

**THE SHORTLANDS RESIDENTS' ASSOCIATION**  
**Founded 1934**  
**RULES**

**1. Title**

The name of the Association shall be 'The Shortlands Residents' Association'. The Association shall be non-party political and managed on a not-for-profit basis.

**2. Definitions**

- (a) In these Rules the following words shall, except where the context otherwise requires, have the following meanings: –
- i 'The Association' shall mean The Shortlands Residents' Association.
  - ii 'The Association's boundaries' shall be those determined and reviewed from time to time by the Executive. A schedule of roads within the Association's boundaries shall be available to Members on application to the Secretary.
  - iii 'Resident' shall mean a person resident within the Association's boundaries.
  - iv 'Member' shall mean a Resident or non-Resident admitted to Membership under Rule 4.
  - v 'The Executive' shall mean the Executive Committee as referred to in Rule 5.
- (b) The Executive shall be the sole authority for interpretation of these Rules and its decision shall be final and binding.

**3. Objects**

The objects of the Association shall be: –

- (a) To promote and act in the interests of Residents, reflecting their views and concerns.
- (b) To hold the local authority, and where applicable its agents, accountable for its policies, decisions and actions so far as they affect Residents, either directly or indirectly.
- (c) To seek to develop a wide measure of co-operation between Residents and their elected council representatives.
- (d) To advise Residents of local issues affecting or likely to affect them.
- (e) To help Residents learn more about where they live in order to promote a greater interest in, and understanding of, the Shortlands area.
- (f) To undertake such matters or acts as are conducive to the attainment of the above objectives.

**4. Membership and Subscriptions**

- (a) Residents and non-Residents 18 years of age and over are eligible for Membership. The Executive shall consider an application from a non-Resident for Membership and may approve or decline at their discretion based on mutuality of interest. Any Member shall be eligible for election to the Executive.

- (b) Members shall be bound by the rules of the Association, a copy of which may be obtained on application to the Secretary.
- (c) The minimum yearly subscription shall be the amount agreed at an Annual General Meeting of the Association.
- (d) The financial year of the Association shall be the period of 12 months ending 31<sup>st</sup> December.
- (e) Subscriptions shall be paid on admission to Membership and subsequently within each financial year. Compliance with this Rule shall constitute Membership of the Association.
- (f) In the event of a Member's subscription continuing to be in arrears six months after issue of a written reminder sent by the Membership Secretary, the Executive may remove that name from the register of Members.
- (g) A Member may attend and speak at a general meeting of the Association and shall be eligible to vote.

## **5. Management**

- (a) Except where these Rules provide otherwise, the management of the Association shall be vested in the Executive, which shall have full power to carry out the objectives of the Association and all matters incidental thereto.
- (b) The Executive shall consist of not more than fifteen nor fewer than five Members and shall be elected at the Annual General Meeting. The Treasurer, Secretary and Membership Secretary shall be Members of the Executive and shall be elected by Members at the Annual General Meeting.
- (c) The Executive shall retire at the Annual General Meeting but be eligible for re-election.
- (d) Nominations for election shall be in writing, proposed and seconded by two Members and shall be received by the Secretary not less than ten days prior to the date of the Annual General Meeting together with the nominee's written consent to serve.
- (e) In the event there are multiple nominations for a post, the election shall be determined by a vote of those Members in attendance at the meeting, the form of which shall be at the discretion of the Chairman of the meeting.
- (f) At its first meeting following the Annual General Meeting the Executive shall appoint a Chairman, Vice Chairman, Communications Officer and Development Officer as members of the Executive.
- (g) To be quorate Executive meetings are required to have five Executive Members present.
- (h) The Executive shall have powers to: –
  - i appoint or co-opt a Member to fill a casual vacancy or as an addition to the existing Membership of the Executive but so that the total number shall not exceed the number stated in section (b) of this Rule.
  - ii invite any Member or non-Member to assist or advise it for any special purpose including the engagement of paid professional advisers.

- (i) When in local government elections the Executive considers the election of any particular candidate would assist in promoting the objects of the Association, it may call a Special Meeting of Members to approve or reject such recommendation. No such recommendation may be made in connection with Parliamentary elections.
- (j) No serving councillor of the London Borough of Bromley, or any successor authority, may seek election to, or continue to be a member of, the Executive.
- (k) Subject to sub-clause (h)ii above all Executive posts shall be unpaid save for reimbursement of reasonable expenses.
- (l) The responsibilities of the Executive shall be: –
  - i to meet on at least four occasions in each calendar year.
  - ii to provide for the efficient and effective management of the Association, including its finances.
  - iii to comply with statutory obligations and the rules of the Association.
  - iv to receive reports from each officer of the Association at each meeting of the Executive. The report of the Treasurer shall be in writing.

## **6. President and Vice Presidents**

The Executive may appoint a President and Vice President from persons who, in the opinion of the Executive, have made a particular contribution to the community.

## **7. Liaison Officers**

Liaison Officers shall be those Members appointed by the Executive to assist in promoting the aims and objectives of the Association, with particular reference to communication with its Members.

