

Fetcham Residents Association



Rules

Revised June 2018

RULES

1. TITLE

The FETCHAM RESIDENTS ASSOCIATION shall by that name be an unincorporated association (hereinafter referred to as "the Association").

2. MEMBERSHIP

- (a) Each residential address in Fetcham shall be eligible to become a member of the Association and membership shall be by household with a minimum of one subscription being paid by a representative of the household. Herein after all references to membership shall be deemed to refer to the address, the occupants of which shall collectively have one vote upon policy or elective decisions of the Association, which shall be cast by one adult representative of the household irrespective of how many subscriptions/donations have been paid from that address. Eligibility for membership of the Association may also be extended to the address of a person who is accepted by the Executive Committee to have a legitimate interest in Fetcham including that of a business nature.
- (b) The occupants of any address becoming a Member of the Association shall be deemed to have thereby agreed to be bound by these rules and by any alteration thereof duly made (whether before or after they became a member) in accordance with the provisions therein contained as to such alterations.

3. ANNUAL SUBSCRIPTION

- (a) Annual subscription runs from 1st April to 31st March each year.
- (b) In order to be a Member of the Association a subscription by at least one representative at that address shall be paid annually.
- (c) Renewals can be made anytime between 1st March of the outgoing year and the 1st June of the new year. If the subscription for an existing membership address has not been renewed by the first day of June, the membership for that address shall be regarded as having lapsed. Subscriptions to join and/or to re-join can however be paid at any time throughout the membership year.

4. OBJECTS

The objects of the Association shall be:-

- (a) To consider from time to time the expenditure and work of public authorities exercising functions within Fetcham.
- (b) To discuss and to take such action, without sectarian or party bias, as may be considered by the Association to be advisable for the purposes of protecting and furthering the interests of residents.
- (c) To consider any matter of total interest to the residents or traders of Fetcham and to take any action appropriate.
- (d) To provide an information source and consultative link with public authorities regarding community issues such as planning/development, trees/open spaces, roads and traffic matters, maintenance of roads/footpaths/rights of way, public transport and community services such as policing, health, etc.

5. OFFICERS OF THE ASSOCIATION

The Officers of the Association shall be Members of the Association and would normally consist of a President, a Chairman, a Vice-chairman, an Honorary Treasurer, an Honorary Secretary, an Honorary Membership Secretary and an Honorary Solicitor.

6. EXECUTIVE COMMITTEE

- (a) Subject to any resolution passed at a general meeting of the Association, the affairs of the Association shall be managed by an Executive Committee consisting of the Officers and up to twelve other Members of the Association.
- (b) The Executive Committee shall have power to co-opt to membership of that Committee Members of the Association who shall hold office without any power of voting until the next succeeding Annual General Meeting or sooner as determined by the Executive Committee.
- (c) The officers of the Association and other members of the Executive Committee shall in every year be elected at the Annual General Meeting and shall hold office until their successors are elected in the next year. Any casual vacancy occurring among those officers or other members may be filled by a person appointed by the Committee until a new Committee is elected.
- (d) The Executive Committee shall meet at such times and places as may be notified by the Honorary Secretary upon the direction of the Chairman or any three other members of the Committee, and meetings of the Committee shall not be less than once every quarter.
- (e) Any member of the Executive Committee who fails to attend four consecutive meetings of the Committee shall, unless the Committee are satisfied that there was reasonable excuse for the failure, cease to be a member of the Committee.
- (f) Where the Executive Committee are satisfied that by reason of emergency it is necessary to do so, then the Committee shall have power to make any decision or take any action on behalf of the Association, so, however, that no decision so made or action taken shall be deemed to have been made or taken by the Association, unless it was authorised by a resolution in favour of which there voted not less than two-thirds of the members of the Committee present and voting.
- (g) The Executive Committee may at any time delegate, subject to such conditions as they think fit, to any special Committee constituted by them and consisting of Members the Association, any of their functions except the power to make decisions or take action on behalf of the Association.
- (h) A General Purposes Committee, consisting of the Officers of the Association, shall meet at a time and place notified by the Honorary Secretary upon the direction of the Chairman to discuss and make recommendations to the Executive Committee on matters referred to under Rule 8(d) and on any other matters not covered by any special Committee.
- (j) Two officers of the Association, together with not less than half of the number of the other members of the full Executive Committee shall form a quorum at any meeting of the Committee.
- (k) Representatives for the Fetcham wards on the Mole Valley District Council, Surrey County Council and co-opted members may be invited by the Committee to be ex-officio members of the Committee but shall not be entitled to vote at any meeting.

