groups.

## **3 MEMBERSHIP**

3.1 There are three categories of membership: Individual, Couple, and Group (i.e. any group with an interest in the river and supporting the aims of the RDA)

3.2 Application for membership shall be made to the Secretary and the applicant shall be admitted on payment of the relevant subscription.

3.3 Subscriptions will become due on joining the Association and on 1<sup>st</sup> April each year. This date is the start of the membership year.

3.4 A Committee member nominated by the Committee shall keep a unique register of members' addresses, telephone numbers and email addresses.

3.5 The membership list will not be made available to any other organisation.

3.6 Members shall notify the committee of their resignation.

3.7 Membership may be annulled should a member's subscription fall into arrears.

## **4 THE COMMITTEE**

4.1 The affairs of the Association shall be conducted by the Committee.

4.2 The Committee shall have the power to conduct bank accounts and take other such actions as are necessary to manage the business of the Association.

4.3 The Committee shall consist of the following officers: Chairman, Vice-Chairman, Secretary, Treasurer and up to twelve Ordinary Members.

4.4 The Committee shall have the power to co-opt up to four additional members to the Committee.

4.5 Ordinary Members should include wherever possible representatives from groups with an interest in the River Deben.

4.6 Ordinary Members may serve for three years and may stand for re-election after that period.

4.7 Co-opted members must stand for election at the next AGM.

4.8 The Chairman shall not serve for more than three years consecutively.

## **5 ELECTION OF OFFICERS AND COMMITTEE**

5.1 At the Annual General Meeting (AGM) the members shall elect the Officers, the Ordinary Members standing for re-election and new Ordinary Members.

5.2 The notice for the AGM shall list vacancies and nominations. Nominations must be sent in writing to the Secretary before or at the AGM. They must include the candidate's written consent to stand and must be signed by the nominee.

## **6 COMMITTEE MEETINGS**

6.1 The Committee shall meet at least four times a year. One meeting will review the accounts for the year submitted by the Treasurer.

6.2 Minutes will be kept of the business of the meetings.

6.3 The Committee shall decide what is reasonable notice of a committee meeting.

6.4 In the event that neither the Chairman nor the Vice-Chairman is present at the meeting, the Committee shall elect an acting Chairman for the meeting.

6.5 A quorum shall consist of five members of the Committee.

## **7 FINANCE**

- 7.1 All monies shall be passed to the Treasurer who shall maintain the necessary accounts in the name of the Association.
- 7.2 The signatories to cheques shall be the Treasurer and either the Chairman or Vice-Chairman.
- 7.3 The Treasurer shall advise on the financial welfare of the Association and prepare accounts which shall be presented for approval at a Committee meeting and at the AGM.
- 7.4 The accounts shall be examined by a suitably qualified person who shall not be a member of the Committee. The examiner will be approved at the AGM.
- 7.5 All expenditure by the Association must be approved by the Committee.
- 7.6 Committee members should not receive funds from the Association other than in exceptional circumstances. Any such payments must be approved by the Committee.
- 7.7 Incidental expenses incurred by a Committee member may be reimbursed at the Treasurer's discretion.
- 7.8 The annual subscription shall be approved at the AGM following a recommendation from the Committee.
- 7.9 Following a winding-up resolution, the remaining Association funds shall be disposed of to another organisation with comparable aims as agreed by the members present.

## **8 COMMUNICATION**

- 8.1 The Association will publish a newsletter or other review twice a year which will be sent to all members.

## **9 MEETINGS**

- 9.1 An AGM shall be held in the month of April each year.
- 9.2 The notice and agenda of the AGM shall be sent out to all members of the Association at least four weeks prior to the AGM date.
- 9.3 The AGM agenda shall include: Chairman's report, Treasurer's report, Election of Officers and Members of the Committee, Review of Annual Subscriptions, and any motion submitted by a member.
- 9.4 Motions from members received by the Secretary before the end of February will be included on the agenda and details circulated to members. Motions received after the end of February, other than motions concerning the constitution, will be put to the meeting at the discretion of the Chairman.
- 9.5 Motions concerning the Constitution will not be considered unless received before the end of February.
- 9.6 The Committee may at any time call an Extraordinary General Meeting (EGM), giving four weeks notice in writing to all members. The notice will include the business to be discussed and any motion to be put to the meeting.
- 9.7 A member may request an EGM by writing to the Secretary setting out the reasons for the EGM and any motions to be put to the meeting. Any motion shall be signed and dated by the member and 20 other members.
- 9.8 The Secretary will send a notice of the EGM to members giving at least four weeks notice of the meeting. The notice shall include any proposals or motions together with the comments of the Committee.
- 9.9 The Association shall bear the costs of the EGM unless the motion fails to get the support of 20% , in which case the member requesting the meeting shall reimburse the Association its costs. The committee reserve the right to demand an upfront deposit of up to 30% of the anticipated cost.
- 9.10 A quorum at all General Meetings shall consist of 20 members of the Association.
- 9.11 The members may resolve to wind up the Association at an AGM or EGM.

## **10 VOTING**

- 10.1 A 75% majority of the votes cast will be required for amendments to the Constitution and to wind up the Association.
- 10.2 A simple majority will be required for all other resolutions and decisions.
- 10.3 In the event that a member is unable to attend an AGM or EGM, he or she may vote on an agenda item by emailing or posting details of their wishes to the Secretary. These votes will be counted and included in the final decisions. No qualified postal votes will be accepted.
- 10.4 Individual and Group Members will be entitled to one vote; Couple Members have two votes.
- 10.5 Only members who have maintained their subscription will be entitled to vote.
- 10.6 The Chairman shall not vote unless there is an equality of votes, in which case the Chairman shall have the casting vote.
- 10.7 If the Chairman or Vice-Chairman is absent, the members may appoint a Chairman from the Committee for that AGM or EGM only.