

WEST END RESIDENTS' ASSOCIATION

CONSTITUTION

NAME AND AREA

1. The Name of the Association is **The West End Residents Association**
2. The area covered by the Association is shown on the map attached. The following streets and/or landmarks set the outer boundaries of the area covered.
The western edge of the West Common following the line of the Foss Dyke Navigation; the northern boundary of the West Common; the eastern boundary joining Long Leys Road/Yarborough Road (south side only), and the Avenue (west side only)

OBJECTS

3. The objects of the Association are to:
 - 3.1 Promote membership to all people eligible to join the Association.
 - 3.2 Represent members on environmental and social issues arising between them and the Council, or any other service or agency with an interest in the Association's area.
 - 3.3 Promote positive relationships between all residents within the Association's area, and to strengthen community cohesion.
 - 3.4 Promote the rights and common interest of members of the Association in local and national policies, as appropriate.
 - 3.5 Be non-party political.
 - 3.6 Build a partnership and networks to improve communication between the Council and local residents.
 - 3.7 Provide regular information and regularly consult all members.
 - 3.8 To preserve the architectural heritage of the diverse nature of the properties in the Association's area and protect the green spaces within the community.

MEMBERSHIP

- 4 Membership of the Association shall be open to the following:-
 - All persons aged 18 and over living within the Association's area.

MEMBERSHIP FEES

- 5 The Annual General Meeting shall set any membership or subscription fee.

THE COMMITTEE

- 6 Any member of the Association may stand for election to the Committee.
- 7 There shall be at least 6 Committee members and not more than 10.
- 8 A Committee shall be elected at each Annual General Meeting (AGM) of the Association.

- 9 The Committee shall include a minimum of 3 officers – a Chairperson, Secretary and Treasurer – to be responsible for the day to day business of the Association, plus any other officer positions considered necessary to achieve the Association’s objectives. Each officer Position shall be elected by the AGM.
- 10 If vacancies occur among the officers between Annual General Meetings, the Committee may fill the positions from amongst the other Committee members.
- 11 Vacant Committee positions (other than officers) may be filled by co-opting from the main Membership.
- 12 No more than 2 Committee members shall be from the same household. Officers shall be limited to one per household.
- 13 No Committee member shall fill more than one officer position.
- 14 There must be at least 4 of the Committee members, including at least one officer, present in order to be quorate, and for decisions to be made at Committee meetings.
- 15 Each Committee member shall be given at least 5 days notice of Committee meetings unless otherwise agreed by all Committee members.
- 16 There shall be at least 4 Committee meetings each year.
- 17 The Committee may from time to time create any sub-committees and /or working parties on a permanent or temporary basis. The Committee as appropriate shall select the members of such groups. Such groups shall report to the Committee. Membership of the these groups is not limited to membership of the Association.
- 18 The Committee shall have responsibility for furthering the objectives of the Association and for monitoring the finances and membership of the Association.
- 19 The Committee shall report to each General Meeting on the work it has done.
- 20 `A member will not be able to stand for any Committee position (including officer positions) if he/she is, or has been within the past 2 years, the subject of legal proceedings taken against him/her by the Council or by the Police because of any unlawful or criminal activity of a serious nature, and such proceedings are continuing, or have concluded that the member was guilty of such conduct.

MEETINGS

ANNUAL GENERAL MEETING

- 21 The AGM shall take place once in each calendar year, and not more than 15 months shall pass between the date of one AGM and the next.

- 22 At least 14 days notice should be given that the AGM is to be held. The AGM will be publicised in a manner considered most appropriate by the Committee.
- 23 All reasonable efforts will be made to notify all members, by publicity or otherwise, of the date and time of the meetings.
- 24 The AGM shall be held at a suitable venue to accommodate as many members as possible, all members will sign in stating address at which they reside. The business of the AGM shall include:
- A report by the Committee (verbal or written) summarising the work done by the Association.
 - The presentation of audited accounts to members.
 - The presentation of an inventory of any items owned or held by the Association and a report on any acquisitions and disposal of any items/property.
 - The election of the Committee
 - The election of officers of the Association.
 - To consider and vote on any resolution put forward by members.
 - To vote on any amendments proposed to the Constitution.
 - The setting of any membership fees.
- 25 Any proposed changes to the Constitution must be notified to the Secretary no later than 7 days prior to the day of the AGM.
- 26 The quorum for an Annual General Meeting shall be 10 members, including at least 2 officers.

GENERAL MEETINGS

- 27 Each year the Association shall hold as many General Meetings (in addition to the AGM) as it feels is appropriate to further its objectives. General Meetings shall be open to all members and the public **living in the area defined in Clause 2.**
- 28 General Meetings should be publicised at least 7 days before they take place.
- 29 The quorum for all General Meetings shall be 10 members, including at least 2 officers.
- 30 Any resolutions to be put before a General Meeting (including the AGM) must be notified in writing to the Secretary no later than 7 days prior to the date of the meeting.

SPECIAL GENERAL MEETINGS

- 31 A Special General Meeting may be called by the Committee, or at the request of at least 10 members. The request must be in writing to the Secretary giving reasons and signed by the members concerned. Special General Meetings shall be held within one calendar month of the request being received. At least 7 days public notice should be given that a Special Meeting will be held and the reasons for it. Any resolutions to be put before a Special General Meeting must be notified to the Secretary no later than 7 days prior to the date of the Special General Meeting.