7. DUTIES OF HONORARY TREASURER, HONORARY SECRETARY AND HONORARY MEMBERSHIP SECRETARY

- (a) The Honorary Treasurer shall act under the direction of the Executive Committee and shall keep such books and accounts as they may direct.
- (b) A banking account/s shall be maintained in the name of the Association into which all monies shall be paid, and from which withdrawals shall be made.
- (c) The Honorary Treasurer shall prepare an annual account of the income and expenditure of the Association, which shall be certified by the independent examiner or examiners elected for the year in respect of which the account is prepared.
- (d) The Honorary Secretary shall act under the direction of the Executive Committee and shall keep minutes of meetings and the records of the Association as the Executive Committee may direct.
- (e) The Honorary Membership Secretary shall assist both the Honorary Treasurer and the Honorary Secretary in keeping an up to date record of the Members of the Association and organising the collection of subscriptions.
- (f) Road stewards, whose brief shall be to distribute notices, collect subscriptions etc., may be appointed by the Executive Committee whose members also act in that capacity.

8. ORDINARY AND SPECIAL GENERAL MEETINGS

- (a) An Annual General Meeting of the Association shall be held in every year at such place and at such time as may be appointed by the Executive committee that all Member's representatives are entitled to attend, each household having only one vote on matters requiring policy or elective decisions of the Association.
- (b) Notice of every general meeting, specifying the place and time thereof and indicating the nature of any extraordinary business to be transacted thereat shall be announced by notice on the Society Notice Board in the Village not less than seven days before the meeting and by other written and electronic notice accordingly as appropriate .
- (c) A special general meeting of the Association may be convened by the Executive Committee at any time, and, if at any time a requisition in writing signed by at least twelve separate representatives of Members of the Association and specifying the business to be discussed (being business comprised within the objects of the Association) is delivered to the Honorary Secretary, shall be convened by him within twenty-eight days after receipt of the requisition.
- (d) If a prospective candidate for election for membership of any local government authority exercising functions within Fetcham wishes to seek the support of the Association and intends to stand as an Independent candidate not affiliated to any political party, a written nomination duly seconded by a Member's representative must be submitted to the Honorary Secretary at least 30 days prior to the published date of the respective election.
- (e) Nominations so received will be considered by the General Purposes Committee and only if a candidate or candidates is/are considered to be worthy for recommendation shall a Special General Meeting be called at which a majority Membership approval by those representatives attending and entitled to vote is required for a candidate to obtain support by the Association.

9. PROCEDURE WITH REGARD TO GENERAL MEETINGS

- (a) General meetings of the Association shall be held at such places and at such times as may be appointed by the Executive Committee.
- (b) Any representative of a Member of the Association desiring to propose any motion at a general meeting of the Association shall give notice thereof in writing to the Chairman to accept that proposal.
- (c) The Chairman, or, in his absence, the Vice-chairman, shall preside at all general meetings of the Association, but if after the expiration of five minutes after the time appointed for any such meeting neither the Chairman nor the Vice-chairman is present the Member's representatives present may elect one of their number to preside at the meeting.
- (d) At every Annual General Meeting the Honorary Treasurer shall present for adoption the certified accounts for the preceding year, and at every Annual General Meeting the independent examiner or examiners shall be elected.
- (e) At every general meeting the Executive Committee shall submit a report of the work of the Committee since the last general meeting.
- (f) At all general meetings voting upon any question shall be by show of hands by a representative on behalf of each Member unless upon a question whether any persons shall be secured or supported by the Association as candidates or prospective candidates for election for membership of a local government authority, voting shall, if the number of such persons exceeds the number of vacancies, be by ballot of the Member's representatives present at the meeting.

