



RULES AND ARTICLES
OF
PORTSMOUTH PROPERTY ASSOCIATION

Section I - Name	
The Association shall be known as THE PORTSMOUTH PROPERTY ASSOCIATION (PPA).	
Section II - Definitions	
A member is a person conforming as such to the definition as set down under Section V. Except where otherwise specifically stated, the word 'Member' shall refer to an Individual Member as defined in Section V.	
'The District' shall mean the City of Portsmouth and the area on the mainland within a radius of 10 miles from Portsmouth Guildhall - or elsewhere, at the discretion of the Committee.	
Section III - Objects	
The Objects of the Association are:	
(a)	To promote the interest of the public, the profession and Members generally.
(b)	To promote and encourage personal and friendly contact, unity and honourable understanding and good feeling amongst the Members in all their business relations.
(c)	To hold professional and business meetings and to encourage social and educational events.
(d)	To conform to a Code of Conduct as laid down by at least one of the following
	➤ The Royal Institution of Chartered Surveyors
	➤ The National Association of Estate Agents
	➤ The Association of Residential Letting Agents
	➤ The Ombudsman for Corporate Estate Agents
Section IV - Constitution	
1.	The Members of the Association shall consist of Auctioneers, Estate Agents, Valuers, Surveyors and Property Managers who have a place of business in 'the District'.
2.	The Association shall be self supporting. Its Members shall be responsible for all its debts and in no circumstances whatsoever shall any of its Members be authorised to pledge the credit of the Association.

Section V - Membership		
1.	Membership of the Association shall be of two types:-	
	(i)	Member Firms
		Such membership shall be available to businesses trading as Auctioneers or Estate Agents or Valuers or Surveyors or Property Managers or any combination thereof and whose place or places of business are located within 'the District' as defined above.
		A Member Firm will nominate senior employees, suitable to the Committee of the Association, one in number from each office with 'the District'. Those persons, while being nominees shall have the status given to Individual Members of the Association including the right to attend meetings, vote as individuals at Meetings and serve as Officers and Committee Members of the Association. No Member Firm shall have any voting right as a business.
		At the discretion of the Committee of the Association, additional employees from the business of any Member Firm will be permitted to be nominated or the required number of nominees reduced, where it is considered right so to do.
		A Member Firm will notify the Association immediately when any nominated person leaves their employment or otherwise ceases to have a financial connection with the Member Firm. The nomination will then cease forthwith and another suitable person shall be nominated to fill that place.
		No business shall be eligible for election to Member Firm membership until the business shall have been in existence for or practicing in 'the District' for one year unless otherwise approved by the Committee of the Association.
	(ii)	Individual Membership
		Such membership shall be available to persons employed in 'the District' who are principally involved in transacting, valuing, designing, financing, managing or surveying property and whose firm or employer are a member of a professional body, including main lending institutions, recognised by the committee.
		No person shall be eligible for election to Individual Membership until the business with whom he/she is associated shall have been in existence for or practicing in 'the District' for one year unless otherwise approved by the Committee of the Association.
2.	Election of Members	
	Election to membership will be initiated by a written application in the form approved and agreed by the Committee of the Association which shall be duly proposed and seconded by two Members of the Association and approved by a majority of the Committee Members attending the Committee Meeting at which the application is considered.	
3.	Disciplining of Members	
	On complaint being made to the Committee of the Association of any irregularity and/or of conduct unbecoming of any Member in the conduct of their business and in their treatment of the public or of any other Member of the Association, the Committee shall investigate such matters of complaint and after having given the alleged offending Member an opportunity of answering such a complaint shall give a decision. Such a decision shall be binding upon all parties. The Committee may expel the Member or Members.	

4.	Cessation of Membership
	Members of the Association shall cease in the following ways:-
(a)	By written notice of same from an Individual Member or, in the case of a Member Firm, from the business proprietor or the partners or directors collectively (or a senior employee acceptable to the Committee of the Association).
(b)	By written notice of expulsion from the Committee of the Association following irregularity and/or conduct unbecoming of any Member as set down in paragraph 3 above.
Section VI - Honorary Membership	
Any Member of the Association who is retired from professional practice shall be eligible for election of Honorary Life Membership to be proposed by the Chairman at the Annual General Meeting. Honorary Life Members shall not be entitled to hold office.	
Section VII - Subscription	
1.	Each Member shall pay to the Honorary Treasurer an entrance fee to be decided at the Annual General Meeting.
2.	Each Member and Member Firm shall pay to the Honorary Treasurer such annual subscription as shall be fixed at the Annual General Meeting. In the case of Members and Member Firms elected during the year the Committee shall have the power to reduce or waive the subscription.
3.	All subscriptions shall become due and payable in advance immediately after the Annual General Meeting and be in respect of the year ending 31 st December next following.
4.	The Honorary Treasurer alone shall be entitled to issue receipts.
5.	Any Member whose subscription remains unpaid three months after it becomes due shall automatically cease to be a Member.
Section VIII - Advertising	
1.	The Committee will, as part of its duties, take whatever action it considers necessary in the interests of the Association to advertise the work of the Association both to promote the Association and to encourage membership.
2.	In any such advertising the names (and whatever other details the Committee of the Association considers appropriate) of Member Firms only will be given.
3.	Individual Members shall not be permitted to advertise or promote their membership of the Association except as individuals. Advertising of membership in any other way (in particular by reference to any business with whom the Individual Member is associated) will be considered as conduct unbecoming of a member.
Section IX - Voting Powers	
1.	Each Member shall have one vote.
2.	All questions to be decided by vote and in case of an equality of votes the Chairman shall have the casting vote.
Section X - Officers and Committee	
1.	The Officers shall consist of a Chairman, one Vice Chairman, an Honorary Treasurer and an Honorary Secretary who, together with the immediate past Chairman and not more than 11 other Members, shall constitute the Committee of the Association which shall have direction and management of its affairs.