NOTIFICATIONS OF NOMINATIONS, RESOLUTIONS AND VOTING PROCEDURES

- 32 Each member shall have one vote on any resolution put before an AGM, General Meeting or Special General Meeting. Similarly, Committee members shall have one vote on resolutions put to the Committee.
- 33 Each resolution proposed, including nominations for the Committee and Officers, must have the support of at least 2 members.
- 34 Proposed changes to the Constitution at AGMs and resolutions to be put to all General Meetings must be notified to the Secretary no later than 7 days prior to the date of the meeting.
- 35 Any votes shall be decided by a simple majority of the members present. The Chair shall have the casting vote. This rule also applies to Committee Meetings.

MINUTES

- 36 All voting that takes place at General Meetings shall be counted and recorded in the minutes.
- 37 All Committee Meetings, Sub-committee Meetings and General Meetings (including AGM and Special General Meetings) shall be minuted and put on the website once they have been approved. The next meeting of the Committee or General Meeting as appropriate shall formally approve the minutes
- 38 The Secretary, or his/her deputy from the Committee, shall be responsible for keeping accurate minutes.
- 39 All minutes are to be made available for inspection by members of the Association within 7 days of a request being received.

FINANCE

- 40 The Association may raise money by fund-raising, by obtaining grants from other bodies, agencies, organisations, or individuals, by receiving gifts and bequests, or by charging a subscription or membership fee.

- 41 All money raised by, or on behalf of, or donated to the Association shall be used to further the objectives of the Association and shall not be used for any other purposes.
- 42 All funds shall be kept in at least one bank or building society account, opened in the name of the Association.
- 43 The Treasurer, one other officer, and one other Committee member shall be authorised signatories on any accounts and all cheques shall require at least two out of the three of these signatures. The signatories shall be from different households and shall not be related to one another. Signatories should never sign a blank cheque under any circumstances.
- 44 The Treasurer shall report the balance of the accounts to the Committee.
- 45 The Committee will have responsibility for ensuring the financial health of the Association by adopting the procedures they consider to be appropriate.
- 46 The Association's accounts shall be kept up to date and annual accounts for each year shall be independently audited. An audited statement of the accounts shall be presented to the AGM. The auditor will be a suitably qualified person approved by the Committee.
- 47 The accounts of the Association shall be available for inspection by any member of the Association who requires to see them, within 28 days. The request for inspection must be made in writing to the Treasurer.
- 48 The Treasurer is authorised to pay from petty cash, any travel or other expenses to representatives of the Association when undertaking the Association's work, providing that each payment is supported by a receipt, ticket or voucher. The receiver shall sign each such payment of petty cash. The Treasurer shall provide a list of petty cash payments to the Committee at each Committee meeting.
- 49 The Treasurer shall issue a receipt for any income received from any source, including grant payments and the receipt of any subscription/membership fee.
- 50 All payments over £25 shall be made by cheque not cash. Signatories are not to authorise cheques in excess of £50 without the Committee's consent. Individual or general exception to this rule must be agreed by the Committee.
- 51 The Committee must give its agreement before any officer or Committee member requests goods or services on behalf of the Association which are to be invoiced at a later date. Failure to get prior agreement will cause the officer or Committee member to be personally liable for any debt caused by their action.

DISSOLUTION (WINDING UP THE ASSOCIATION)

- 52 If the Committee, or member wishes to dissolve (wind up) the Association, a Special General Meeting must be called for that purpose.

- 53 A proposal to dissolve the Association shall take effect if agreed by at least two-thirds of members present at the Special Meeting demonstrated by a vote on that specific motion.
- 54 All funds and documents relating to the Association shall be disposed of with the agreement, in the following ways:-
- Any outstanding debts, including charges for property, services, or goods shall be cleared in full
 - Unused grants or proportions of grants shall be returned to the funding body/bodies.
 - Any unused items or property donated to the Association shall be returned to the donating body/bodies, where appropriate, or shall be donated to charity agreed by the Special General Meeting.
- 55 The Association will also be deemed to have dissolved, or wound up if the following conditions apply:-
- More than 18 months have passed since the last Annual General Meeting.
 - More than 18 months have passed since the last audit of accounts or
 - The existing signatories to the Association's bank account cannot be contracted, and have been unavailable for a period of three months, and a new mandate cannot be agreed with the Association's bank by any existing Committee member.
- 56 Once the Association has been wound up and the requirements of clause 54 or 55 have been satisfied, then any money remaining in the accounts of the Association shall revert to the control of a person or organisation nominated by an Annual General Meeting or Special General Meeting of the Association.
- 57 Subscription or membership fees shall not be repaid to individual members, either in full or in part, during the winding up of the Association.

EQUAL OPPORTUNITIES

- 58 The Association shall uphold Equal Opportunities and work for good relations among all members of the community, and shall resist and challenge any conduct by any member which discriminates or harasses on the grounds of ethnicity, age, sex, sexuality, marital status, disability, religion or culture.

MISCELLANEOUS PROVISIONS

PROPERTY

- 59 Any property acquired by or on behalf of the Association shall be recorded in an inventory Book by the Secretary, or by another member of the Committee.

INSURANCE

- 60 The Association shall ensure that the appropriate insurance cover has been arranged for any significance items of property in its ownership or care, and that public liability insurance cover has been arranged for public meetings.

DISPUTES AND ARBITRATION

- 61 In the event of a dispute or other situation arising within the Association which is not satisfactorily covered or resolved by the provisions of this Constitution, and where the situation needs to be resolved in advance of a change to the Constitution, the Committee shall seek the view of an independent arbitrator. This will be a person who, in the consideration of the Committee, can offer an objective and impartial viewpoint.
- 62 The view of the arbitrator shall be reported to members at a General Meeting, or where the seriousness of the matter requires, at a Special General Meeting convened for the purpose. Where appropriate, resolution shall be put to the meeting and shall be decided by a simple majority vote.