

## Article B1. DISTRICTS.

### The Districts of the Association are:

**Central:** Palma, Lluçmajor, Algaida, Sencelles, Santa Eugenia, Marratxí, Santa María, Consell, Binissalem, Costitx, Valldemossa, Deía, Soller, Fornalutx, Bunyola, Alaro.

**North:** Pollença, Alcudia, sa Pobla, Muro, Llubí, Buger, Inca, Lloseta, Mancor, Selva, Campanet, Escorca.

**North-East:** Manacor, Sant Llorenç, Son Severa, Capdepera, Arta, Santa Margalida, María, Ariany, Sineu, Petra.

**South-East:** Campos, ses Salines, Santanyi, Felanitx, Porreres, Vilafranca, Montuiri, Sant Joan, Lloret.

**South-West:** Banyalbufar, Esporles, Estellencs, Puigpunyent, Andratx, Calvia.

Members shall be affiliated to the District relevant to their postal address.

A member can transfer to a different District after notifying their current District as a courtesy.

## Article B2. EXECUTIVE COMMITTEE.

The Executive Committee shall comprise, where possible:

**The President** shall be the executive head and legal representative of the Association. He shall vote at the Executive meetings only in the event there is a tie vote and shall be an ex officio, non-voting member of all other committees.

**The Vice President** may deputise for the President in his absence, when so requested.

**The Secretary** shall be responsible for preparing and circulating the Agenda for the Executive Committee and Annual General Meeting(s) of the Association. He shall take and record the Minutes of such meetings, deal with correspondence and file the required legal documentation.

**The Treasurer** shall be responsible for reporting to the Executive Committee on the control of the finances of the Association.

**The Membership Secretary** shall be responsible for reporting to the Executive Committee on all matters pertaining to membership of the Association.

**The Publicity Officer** shall be responsible for all publicity concerning the Association along with The District Publicity Officers.

**The Internet Officer** shall be responsible for all aspects of the Association's website and other authorised ESRA Social Media pages. He shall also ensure that they comply with the Statutes, Bye-Laws and the General Data Protection Regulations (GDPR).

**The Chairman of each District and up to five Voting Members.** The Executive Committee, if the President so wishes, may co-opt a Past President as a Voting Member and up to two non-voting members.

## Article B3. DISTRICT COMMITTEES

District Committees shall meet at least six times a year. A quorum shall be two thirds of its members (excluding non-voting members), rounded up; decisions shall be taken by a majority vote. The District Committee may appoint sub-committees to make recommendations to the parent Committee. Sub-committees shall comprise at least three members which will make a quorum. Decisions will be taken by a majority vote.

Each District shall comprise a minimum of three elected officers. The Executive Committee will assist in the administration of the District in the event this requirement is not met, until such time as it is. Each District Committee will comprise, where possible:

**The District Chairman** or his designated representative, shall be responsible to the Executive Committee, shall report at Executive Committee meetings and report on Executive decisions to the District Committee. He shall preside over all District meetings, ensure that the best interests of the District members are being served and the District is conducted in accordance with the Statutes and Bye-Laws at all times. He shall vote at District meetings only in the event of a tie. He shall be an ex officio non-voting member of all District sub-committees.

**The District Vice Chairman** may deputise for the District Chairman when requested to do so.

**The District Secretary** duties shall be the same as those of the Executive Secretary at District level.

**The District Treasurer** shall be responsible for preparing the accounts, reporting to the District Committee and the Executive Treasurer on the control of the finances of the District.

**The District Membership Secretary** shall be responsible for collecting the appropriate membership fees, maintaining a District membership list, liaising with and rendering returns to the Executive Membership Secretary.

**The District Social Secretary** shall be responsible for organising social events.

**The District Member Support Officer** shall be responsible for administering such member support services and advice as may be appropriate.

**The District Publicity Officer/Newsletter Editor** shall be responsible for the compilation and content of the ESRA Newsletter, Social Media pages and publicity at District level. He shall ensure that all content complies with the Statutes, Bye-Laws and GDPR. He shall be responsible for forwarding the Newsletter to the Executive Internet Officer for inclusion on the Association's website.

**Vacancy of Office.** The Chairman may appoint a member to fill a vacancy on the District Committee. All such appointments shall be subject to the approval of the District Committee.

## **Article B4. ELECTION PROCEDURES AND TENURE OF OFFICE**

**Members of District Committees.** Nominations for membership of each District Committee shall be in the hands of the appropriate District Secretary by no later than 14 clear days before the date of the Annual General Meeting. Nominations shall be in writing, shall be proposed and seconded by Members of the Association affiliated to the District and shall bear the consent of the nominee. When more than one nomination is received for any one post a vote shall be taken amongst members attending the Annual General Meeting and the candidate securing the highest number of votes shall be deemed to be duly elected. The term of office of each member of the District Committee, with the exception of the District Chairman, shall extend to the next District Annual General Meeting and they shall be eligible for re-election. The term of office for the District Chairman shall be two years in synchronisation with Executive Committee.

## **Article B5. EXPENSES OF COMMITTEE MEMBERS AND OTHERS**

Reimbursement for expenses incurred may be claimed by members as set out below.

Car travel expenses at a rate per kilometre as determined by the Executive Committee. Public transportation and other expenses at cost.

Claims by members of the Executive Committee shall be submitted on the appropriate claim form(s) not more than 60 days after the expense has been incurred and shall be approved by the President, Vice President or Treasurer and submitted to the Executive Treasurer, save only that the President, Vice President and Executive Treasurer shall not approve their own claims.

