

Constitution of Southwold Beach Hut Owners Association

19th August 2011

1) **Title**

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

2) **Terms of Reference**

The stated aims of the Association are:-

- a) To represent the best interests of the owners of the Southwold Beach Huts
- b) To act as a link between the relevant authorities and members.

3) **Representation**

The Association shall be formed from owners of Beach Huts in Southwold. The committee shall elect a chairman, vice chairman, secretary and treasurer and three others, and may co-opt further members and appoint sub-committees and working parties.

4) **Meetings**

- a) There will be an Annual General Meeting (AGM) held in August of every year. At least thirty days notice of this must be given to members in writing to their last known addresses.
- b) A committee shall be elected at the AGM for the current year. Nominations for seven members of the committee should be in the hands of the current secretary at least 14 days before the date of the AGM. Such nomination should be signed in each case by the proposer, seconder and the nominee to indicate their willingness to serve. Any shortfall in nominations will be dealt with by the new committee who have power to co-opt.
- c) If a vote should prove to be necessary to decide the composition of the new committee it shall be taken at the AGM by secret ballot.
- d) A chairman, vice chairman, secretary and treasurer shall be elected at the first committee meeting following the AGM. This meeting to be convened by the current secretary who shall then retire.
- e) Committee meetings shall have a quorum of five members.
- f) The chairman shall call such committee meetings as they deem necessary.
- g) All motions to be considered at an AGM or special general meeting shall be submitted to the secretary, in writing, 14 days before the meeting and be decided on by a simple majority, except amendments to the constitution which shall only be passed by a majority of two thirds of those present and voting.
- h) The secretary must call a special general meeting at 14 days notice, following written request of not less than six members.
- i) At any meeting of the association where a simple majority decision is required, should equal votes be cast for and against any motion, the chairman of that meeting may exercise a casting vote to decide the issue.

5) **Finances**

Membership fees, from owners of the Southwold Beach Huts, shall be decided at each AGM and shall be effective from that date.

6) **Emergency Action**

In the event of an emergency any three members of the committee acting in consort shall be authorised to act on behalf of the Association and their action be reported to the chairman and/or vice chairman, who will report to the next meeting of the Association.