10. EXPULSION OF MEMBERS

If at an Executive Committee meeting of the Association it is resolved by a three-quarters vote of those present and entitled to vote, that any representative of a Member of the Association has acted in a manner detrimental to the interests of the Association or otherwise such as to render them unsuitable to be a member of the Association, and shall for so long as the resolution remains un-revoked, be disqualified for membership of the Association.

11. ALTERATION OF RULES

Any alteration of these rules may be made by a resolution passed at an Annual General Meeting, or at a meeting specially convened for the purpose if, in either case, notice to the effect that the alteration of the rules will be proposed at the meeting has been duly advised to Members, but not otherwise. No resolution making any alteration in these rules shall be deemed to have been passed at any meeting unless there voted in favour thereof not less than two-thirds of the Members of the Association represented and present and entitled to vote.

12. INTERPRETATION OF RULES AND DETERMINATION OF QUESTIONS

- (a) In these rules, words importing the masculine gender import also the feminine gender, and except where the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.
- (b) References in these rules to any meeting shall, except in relation to any rules requiring notice to be given of any meeting or of any business to be

transacted thereat, be construed as including references to any adjournment of that meeting.

- (c) If any question arises as to the interpretation of these rules or as to any matter touching the affairs of the Association not provided for by these rules, the question shall be determined by the a two thirds majority of the Executive Committee present and entitled to vote, whose decision shall be final.

13. WINDING UP

In the event of the Association being wound up, the funds and assets thereof shall be disposed of as determined at a general meeting of the Association.

Confidentiality Statement

By the terms of our Rules, the information made available during the proceedings of the Executive Committee of the FRA is confidential. No reports of facts provided or of discussions or decisions reached or opinions voiced may be transmitted to or used by any other person, group or organisation for any purpose what-so-ever without the express permission of the Chairman and Vice-Chairman.

Such information is contained entirely in the Minutes of each meeting, which are prepared by the Hon. Secretary in collaboration with the Chairman and provided to all Committee Members and our local Councillors. They are the official record of these meetings and are themselves confidential and are solely for the guidance and record of those persons. These Minutes are not verbatim and will attempt to avoid reference to sensitive facts or un-attributable remarks made during meetings.

The Executive Committee reports only to the membership of the Association at the AGM each year and only its actions are reported, not its proceedings. No resident of Fetcham is entitled to receive any information from Committee meetings.

Unless all members of the Executive Committee respect this confidentiality, its members will not feel free to discuss topics openly. Our Councillors rely upon our discretion when they speak in confidence at our meetings upon aspects or details of subjects or matters not available to the general public, and should they be unable to do so their ability to perform their duties with respect to the membership will be curtailed.

Additionally; any responses/contact/correspondence made directly with residents/members, verbally by telephone or in writing, by a committee member should never include/pass on any personal details of a third party unless he/she has agreed they may do so. Particularly poignant with email correspondence, forwarding and threads involving multiple parties. The FRA policy for such correspondence would **always** be to use BCC as oppose to CC.

Equally private contacts of the Committee Members are private and for internal use only. There are not to be passed on to the public unless in agreement with the individual committee member. Our approved public channels of communications are the contacts as listed on our website.

All officers and members of the Executive Committee are required to abide by this Rule.

FRA EXPENSES POLICY

A statement showing the cost of local journeys, postage, telephone calls and/or other incidental expenses that are incurred will be submitted for authorisation.

Authorised expenses incurred by Officers and Members of the Executive Committee will be reimbursed upon submission of a written claim.

Extraordinary car journeys made on FRA business can be claimed for at a rate currently 40p per mile, alongside the reimbursement of associated parking charges if necessary.

Authorised personal costs that are claimed as they occur will be reimbursed as promptly as possible.

FETCHAM RESIDENTS ASSOCIATION

PRIVACY POLICY MAY 2018

How We Collect Information

We obtain information about you in a number of ways; when you use our website, for example, when you contact us via our an online contact form, or telephone, when you subscribe to our membership, manually or electronically or when you register to receive emails from us.

