

# CONSTITUTION

## Name

The name of the association shall be

### **Weeley Residents Association**

## Aims of the Association

The aims of the association are:

- to represent and promote the interests of all residents within the association's catchment area, especially to exchange information and draw attention to developments which may affect the quality of life in Weeley and its environs, and to monitor and comment on major issues affecting the quality of life including planning, traffic management, licencing, community safety and policing
- to promote social and educational activities for the benefit of members of the association
- to actively encourage all residents to become involved
- to provide help and assistance to all residents who want to get more involved
- to encourage community spirit within the catchment area of the association
- to campaign for or provide facilities or resources required by the community
- to make representations to any public body or other organisations whose function may at any time have an effect on the welfare of the members of the association
- to affiliate to any other organisation which has the same or similar aims to this association whose objectives will benefit the members of this association
- to promote equal opportunities within the community.

## Membership

Membership of the association is open regardless of class, colour, culture, ethnic origin, race, religion, disability, sexuality, gender or marital status to:

i) All tenants, leaseholders and other residents over 18 years of age living in the village of Weeley, Weeley Heath and their surrounding boundaries, who shall be called FULL MEMBERS

It is a condition of membership that members, at all times conduct themselves in a reasonable manner at meetings or in premises used by the association. Any member may be excluded for breach of this condition or for any other conduct that contravenes the objectives of the association, by a majority of

those present and voting at any committee or general meeting. Any member so excluded shall have a right of appeal to the following meeting

### **Membership Fee**

The individual members shall pay a yearly membership fee. Set by the Committee each year, which will not exceed £5. Yearly membership fee will be due on the 1<sup>st</sup> of March and payable to the Association. Any member joining for part of a year will pay the yearly membership fee.

### **Committee**

***A committee will be elected to carry out the business of the association.***

The committee will consist of a Chairperson, Vice-Chair, Secretary and Treasurer and ***at least two other committee members.***

The committee will be elected at the Annual General Meeting each year. Each committee member shall hold office for up to six years. The Chair shall hold office for 3 years at a time and not step down for re-election at the AGM.

The committee shall meet at least ***4 times per year***

The maximum number of committee members will be 13.

Any member of the association can be co-opted onto the committee by the committee for the purpose of filling a vacancy or vacancies arising from the resignation of a committee member or for a new position.

Posts will only be filled in this way until the next General Meeting or Annual General Meeting whichever is the sooner to be held.

Minutes of the committee meetings will be made available to any members of the association on request.

Seven days notice of committee meetings will be given to all members of the committee.

The committee shall have the power to appoint sub-committee as it shall from time to time deem necessary, any decisions from such sub-committees must be ratified by the main Association committee.

### **Annual General Meeting**

The association will hold an Annual General Meeting once in each calendar year. Not more than fifteen months will pass between the date of one Annual General Meeting and the next.

- The minutes of the previous AGM will be presented and approved.

- The existing committee will present a report of the Association's activities in the past year.
- Audited accounts for the year will be presented.
- The existing committee will stand down.
- The officers and committee for the next year will be elected
- Any proposals to amend the constitution must be presented to the Secretary in writing at least 21 days prior to the meeting at which they are to be considered
- Proposals to amend the constitution must be circulated to all members of the Association with the notice of the meeting.

The secretary will give all members of the association at least **twenty-one days** notice of the Annual General Meeting. This notice will state the purpose, date, time and place of the meeting.

AGMs maybe held by virtual methods i.e. zoom meeting in order to meet the rules of this constitution during exceptional circumstances, including but not limited to when social gatherings of less than 50 are not permitted by the Government

### **General Meeting**

The committee may call a general meeting at any time,

The purpose of this meeting will be to:

- update members on any outstanding issues; and
- to validate any committee members co-opted to the committee since the Annual General Meeting; or
- to fill any outstanding vacancies on the Committee which may have arisen since the Annual General Meeting.

The secretary will give all members of the association at least **fourteen days** written notice of a General Meeting. This notice will state the purpose, date, time and place of the meeting.

