

## **SOUTHAMPTON PROPERTY ASSOCIATION**

### **R U L E S**

#### **Section 1**

##### **NAME**

The Association shall be known as the Southampton Property Association, or SPA.

#### **Section 2**

##### **OBJECTS**

The objects of the Association are:-

- (a) To promote, encourage and foster personal and friendly relationship, unity and an honourable understanding and good feeling amongst the members in all their business relations.
- (b) To protect the interests of the public and the members in professional matters.
- (c) To meet for the discussion of professional and business affairs.
- (d) To conform to the Code of Conduct as laid down by the recognised professional bodies in so far as they have been accepted by the Office of Fair Trading under the Restrictive Trade Practices Act 1976.

#### **Section 3**

##### **CONSTITUTION AND MEMBERSHIP**

1. Members of the Association shall comprise principals and members of the staff who are concerned with the business of a Surveyor, Auctioneer, Valuer or Estate Agent or a member whose business affairs in the opinion of the Committee are substantially property related within firms and organisations practising in the areas of the City of Southampton and the City of Winchester and all other areas within an 8 mile radius of Southampton and to include the Waterside Parishes and such other districts as the Committee shall define.
2. Any member of the profession qualifying under the above heads may apply for membership of the Association but election to membership shall be at the discretion of the Committee on a majority vote and the decision of the Committee shall be final.
3. The Committee, where it thinks fit, may have the right to appoint applicants as provisional members for the qualifying period of up to 12 months. Such provisional members shall have the rights and liabilities of a full member, except that they will not be able to vote at any meeting of the Association.
4. On complaint being made to the Committee of the Association of any alleged irregularity in the professional conduct of any member, or in the conduct of his business, or of his unprofessional treatment of any member or members of the Association, the committee shall investigate such matter for complaint and, after having given a decision, such decision shall be binding on all parties and should the offending member not accept the decision, he or they may be expelled from the Association by the Committee.
5. A member of the Association changing his employment, or commencing practice on his own account shall make application to the Committee for the continuance of his membership and the continuance or otherwise shall be at the discretion of the Committee on a majority vote, and the decision of the Committee shall be final.

#### **Section 4**

##### **SUBSCRIPTIONS**

1. Subscriptions of members shall be such sum as decided by the members at their Annual General Meeting or any Meeting called for the purpose.
2. All subscriptions shall become due and payable on 1<sup>st</sup> January in each year and any member whose subscription shall be more than twelve months in arrears shall automatically cease to be a member of the Association.
3. The foregoing subscription may be amended by a majority vote at a General Meeting.

## **Section 5**

### **OFFICERS AND THEIR DUTIES**

1. The officers shall consist of a Chairman, Vice-Chairman, Honorary Treasurer, Honorary Secretary and not more than eight members shall constitute the Committee of the Association and shall have the direction and management of its affairs. The past Chairman, on relinquishing the Chair, shall remain as an ex-officio member of the Committee for a period limited to two years. Combining Officers and Committee as one entity but excluding the Secretary, Treasurer and ex-officio members, no more than two members of any one firm shall serve thereon at the same time. The Officers and Committee together with an Honorary Auditor shall be elected annually by vote at the Annual General Meeting. All members nominated will be balloted for at the meeting, each office to be taken separately.
2. In the event of the death or resignation of any officer, his successor shall be elected at the next Committee Meeting.
3. The Chairman and failing him, the Vice-Chairman, shall preside at all meetings of the Association or of the Committee, and shall regulate the proceedings in accordance with these bye-laws. In the absence of the Chairman and Vice-Chairman, a Chairman shall be elected from amongst the members present.
4. All questions to be decided by vote and, in case of an equality of votes, the Chairman shall have a casting vote.
5. The Association shall be self-supporting; its members shall be responsible for all its debts, and under no circumstances whatever shall any of its members be authorised to pledge the credit of the Association. A yearly statement of the financial position of the Association shall be prepared by the Honorary Treasurer, examined and certified by the Honorary Auditor, and submitted together with an Annual Report of the Committee to the members at the Annual General Meeting.
6. The Honorary Secretary shall, under the direction of the Committee, conduct all correspondence and attend all meetings of the Association and take minutes of all proceedings.
7. The Honorary Treasurer shall receive all monies due to the Association and pay same into Lloyds Bank to the credit of the Association's account. All cheques drawn on the Association's account shall be signed by both the Honorary Secretary and Honorary Treasurer.

## **Section 6**

### **MEETINGS**

1. The Annual General Meeting of the Association shall be held in the month of January.
2. Special General Meetings of the Association for the consideration of any important and urgent question may be convened by the Committee, or upon the written request of ten of the members, and seven days' clear notice in writing of the meeting shall be given to all members.
3. Fourteen days' notice in writing of any motion or subject for discussion at any Ordinary Meeting or Special Meetings shall be given to the Honorary Secretary, who shall enter the same upon the Agenda and shall send a notice of such meeting containing the Agenda to each member of the Association at least seven days before the date of such meetings.
4. At all Ordinary general Meetings of the Association ten shall form a quorum and at Committee Meetings four.

## **Section 7**

1. Any matter not covered by these Rules shall be left to the discretion of the Committee.
2. No amendment or alteration to these Rules shall be made except at a General Meeting and provided that due notice of such amendment or alteration is given in the Agenda.
3. Any Member of the Association who has retired from Professional Practice after a minimum of ten years Membership of this Association shall be eligible for election to Honorary Life Membership. Honorary Members shall not be entitled to hold office.