The Type of Information, that is collected

- Personal Information: If you make an online subscription payment, or register for membership, the information we collect might include your name, the first line of your address, telephone number and or email address.
- Transactional information: If you make an payment to us, and if online you will be redirected to a third party payment processor, who specialises in secure online processing of credit/debit card transactions.
- Other information you provide to us: such as in online contact us forms or via direct correspondence or telephone calls.
- Online usage information: When you visit or browse our website, information about that visit.

Most websites you visit will use cookies in order to track the performance and visits to a site in order to make improvements for the user. Our website www.fetchamresidents.co.uk may from time to time use cookies to monitor its usage. These cookies however do not store any personal information about you or your computer. In the same way our site may also make use of Google Analytics for online visitor tracking, you can read more about Google's own privacy policy at: <https://policies.google.com/privacy>.

What We Do with the information we gather

We will only use your personal information for legitimate FRA purposes, to administer your membership, provide an audit trail for your payment or to provide the services you have requested from us.

These will include some or all of the following:

- To provide you with the, information and services that you request from us.

- To send you messages and contact you by text, telephone or email, in response to your requests.
- To manage and renew your membership.
- If you consent, to provide you with additional community information and services by email.

Whenever we process data for these purposes we will ensure that we always keep your personal data rights in high regard. We will only collect the minimum information we require to provide you with our membership service. You do not have to give us any of your personal information, you reserve the right to simply make an anonymous donation. However in doing so we would naturally be unable to assign any membership service or monies to you. Equally if you gave us incorrect information you are unlikely to receive the full benefits of a member experience.

We will not share your information for marketing purposes with any other third party companies.

Marketing, Members Email Updates

If you have given us consent, we'll send you Members Updates by email containing local community information and latest news, possibly with links to third party websites. Residents who consent to receiving these emails will always have the option to 'unsubscribe' at any time via a link at the bottom of every email they receive.

General enquiries received online or otherwise are NOT automatically added to any marketing database and will not be sent unsolicited email without first being asked if you would like to 'opt in' to receive such material.

Keeping your information

We'll hold on to your information for as long as you have a membership with us, or as long as is needed to be able to provide the services to you that you have requested. If reasonably necessary or required to meet legal or regulatory requirements or for example you have been part of an ongoing joint community response, we may also keep hold of some of your information as required.

Controlling your personal Information

We want to make sure that your personal information is accurate and up to date. If you wish to delete or make changes to your personal details, you can do so at any time.

We request your consent to agree to receive members emails. If you consent but decide you would like to subsequently delete or make changes to your personal details, you can do so. You can also 'unsubscribe' to our emails at any time by following the link incorporated within each email. You have the right under data protection law to access information held about you and you can do so by contacting us at membership@fetchamresidents.co.uk

Your rights

Your rights relating to your personal information:

- The right to be informed about how your personal information is being used (like this privacy notice).
- The right to request access to the personal information held about you.
- The right to rectify inaccurate or incomplete personal data.
- The right to request that we delete your data.
- The right to withdraw consent and stop direct members email updates.

Sharing your information

We will endeavour to keep your details safe and will never sell your data on to any third parties. However, we do share data with the following categories of companies as an essential part of being able to provide our services to you, as set out in this statement:

- Payment service providers, whom we both partner to process your membership subscriptions such as Pay Pal.
- Professional service providers, such as mail chimp, and our website hosts who provide the platforms from which we deliver our information sources.
- Additional Companies whom we both partner and are approved by you, such as social media sites.

Links to other websites

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website www.fetchamresidents.co.uk. We therefore encourage you to read the privacy statements on any other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access those using links from our website.

Changes to our privacy policy

From time to time we may change our privacy policy to reflect how we are processing your data. We will always update the privacy policy on our website, so please try to read it when you visit the website. This privacy policy was last updated in May 2018.

Contact Us

If you have any other questions relating to your privacy with Fetcham Residents Association, please contact membership@fetchamresidents.co.uk or call 07833620744. Postal Address, 41 Pound Crescent, Fetcham, Surrey KT22 9JW.

