

CONSTITUTION OF THE ROTHER ASSOCIATION OF LOCAL COUNCILS

The Rother Association of Local Councils membership shall be open to all Local Councils in the Rother Area of East Sussex who are themselves members of the Surrey and Sussex Association of Local Councils (SSALC) and shall be known as The Rother Association of Local Councils (RALC).

Aims

- To facilitate the exchange of information between Parishes in the Rother Area.
- To promote and develop the social, economic, cultural and recreational life of parishes in the Rother area.
- To assist and support members with local challenges.
- To promote best practice amongst the member Councils
- To inform and discuss Local Government issues.
- To maintain dialogue with Rother District Council and East Sussex County Council on local issues.
- To maintain liaison with other bodies.
- To promote the aims of RALC to a wider audience

Membership

Each Town and Parish Council within the Rother Area which is a member of the SSALC shall be eligible for membership.

Each member shall be entitled to appoint two representatives to attend and speak at meetings, but only one representative shall be entitled to vote from each Parish Council present indicated by raising their Council name plate. A Council may appoint its clerk as a representative to attend, speak and vote at meetings. If not appointed as a representative, a clerk may attend as a non-voting participant. A quorum of 20% of the paid up members is required for a meeting to be quorate.

Officers

The Chairman and Vice Chairman shall be elected at the Annual General Meeting and shall respectively be eligible for re-election. The Chairman and Vice Chairman must be representatives of a Rother Local Council which is a current member of RALC

A Secretary shall be appointed as and when necessary and will be eligible to receive an honorarium, agreed annually, normally in January. Any individual possessing the skills required by the Association may be appointed to the position.

A Research Officer may be appointed as and when desired and may be eligible to receive an honorarium, agreed annually, normally in January. Any individual possessing the skills required by the Association may be appointed to the position.

The posts of Secretary and Research Officer are enabling and advisory only. Although the post holders are normally expected to attend meetings of the Association and its Executive Committee, neither position benefits from membership nor voting rights.

Executive Committee

An Executive Committee shall be formed of the Chairman, Vice Chairman and three representatives of Rother Local Councils which are current members of RALC. They will normally be elected at the Annual General Meeting and shall be eligible for re-election.

The Executive Committee shall meet as many times as deemed necessary by the committee

The Executive Committee may form a reply to any correspondence or consultation requiring a response before the next meeting, provided it has first attempted to determine the views of members electronically. A copy of any such response will be distributed to representatives and clerks.

The Executive Committee may appoint sub group(s) to undertake work on behalf of RALC and shall define the terms of reference for such group(s)

Election of Representatives

RALC shall elect up to the permitted number of representatives (currently 3) to the Surrey and Sussex Association of Local Councils, normally at the Annual General Meeting.

RALC shall elect representatives to such other organisations as deemed necessary, normally at the Annual General Meeting.

Meetings

Members of RALC shall meet at least four times a year, normally in April, July, October and January. Meetings will be called and conducted in accordance with the rules applicable to Parish Council meetings.

Subscriptions

Membership of RALC runs from 1 April to 31 March. Any subscription determined at the Budget meeting is due for payment on or before 31 July the same calendar year

Accounts and Budget

An 'independently-examined' financial statement will be presented no later than the Annual General Meeting and a finance update (including budget report) shall be presented at every meeting of RALC.

A draft annual budget shall be considered and approved annually, normally at the October meeting.

Annual General Meeting

The Annual General Meeting will normally be held in July.

Minutes

A copy of the agenda and minutes of meetings shall be sent to all representatives and clerks, the Chief Executive of the Surrey and Sussex Association, the Chief Executive of Rother District Council and others as determined, from time to time, by RALC.

Amendment

Any amendments to this Constitution shall, before being agreed by at least two-thirds of those attending and being eligible to vote at the Annual General Meeting, have been firstly approved by the Chief Executive of the Surrey and Sussex Association.