## **8. Officers**

- (a) The officers of the Association shall be the Chairman and Vice Chairman of the Executive together with the Secretary, Treasurer, Membership Secretary, Communications Officer and Development Officer.
- (b) Only Members are eligible for election as officers.
- (c) Officers shall hold office until the following Annual General Meeting when they shall retire but remain eligible for re-election, unless otherwise becoming ineligible.
- (d) The Chairman (and in his/her absence the Vice Chairman) shall: –
  - i ensure that the Association delivers its agreed objectives efficiently and effectively, within the rules of the Association.
  - ii ensure that the officers act with propriety and in the best interests of the Association.
  - iii act as the Association's principal spokesman and as its representative in discussions with locally elected councillors, officers and other organisations and individuals with which the

Association seeks to work or influence.

- (e) The Treasurer shall: –
  - i receive all monies belonging to the Association and, with prior authorisation of the Executive, pay all expenses properly incurred on its behalf.
  - ii maintain financial records sufficient for the purposes of the Association and hold them available for inspection upon request.
  - iii prepare annual accounts for inspection by the Association's Examiners and subsequent adoption at the Annual General Meeting.
  
- (f) The Secretary shall: –
  - i support the Chairman in ensuring the effective functioning of the Executive, Annual General Meetings and Special Meetings, minuting those meetings and maintaining records of such meetings.
  - ii maintain effective records of the administration of the Association.
  - iii act as the Data Protection Officer for the Association, as required by data protection legislation.
  - iv ensure that the Association is appropriately insured against public liability.
  
- (g) The Membership Secretary shall: –
  - i produce and maintain records of members and subscriptions.
  - ii encourage new Members to join the Association.
  - iii collect subscriptions as and when appropriate on behalf of the Treasurer.
  - iv be the principal line of communication with Liaison Officers.
  
- (h) The Development Officer shall: –
  - i produce a regular report for the Executive showing planning decisions, applications and appeals within the Association's area.
  - ii consider planning issues in other parts of the London Borough of Bromley, where appropriate, and draw those to the attention of the Executive.
  - iii liaise with Residents, councillors and Bromley Council Planning Department in respect of applications on which the Executive decides to make a submission.
  - iv at the discretion of the Executive pursue such other matters as may affect Residents.
  
- (i) The Communications Officer shall: –
  - i edit, schedule and manage advertising for the Association's newsletter.
  - ii act as the principal Association representative in liaison with the police on local law and

order issues.

- iii liaise with local media regarding views of the Association and its activities and seek to promote the activities of the Association through local communication.
  - iv organise events in and around Shortlands for the benefit of Residents.
  - v act as gatekeeper to the Association website and liaise with other members of the Executive in respect of electronic communications.
- (j) The Executive may, at its discretion, vary the responsibilities of the officers.

## **9. Examiners**

Two suitable persons, who are not members of the Executive, shall be elected at the Annual General Meeting to examine and report on the financial records and annual accounts of the Association.

## **10. Meetings**

- (a) The Annual General Meeting of the Association shall be held no later than 30th April in the year following each financial year when the Chairman shall report on the work of the Association since the previous Annual General Meeting.
- (b) A receipts and payments account for the preceding financial year and a balance sheet prepared as at the year end, together with the report of the examiners, shall be submitted for adoption to the Annual General Meeting.
- (c) A Special Meeting may be called at any time, either by written application to the Secretary by not less than fifty Members to contain the text of any proposed resolution, or by the Executive as it deems necessary. This sub-clause shall not apply in the event of the proposed dissolution of the Association referred to in clause 12 below.
- (d) Not less than fourteen days notice shall be given to Members in the case of the Annual General Meeting and not less than seven days notice in the case of a Special Meeting.
- (e) The accidental omission to give notice to, or the non-receipt of notice by, a Member shall not invalidate the proceedings of any meeting.
- (f) Notice of a resolution proposed to be passed at any meeting shall be sent in writing, duly seconded, to the Secretary not less than seven days before the Annual General Meeting and not less than forty-eight hours before any other meeting of the Association.
- (g) The quorum for a Special Meeting shall be fifty Members present at the time it proceeds to business. If, within a quarter of an hour from the time appointed for the meeting, a quorum is not present, the meeting shall not proceed.
- (h) For the Annual General Meeting the Members present shall constitute a quorum.
- (i) The Annual General Meeting shall include such business as the Executive shall deem appropriate.

## **11. Voting**

- (a) Except as otherwise provided in the Rules, the decisions of the Association in general meetings

shall be determined by majority vote.

- (b) The form of voting shall be at the discretion of the chairman of the meeting, each Member being entitled to one vote.
- (c) In the event of a tie, the chairman of the meeting shall have a casting vote.

## **12. Dissolution of the Association**

- (a) A resolution to dissolve the Association may be proposed: –
  - i by a member of the Executive, or
  - ii by written application to the Secretary (or, in the absence of the Secretary, to any other member of the Executive) by not less than thirty Members. This should contain the text of the proposed resolution.
- (b) A resolution to dissolve the Association can only be passed at an Annual General Meeting or a Special Meeting. Such a resolution must be passed by not less than three-quarters of those present and eligible to vote.
- (c) Subject to satisfying proper debts and liabilities, it shall be for the Members of the Association present at the meeting, at which the resolution to dissolve the Association has been passed, to decide by majority vote how any remaining assets of the Association shall be distributed consistent with the objects of the Association.

## **13. Alteration of the Rules**

These rules may be altered by a resolution passed by not less than three-quarters of those present and eligible to vote at a Special Meeting or an Annual General Meeting.

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