

SOUTHWOLD BEACH HUT OWNERS ASSOCIATION

(the “**Association**”)

CONSTITUTION

Adopted on

2026

1. NAME

The Association shall be known as the Southwold Beach Hut Owners Association.

2. TERMS OF REFERENCE

- 2.1 To represent the best interests of the owners of beach huts situated in Southwold, Suffolk.
- 2.2 To act as a link between members of the Association (“**Members**”) and relevant local authorities, agencies or bodies.
- 2.3 To make representations to relevant local authorities, agencies or bodies in relation to matters of concern or interest to the Association and/or to Members.

3. MEMBERSHIP

- 3.1 Membership of the Association shall be open to owners of beach huts situated in Southwold, Suffolk.
- 3.2 Where the ownership of any beach hut is held in the name of more than one person then one membership shall be held in the same names that appear on the tenancy agreement in respect of that hut.
- 3.3 Only one vote per membership may be cast on any resolution proposed at any general meeting of the Association (which for the avoidance of doubt shall mean that only one vote per hut (or only one vote where a Member owns more than one hut) may be so cast).
- 3.4 Only fully paid-up Members shall be entitled to vote at meetings of the Association, the Committee or any Sub-Committees of the Committee.
- 3.5 The Association shall maintain a register of Members. Any Member can request a copy of their entry on reasonable notice.

3.6 Membership of the Association shall cease upon:

3.6.1 the Member ceasing to be the owner of a beach hut situated in Southwold;

3.6.2 the Member resigning by notice in writing to the Secretary of the Association; or

3.6.3 the Member's annual membership fee remaining unpaid more than 30 days after the due date for payment (whether demanded or not).

4. MEMBERSHIP FEES

4.1 The membership year (and the financial year of the Association) shall run from 1 February in each year to 31 January in the following year.

4.2 The annual membership fee in respect of each year shall be due for payment on 1 February.

4.3 The Committee may recommend increases to the annual membership fee from time to time and for the time being but no such increase shall be effective unless approved by the Members in general meeting.

4.4 Any increase in the annual membership fee which is approved shall become effective at the start of the next membership year.

4.5 The annual membership fees received shall be managed by the Committee and shall be applied (without limitation) upon taking professional advice (where appropriate), meeting the costs of the Annual General Meeting of the Association and of meetings of the Committee and its Sub-Committees and upon reimbursing expenses incurred on the business of the Association by its Officers.

5. COMMITTEE

5.1 The policy and general management of the affairs of the Association (including without limitation liaison with relevant local authorities, agencies and bodies, the agreement of arrangements and prices for hut moves and the taking of professional advice when deemed appropriate) shall be delegated to a committee of Members which shall be elected at each Annual General meeting of the Association (the "**Committee**").

5.2 The Committee shall consist of the officers of the Association plus a maximum of seven additional committee members.

5.3 Nomination of candidates for election as officers and Committee members shall be made in writing to the Secretary not less than 28 days before each Annual

General Meeting. Each nomination must be proposed and seconded by an existing Member. The Secretary shall give the members of the association not less than 14 days' notice of such nominations before each Annual General Meeting.

- 5.4 Any vacancy on the Committee remaining unfilled at an Annual General meeting or arising during the course of a year may be filled by an appointment made by the Committee from amongst the Members.
- 5.5 If at any Annual General Meeting there are more candidates for election to the Committee than eleven, a vote shall be taken by secret ballot.
- 5.6 The Committee shall have power to co-opt further members to assist it in the discharge of its functions and responsibilities as it sees fit. Such co-opted persons (who may or may not be Members) shall serve in a non-voting capacity.
- 5.7 The Committee shall have the power to appoint such Sub-Committees as it may from time to time require and may determine their powers and terms of reference.
- 5.8 All Committee members shall be given at least 7 days' notice of a meeting unless an emergency meeting is required when 24 hours' notice shall be given.
- 5.9 The quorum for meetings of the Committee shall be four members present in person.
- 5.10 A meeting of the Committee or of any Sub-Committee may consist of a conference between members of the Committee or Sub-Committee who are not all in one place but each of which is able (directly or by telephonic communication) to speak to each of the others and to be heard by each of the others simultaneously. A member of the Committee or Sub-Committee taking part in such a conference shall be deemed to be present in person at the meeting and shall be entitled to vote or be counted in the quorum accordingly. Such a meeting shall be deemed to take place where the largest group of those participating in the conference is assembled, or, if there is no such group, where the chairman of the meeting then is. The word meeting in this constitution shall be construed accordingly.

6. OFFICERS

The Officers of the Association shall be its:

- 6.1 Chairperson;
- 6.2 Vice Chairperson;
- 6.3 Secretary; and

6.4 Treasurer.

7. GENERAL MEETINGS

- 7.1 The Annual General Meeting of the Association shall be held in August of each year. The business of the Annual General Meeting shall be to:
- 7.1.1 receive and approve the accounts of the Association for its most recently ended financial year;
 - 7.1.2 receive the report of the Chairperson and the Treasurer and from any Sub-Committee;
 - 7.1.3 approve the annual membership fee for the next following financial year;
 - 7.1.4 consider any resolution proposed by any Member of which the Secretary has received notice in writing by post or by email not less than 14 days prior to the meeting; and
 - 7.1.5 elect the members of the Committee.
- 7.2 An Extraordinary General Meeting of the Association:
- 7.2.1 may be called at any time by the Committee; and
 - 7.2.2 may be requisitioned by a request in writing to the Secretary from not less than six Members.
- 7.3 Not less than 21 days' notice shall be given to Members of all General Meetings.
- 7.4 Notice of all General Meetings shall be sent to all Members by email or (in the case of Members who have confirmed to the Secretary their preference to receive notice by such method and supplied an address for that purpose) by post to their last known email or postal address.
- 7.5 The quorum for any General Meeting shall be 25 Members present in person.
- 7.6 Each Member attending any General Meeting will be registered as attending on arrival and each Member entitled to vote will be issued with a white voting card.
- 7.7 Subject as provided in paragraph 7.8 below, all matters to be voted upon at any General Meeting shall be decided on a vote by show of white voting cards and to be approved or passed shall require a simple majority of those Members present and voting to vote in favour.
- 7.8 Any resolution at any General Meeting to amend or vary this constitution or to dissolve the Association be decided on a vote by show of white voting cards and to be approved or passed shall require not less than two thirds of those Members present and voting to vote in favour.

- 7.9 No member shall exercise more than one vote on any matter to be voted upon at any General Meeting but in the case of an equality of votes the chairman of the meeting shall have a second or casting vote.