### **Special General Meeting**

A Special General Meeting can be called if **ten or more** members of the association submit a request, giving the reasons for such a meeting, in writing, to the secretary. The request will state the purpose for which the meeting is being called.

The secretary will give all members at least **fourteen days** notice, in writing, of any Special General Meeting. The notice will state the purpose, date, time and place of the meeting.

### **Quorum**

The Annual General Meeting, General Meetings and Special General

Meetings will only be deemed to be quorate if at least **five members** of the association are present and voting

If a quorum is not present within thirty minutes of the time appointed for holding the meeting then:

- if the meeting was convened at the request of the members, it shall be dissolved
- if the committee convened the meeting, it will be adjourned and an alternative date agreed. If a quorum is not present at the adjourned meeting within thirty minutes from the time appointed for holding the meeting, the members present will be deemed to be quorate

Committee meetings will be deemed to be quorate, if at least **seven members** are present and voting, including the Chair, Treasurer and Secretary.

If a committee meeting is not quorate, the meeting can still take place, but no decisions should be made.

## Voting

All full members shall have an equal vote.

A resolution that is put to the vote of the meeting will be decided on show of hands, unless a ballot is **demande** **requested** by:

- the meeting's Chairperson; or
- **Voted for by the committee; or**
- at least **five** members present and entitled to vote

Unless a ballot is demanded, a declaration by the Chairperson of the result of the show of hands shall be proof of the fact.

In case of an equal number of votes being cast, whether on show of hands or by ballot, the chairperson of the meeting will be entitled to a casting vote (providing the occupant of this post has the right to vote on the issue in question).

Any member may make a proposal. In order for it to be voted on it must be Seconded by **someone else**. **another member**

**The voting of committee members shall always be held by a ballot paper**

## Finances

All money raised by the Association is to be used only to further the aims of the Association

No member of the association will receive payment or benefit from the

association with the exception of incurred expenses.

The association's accounts should include records of all of the sums of money received and spent by the association and details of the transactions involved.

The treasurer will arrange for the accounts to be audited by a suitably qualified organisation not represented on the association.

The treasurer will open a bank account in the name of the association.

Cheque signatories will be nominated by the committee (one to be the treasurer). No two members of the same household may be cheque signatories.

All cheques and instructions to the association's bankers will require two of the agreed signatures.

### **Changes to the Constitution**

The constitution can be altered, by the committee in preparation for an AGM or General Meeting at which point a vote will be taken to accept the amendments at said meeting.

Any request for changes must be submitted to the secretary in writing at least **fourteen days** before the date of the Annual General Meeting.

Changes to this constitution must be agreed by a majority of members present and voting at an Annual General Meeting or General Meeting

### **Duties of the Officers**

The Chairperson (or in his/her absence another committee member) will conduct the meetings of the association. Provide leadership and ensure that WRA keeps to its aims

The Treasurer will open and maintain a bank account in the name of the association. The Treasurer and one of the other committee members nominated as signatories will sign all cheques. The Treasurer will keep proper accounts of income and expenditure and report on them at every meeting. A suitably qualified person who is not a member of the association should check these accounts. The treasurer will ensure all expenditure is agreed at a meeting and minuted, where and when possible

The Secretary will be responsible for convening all meetings and giving the required notice to members. He/she will ensure that a proper record is kept of all meetings and will produce these as required. The secretary will also make these available to members on request.

The committee shall uphold the data protection policy.

Committee members shall attend committee meetings regularly, contribute during meetings, volunteer for tasks, put forward items for the meeting agenda, report back on tasks and activities and respect the confidential nature of the meetings, support the committee, represent views of members and ask members for their views.

### **Dissolution of the Association**

Any decision to dissolve the association can only be taken at a Special General meeting called for the purpose of voting on such a decision.

The decision to dissolve the association can only be made by the majority of those present and voting at such a meeting.

All assets of the association remaining once the debts have been cleared will be passed to any successor body or organisation with similar objectives or failing that to any charitable organisation. A decision regarding this will be made at the meeting to dissolve the association.

This constitution was adopted by:

Signed..... Date.....  
Chairperson