2.	The Officers and Committee together with an Honorary Auditor shall be elected annually at the Annual General Meeting by means of ballot papers which shall be issued by the Honorary Secretary at such Annual General Meetings. All Members so elected shall hold office until the next following Annual General Meeting, when they shall retire, but shall be eligible for re-election. The Honorary Auditor is not eligible to serve as an Officer or Member of the Committee.
3.	Prior to the Annual General Meeting, all Members shall be sent a form for the purpose of nominating Officers and Committee and written nominations must be returned to the Honorary Secretary not less than 7 days before the meeting. Nominations for Chairman and Vice Chairman shall be made by the Committee. All other nominations may be made by any Member, with the consent of the Member nominated for the Committee.
4.	If insufficient nominations are received at the Annual General Meeting the Committee shall have the power to nominate and elect Members to fill the vacancy.
5.	In the event of the death or resignation of any Officer or of the Honorary Auditor or any Member of the Committee his successor shall be elected at the next Committee Meeting and shall hold office until the next Annual General Meeting.
Section XI - Sub Committee	
The Committee shall have the power to appoint Members of the Association to serve on Sub Committee for such purpose as the Committee may think proper. All such Sub Committees shall be subordinate to and shall report their proceedings to the Committee. The functions of such Sub Committees shall be advisory and not executive.	
Section XII - Annual General Meetings	
The Annual General Meeting of the Association shall be in the months of January or February of each year for the following purposes (inter alia):-	
(a)	To receive a report from the Committee and Balance Sheet and Statement of Accounts for the preceding year.
(b)	To elect the Officers, Honorary Auditor and Committee Members.
(c)	To discuss matters placed upon the Agenda by the Honorary Secretary and decide upon any matters brought up in connection with Section XVII
Section XIII - Ordinary General Meetings	
The Ordinary General Meetings of the Association shall be held at such place and time as the Committee shall from time to time decide.	
Section XIV - Special General Meetings	
Special General Meetings of the Association for the consideration of any important or urgent questions may be convened by the Committee or upon the written request of 5 of the Members not more than 2 of which shall represent a single company.	
Section XV - Notice of Meetings	
The Honorary Secretary shall not less than 7 days before any General Meeting of the Association send notices in writing convening such a Meeting to all Members stating the business to be transacted and in the case of all Meetings of the Committee shall send similar notices to all Members of the Committee not less than 7 days before such Meetings.	
Section XVI - Conduct of Association Business	
1.	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 the Articles. In the absence of the Chairman and Vice Chairman, a Chairman shall be elected

	from amongst the Members present.
2.	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 the Annual Report by the Chairman to the Members at the Annual General Meeting.
3.	All cheques issued on behalf of the Association shall bear the signatures of two of the following Officers, namely the Chairman, Vice Chairman, Honorary Secretary and Honorary Treasurer.
4.	The Honorary Secretary shall under the direction of the Committee conduct the correspondence and attend all Meetings of the Association and its Committee and take minutes of all proceedings.
Section XVII - Notice of Business	
Any Members desiring to move a resolution at any General Meeting of the Association shall secure a seconder and give notice thereof in writing to the Honorary Secretary not less than 7 days before such a Meeting.	
Section XVIII - Quorums	
At General Meetings of the Association 20 shall form a Quorum and at all Committee Meetings 9.	
Section XIX - Revision of Articles	
These Articles may be added to, amended or repaired by resolution of any General Meeting of the Association provided that no such resolution shall be deemed to have been carried unless due notice, as provided for under Section XV shall have been given and unless such a resolution shall have been carried by a majority of at least two thirds of the Members voting thereupon.	

Rules & Articles - Amendments:
 (Section V(i) - Member Firms) February 2007