

**CRAWLEY DOWN RESIDENTS ASSOCIATION**  
**The Crawley Down Residents Association Constitution**  
**As Approved at the EGM on Tuesday 19<sup>th</sup> March 2019**

1. The Association shall be called the Crawley Down Residents Association (CDRA) and shall be non-political and non-sectarian.
2. The objects of the association are:
  - a). Safeguard the interests of residents
  - b). Assist residents in matters affecting the community
  - c). Stimulate interest in local affairs
  - d). Promote the quality of life in the Village by organising events and social occasions
  - e). Give financial assistance to local organisations subject to conditions to be determined by the executive committee from time to time.
3. Membership shall be per household and the household may be represented by any persons of voting age. Membership may also be extended to people living outside of Crawley Down who have a particular interest in the village.
4. The annual subscription will normally be set at a rate approved at an EC meeting at which all the officers are present. Honorary membership may be given under special circumstances at the discretion of the committee. The full annual subscription runs from 1<sup>st</sup> March each year, and is payable on joining and thereafter on this date. 2019/20 will be a transitional period for all existing members to move to the annual subscription date, but from 1<sup>st</sup> March 2020 it will be fixed annually.
5. The Management of the Association is vested in an Executive Committee consisting of not more than 20 paid-up and honorary members elected annually at the AGM. The EC may set up Sub-committees and delegate powers to them whenever this is deemed useful. The EC is empowered to co-opt paid-up members with specialised knowledge or abilities to the EC and Sub-committees. Co-opted members may only serve on the EC for 6 months. This period may be extended, if necessary, at the discretion of the full members of the EC. A Co-opted member's position may be ratified at an AGM
6. Day to day running of the Association is vested in a number of Officers drawn by election from the membership of the EC. The minimum number of officers shall be three - Chairman, Hon Secretary and Hon Treasurer. Optionally there may also be a Vice-Chairman. Only Officers may be authorised signatories of Association cheques. The appointment of Officers must be ratified at the next AGM or Extraordinary General Meeting (ECM). Should it be deemed necessary then the EC may appoint additional officers at any time in addition to the three specified.
7. The EC may remove at its discretion a full or co-opted member of the EC if any of the following apply:
  - a). The member has made comments or carried out actions that are likely to bring the CDRA into disrepute.
  - b). The member had failed to attend 3 consecutive meetings (Committee, EGM or AGM) without submitting apologies.
  - c). The member has failed to attend 6 consecutive meetings (Committee, EGM or ACM) whether or not apologies have been submitted.
8. Additional to the provisions of Rule 7, membership of the committee whether as a full member or co-opted shall be terminated if:
  - a). The member ceases to be a fully paid-up member of the CDRA
  - b). The member gives notice in writing of the intention to resign from the committee
  - c). In the opinion of the remainder of the committee the member is inadequate or incapable in carrying out duties expected
  - d). At an AGM or EGM a motion of no confidence in passed in respect of the member

9. The EC is authorised to appoint temporary successors to Office holders who retire in midterm.
10. At the A.G.M., all members are eligible to stand for committee & executive positions. An election will be necessary if more than one person wishes to take any post, or if more than 20 members in total wish to sit on the committee.
11. The EC is empowered to act on behalf of the Association in all matters pertaining to the objects of the Association and to pledge the support of the Association to such individuals or causes as they consider might reasonably further the objects of the Association.
12. The Executive Committee is to arrange the date, time and place for meetings and is responsible for publishing notice to members. All members may attend the first 15 minutes of any Executive Committee meetings to raise any issues of concern.
13. The AGM of the Association is to be held on a date to be arranged by the EC, but shall be within 8 weeks of the end of the Association year. Not less than 15 days notice, inclusive of the date of posting the notice of the meeting, must be published. Annual reports are to be presented by the Chairman and the Treasurer.
14. An EGM of the Association may be called by the EC whenever needed by giving not less than seven days notice, inclusive of the date of posting the notice of the meeting. An EGM must be held within 1 month of the secretary receiving written requests for an EGM by not less than five members of the EC or not less than 10 ordinary members of the Association. The Secretary is required to liaise with the Chairman as to the date, time and place of such an EGM.
15. At any open meeting (AGM or EGM) only one vote per household is permitted. At meetings of the Executive Committee or a sub-committee, all attending may vote. In the event of a tied vote, the Chairman of the meeting is to have a second, casting vote.
16. A quorum in line with the following four sub-clauses, is required to formalise the holding of any meeting:
  - a). Annual General Meeting - 10 members including at least 4 EC members
  - b). Extraordinary General Meeting - 10 members including at least 4 EC members
  - c). Executive Committee - four EC members
  - d). Sub-committees - three members, at least one of whom should be a member of the ECFor an AGM, EGM or EC then at least one member of the quorum must be an officer.
17. The Accounts of the Association may be audited by an Honorary Auditor if deemed to be necessary for any reason.
18. Any decision to terminate the CDRA may only be made at an AGM or an EGM. If, at any time and for any reason, the CDRA should cease to function as a competent body, the assets of the Association will need to be secured. If a Village Events sub-committee exists, and it is willing to accept, all properties of the CDRA shall be passed over to it. Also a sum up to a maximum of E3,000 will be passed to it in order to fund its promotion of village events. Should any other sub-committee exist at the time of cessation of CDRA, it will be considered for a grant to enable it to continue independently should it choose to do so. Any remaining money shall be handed to Worth Parish Council to be held in trust by it until another village representative body with similar aims to the CDRA, is formed.
19. The current Association year will run from 01 March to 29<sup>th</sup> February 2020 and subsequent years from 01 March to 28 February (29<sup>th</sup> for leap years).
20. The foregoing constitution may only be altered at an AGM or an EGM. Proposed alterations are to be submitted to the Secretary in writing at least 14 days before the AGM/EGM is held.

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