

Rules of the Association

Proposed Changes 9th April 2025

1 - NAME

1 (a) The name of the Association shall be the RUISLIP RESIDENTS' ASSOCIATION.

2 - STATUS

2 (a) The Association shall be a Non-Profit Organisation. Officers and Committee members shall receive no monies or benefits-in-kind, other than reasonable expenses agreed by the Committee.

3 - OBJECTS

3 (a) The objects of the Association shall be, on behalf of the residents of Ruislip and Ruislip Manor, to consider issues affecting or likely to affect the community and in particular to preserve, maintain and improve the character and amenities of the Ruislip and Ruislip Manor areas by taking whatever action is decided by the Officers, Committee or Members of the Association in accordance with the Rules of the Association. In so doing the Association shall have no political or religious affiliations.

4 - MEMBERSHIP

4 (a) Membership of the Association shall be open to all residents of Ruislip and Ruislip Manor on payment of the prescribed membership fee.

5 - SUBSCRIPTION

5 (a) The subscription for membership of the Association shall be of such amounts as shall be determined by the Association in General Meeting and payable annually.

6 - PRESIDENT AND VICE-PRESIDENTS

6 (a) There shall be a President of the Association elected by the members at an Annual General Meeting.

6 (b) A Vice-President may be elected at any General Meeting in recognition of his or her services to the Association.

7 - OFFICERS

7 (a) The Officers of the Association shall consist of the Chair, Vice-Chair, Treasurer, Secretary, Chief Road Steward and Deputy Chief Road Steward.

8 - COMMITTEE

8 (a) - Constitution

8 (a) (i) The Committee of the Association shall consist of the President and Officers listed in Rule 7 together with not more than twelve other members of the Association.

8 (a) (ii) The President and Vice-Presidents act as members of the Committee, with the power to vote, without prejudice to the numbers given in Rule 8 (a) (i) above.

8 (a) (iii) Councillors representing the Ruislip and Ruislip Manor areas shall be invited to act as ex-officio members of the Committee but shall have no power to vote.

8 (b) - Sub-Committees

8 (b) (i) The Committee shall have the power to constitute any sub-Committee or advisory panel and to co-opt persons for consultation or other purpose that, from time to time, may be considered necessary. Such persons shall have no power to vote unless as a member of the full Committee. The Committee shall have the power to dissolve any such sub-Committee. Final authority rests with the full Committee.

8 (c) - Co-option

8 (c) (i) The Committee shall have the power to co-opt not more than three additional members in order to provide representation of a particular local interest or any other part of the district not otherwise represented or as determined by the Committee from time to time.

8 (d) - Casual Vacancies

8 (d) (i) The Committee shall have the power to fill any vacancy that may occur.

8 (e) - Editor

8 (e) (i) The Committee shall appoint an editor of the Association's newsletter or journal. A member so appointed shall be a co-opted member of the Committee without power to vote unless already a member of the Committee.

8 (f) - Invitation

8 (f) (i) No member of the Association shall be invited to serve or be co-opted on to the Committee unless he or she has been proposed and seconded at a previous meeting of the Committee.

8 (g) - Attendance of Members

8 (g) (i) Any Officer or member of the Committee who fails to attend four consecutive meetings of the Committee shall cease to hold office or be a member of the Committee unless his/her absence be explained to the satisfaction of the Committee.

8 (h) - Quorum

8 (h) (i) The presence at any Committee of 50% of its membership, including at least two Officers, shall constitute a quorum.

8 (i) - Emergency Committee

8 (i) (i) Subject to Rule 13, an Emergency Committee may be convened at any time by the Chairman, and if unavailable, by the Vice-Chairman. Such a Committee shall consist of at least three of the Officers referred to in Rule 7 who shall be empowered to deal with any matter of urgency and shall report such actions to the following meeting of the Committee.

9 - ELECTION OF OFFICERS AND COMMITTEE

9 (a) The Officers and Committee shall be elected at the Annual General Meeting or at some adjournment thereof.

9 (b) The names of the candidates for election, duly proposed and seconded in each case by two members of the Association (who must have secured the candidate's assent to the proposal), shall be notified to the Secretary by the date announced as provided for in Rule 15 (b). This Rule may be varied at the discretion of the Chairman at the meeting.

9 (c) The tenure of any and every Office (except that of the President and Vice-President) shall be for one year expiring at the end of the Annual General Meeting, but any retiring Officer or member of the Committee shall be eligible for re-election to the same office or for election to any other office.

9 (d) The Committee shall have power to fill any vacancy on the Committee (other than President) as necessary until the next Annual General Meeting, subject to Rule 8 (f).

9 (e) For the purpose of examining the accounts of the Association either two persons or a firm of Accountants shall be appointed by the Committee.

10 - DUTIES OF OFFICERS

10 (a) - Chair and Vice-Chair

10 (a) (i) The Chair or Vice-Chair shall preside at all General and Committee Meetings of the Association including any Emergency Committee meetings. In the event of their absence from any meeting, the members present shall elect one of their number to act as Chairman. The presiding Chairman shall, in addition to his/her vote as a member of the Association or Committee, have a casting vote.

10 (b) - Treasurer

10 (b) (i) The Treasurer, with such assistance as from time to time be approved by the Committee, shall receive all monies, pay all accounts, and act under the general direction and by the authority of the Association. He/she shall keep a proper account of all receipts and payments, and once a year shall prepare a full statement of all financial transactions during the year ended 31st December. This statement shall be examined by the appointed examiners and shall be presented for adoption at the Annual General Meeting.

10 (c) - Secretary

10 (c) (i) The Secretary, with such assistance as from time to time be approved by the Committee, shall conduct all correspondence, give all requisite notices, and act under the general direction and by the authority of the Association.