Claims by members of District Committees shall be submitted on the appropriate claim form(s) not more than 60 days after the expense has been incurred and shall be approved by the District Chairman, Vice- Chairman or Treasurer and submitted to the District Treasurer, save that the District Chairman, Vice Chairman and District Treasurer shall not approve their own claims. Travel expenses can be claimed only if the member has travelled outside his District.

Claims by other members shall be submitted to either the Executive Committee or District Committee, as appropriate, on a claim form not more than 60 days after the expense has been incurred and submitted for payment to the appropriate Treasurer.

## **Article B6. FINANCIAL CONTROL**

**A. Authority for Expenditure:** All expenditure must be approved by the relevant District or Executive Committee. Capital expenditure (i.e. the purchase of assets to be shown on the Balance Sheet and depreciated over some years) must be approved by the Executive Committee.

**B. Charitable Donations:** All donations must be approved by the relevant District or Executive Committee. Funds raised for charity must be donated to charitable causes. Donations to charitable causes may be made from members' funds subject to the Committee informing the members in writing.

**C. Budgets:** Each District and the Executive shall prepare an annual budget to be forwarded to the Executive Treasurer for approval by the Executive Committee no later than 60 days after the end of the financial year.

**D. Signatories to bank accounts:** Signatories may not be related to each other or members of the same household.

**E. Accounts:** Each District and the Executive shall prepare quarterly accounts in the format approved by the Executive Committee. Cash accounting (i.e. booking transactions when the money is received or spent) shall be used except for:

1. The prepayment of subscriptions
2. The accrual for large expenses incurred but not yet paid
3. Capital expenditure

Any exception to these practices requires the approval of the Executive Treasurer.

## **Article B7. INFORMATION TO MEMBERS.**

Districts shall keep all Members affiliated to the District informed about ESRA activities, formal notices of meetings etc. and adopt measures to that end.

## **Article B8. EQUIPMENT.**

The President or the District Chairman, as appropriate, shall designate a Member responsible for the custody of equipment purchased by or donated to the Association. The Member shall maintain an inventory and a record of its whereabouts and ensure that if loaned it is returned in proper condition.

## **Article B9. PERSONALITY OF THE YEAR.**

The Executive Committee may at any time during the year designate any member as a "Personality of The Year" to be announced at the next Annual General Meeting of the Association. **(NB. Not restricted to one person).**

## **Article B10. PAYMENT OF MEMBERSHIP FEES**

Annual Membership fees shall become due and payable on 1st January each year. Members who have not paid their fees by March 31st shall be deemed to have resigned and will be deleted from the membership list and will lose access to the Member's side of the website. Some Districts may be disadvantaged by this so the cut-off date can be extended for an individual if discussed and approved by the appropriate District Committee. If they wish to rejoin, they may, at the discretion of the appropriate District Committee, be liable to pay a rejoining fee. Persons joining the Association on or after 1st October in any year shall be liable to pay only the joining fee and the following year's membership fee; these payments shall confer membership until the end of the following year.

## **Article B11. SUSPENSION**

The President, or District Committee on a two thirds majority, may recommend to the Executive Committee that a Member(s) be suspended permanently or for a specific period of time if it is considered that such Member(s) have acted in breach of the Statutes, Bye-Laws and the GDPR. Any member under investigation who is a member of the Executive Committee shall be suspended from the Committee until the investigation is complete. If the Executive Committee agrees that a prima facie case exists the Member(s) shall be informed in writing and the Member(s) shall have thirty days to respond in writing. The Executive Committee shall then consider the matter at its next meeting and issue a decision. Those convicted of a criminal offence are ineligible for membership of the Association.

## **Article B12. HONORARY MEMBERS**

The Executive Committee may appoint as an Honorary Member a person whose contribution to the welfare of the Association has been or is likely to be, of considerable value. Honorary Members shall have the same rights and duties as ordinary Members except as follows:

1. They shall not be liable for payment of joining and membership fees.
2. They may not speak and vote at Association General Meetings.
3. They may not be nominated as Officers of the Association.
4. They may not nominate Members as Officers of the Association.

Honorary Member appointments may be withdrawn at any time by the Executive Committee.

## **Article B13. LIFE MEMBERS**

For a member to be eligible for Life Membership at the age of 90, they must have been an ESRA member for a minimum of 10 years.

## **Article B14. EXECUTIVE LEVY**

Districts shall pay the Executive Levy, in accordance with Statute SVI B, in two payments. The first shall be based on 50% of the paid up membership as of March 31<sup>st</sup> and should be made before April 30<sup>th</sup>. The balance will be based on the balance of paid up membership as at 30<sup>th</sup> September and paid before 31<sup>st</sup> October.

## **Article B15. GUESTS**

Guests may be invited, sponsored and accompanied by Ordinary Members to attend association functions and events, twice only in a calendar year. Guests shall not have the right to: speak and vote at Association meetings, be nominated as Officers for the Association, sit on Association committees, nominate Ordinary members for any Association position. If a guest attends a subsidised event they should pay full price.

## **Article B16. ELECTION OF OFFICERS**

The sole responsibility of the elected President is to perform those duties and responsibilities set out in Statute S7 B. The President shall hold no other position on the Executive Committee.

The offices of President and Executive Treasurer may not be held by members who are related to each other or members of the same household.

The offices of District Chairman and District Treasurer may not be held by members who are related to each other or members of the same household, unless, in the case of small District Committees, and then with the approval of the President.

The Executive Publicity Officer shall co-ordinate all “All Island” events and assist with District events when so requested.