10 (d) - Chief Road Steward and Deputy Chief Road Steward

10 (d) (i) The Chief Road Steward with the assistance of the Deputy Chief Road Steward and such other assistance as from time to time be approved by the Committee shall organise the district into areas and appoint for each an Area Steward and shall appoint a requisite number of Road Stewards.

11 - DUTIES AND POWERS OF THE COMMITTEE

11 (a) The affairs of the Association shall be vested in the Committee which shall be subject to the authority of members in a General Meeting.

11 (b) The Committee shall have the power to discuss and (at its discretion) to take interim action on any matter falling within the scope of the Association's activities as defined by the Objects.

11 (c) At each Annual General Meeting the Chair or Secretary shall submit a report of the Association's progress and activities during the past year.

12 - FINANCIAL MATTERS

12 (a) All monies received from subscriptions and donations shall be deposited in the name of the Association with a UK-regulated financial institution.

12 (b) All payments drawn on the Association's funds and withdrawals from any of the Association's account(s) shall be authorised by any two of the following Officers: Chair, Vice-Chair, Treasurer and Secretary.

12 (c) For the provision of services such as the electronic collection of subscriptions, donations or other payments the Association can, with the approval of the Committee, enter into a legal agreement with a service provider that allows automatic fund transfers in both directions. These transfers do not need further approval.

13 - PERSONAL INTERESTS OF OFFICERS

13 (a) If the President, Vice-President, Officers or Members of the Committee have a fiscal interest in any matter which is the business of the Association, they shall declare such interest to the Secretary (or in the case of the Secretary to the Chair) who shall keep a

record of such declarations. They shall take no part in any discussions of the Committee relating to the matter and shall not be allowed to vote on any proposals relating thereto. Further, they shall not be a member of any Emergency Committee constituted for discussing such a matter.

14 - MEETING OF THE COMMITTEE

- 14 (a) The Committee shall meet on a regular basis not less than eight times during each year.
- 14 (b) Emergency Meetings of the Committee may be called at any time at the requisition of the Chair, Vice-Chair, Secretary or any three members of the Committee.

15 - GENERAL MEETINGS

15 (a) - General Meetings and Annual General Meeting

- 15 (a) (i) General Meetings of the Association shall be held at least twice a year at dates determined by the Committee. One of these meetings shall be the Annual General Meeting.

15 (b) - Notice

- 15 (b) (i) Not less than eight weeks before it is to be held, the Secretary shall announce the date and venue of any General Meeting, which will then be published on the Association's website.
- 15 (b) (ii) Propositions or motions for voting should be made known to the Secretary at least 14 days before the General Meeting and be published on the Association's website.
- 15 (b) (iii) Any nominations for election as Officers, or to the Committee, duly seconded should be received by the Secretary at least 14 days before the Annual General Meeting.

15 (c) - Quorum

- 15 (c) (i) At every General Meeting forty members shall form a quorum.

15 (d) - Extraordinary General Meetings

- 15 (d) (i) Upon the requisition of twenty members of the Association delivered in writing to the Secretary and specifying the matter to be discussed, the Secretary shall convene an Extraordinary General Meeting of the Association at the earliest possible opportunity.
- 15 (d) (ii) The Emergency Committee shall have the power to call an Extraordinary General Meeting of the Association at any time.

15 (e) - Open to Visitors

- 15 (e) (i) The General Meetings of the Association shall be open to any visitors, unless the Chair shall direct otherwise. Visitors, however, shall not have the power to vote on any motion, neither shall a visitor be permitted to speak as to any motion, unless in his absolute discretion, the Chair of such Meeting decides it is in the interests of the Association to be allowed.

16 - VOTING AT GENERAL MEETINGS

- 16 (a) Tellers, if necessary, shall be appointed by the Chair at the meeting.
- 16 (b) At all General Meetings voting shall be by show of hands.
- 16 (c) The Chair shall have a casting vote in addition to his/her vote as a member.
- 16 (d) Any proposition or motion shall be declared carried at a General Meeting if on a vote being taken a majority of the members present and voting are in favour.

17 - SUSPENSION OF MEMBERS

- 17 (a) Any member of the Association refusing to accept the ruling of the Chair may be expelled from a General Meeting on the vote of a majority of the other members present and voting.

18 - ALTERATION OF RULES

- 18 (a) No alteration of or addition to the Rules shall be made except at an Annual General Meeting or an Extraordinary General Meeting called for the purpose.
- 18 (b) Notice of any proposed alteration, addition, or amendment shall be given in writing to the Secretary by the date specified in Rule 15 (b).
- 18 (c) The members shall be given notice of a proposed alteration, addition or amendment of the Rules.

19 - MATTERS NOT COVERED BY THE RULES

- 19 (a) Any question which may arise in relation to the constitution, policy or activities of the Association and which shall be found to be not provided for in these Rules, may be dealt with under the discretion of the Committee, pending a decision of the next General Meeting of the Association.

20 - INTERPRETATION OF THE RULES

- 20 (a) The interpretation of these Rules shall be vested in the Committee, whose decision on any such interpretation shall be binding upon members of the Association. Any such decision shall be reported to the next General Meeting or Extraordinary General Meeting of the Association, when it may be amended if so decided by a simple majority of members present and voting.

21 - DISSOLUTION

- 21 (a) A resolution for the winding-up of the Association may be passed at a General Meeting by a bare majority of those present and voting but such resolution shall be subject to confirmation at an Extraordinary General Meeting convened for the purpose and held not earlier than 14 and not later than 30 clear days thereafter by more than two-thirds of those present and voting.
- 21 (b) In the event of the winding-up of the Association any surplus remaining thereafter shall be donated to some charity or charities determined by the Extraordinary General Meeting or in any other manner that the Extraordinary General Meeting may decide.