

# **Constitution V7.6 (Draft)**

**Reviewed and revised September 25.**

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## **1. Name**

1.1 The name of the organisation is Walbottle Village Tenants & Residents Association

## **2. Aims**

The aims of the Association are:

2.1 To promote membership and encourage all the residents within the defined area to be actively involved in Village social projects and events.

2.2 To maintain and build upon the quality of life for everyone who lives in and around the village of Walbottle

2.3 To support and promote social well-being amongst all our community members.

2.4 To actively seek to promote equal opportunities within the community and within its membership.

2.5 To value diversity and promote good relations with all members of the community and not discriminate on the grounds of age, disability, race, faith, gender, or sexual orientation.

2.6 To deliver activities, events and projects within the community

2.7 To be non-party political

2.8 To consider the views of children and young people who are not old enough to be voting members

2.9 To promote a greater public awareness and participation in the prevention and solution of crime in the Walbottle area

## **3. Area of benefit**

The area of benefit is the village of Walbottle (*the geographical area where the Association will work, and any money will be spent*)

## **4. Powers**

4.1 Officers and Members must act within the law when carrying out the aims and objectives of the Association. To achieve these aims and objectives the Association has the power to:

- a. Employ and pay staff (who cannot be members of the committee)
- b. Cooperate and exchange information and advice with other organisations such as voluntary bodies, charities, and statutory authorities.
- c. Insure the property of the Association against any foreseeable risk and take out other insurance policies as needed
- d. Raise funds by any lawful means
- e. Do anything else within the law that is necessary in carrying out the aims
- f. Protect members data in line with the Data protection Act 2018 and GDPR.

## **5. Membership**

5.1 Categories of membership:

- a. Officers – At a minimum a Chairperson, Treasurer and Secretary are required. Along with other relevant posts as required e.g. Communications
- b. Committee Members – Members who are active committee members
- c. The Association Management Committee is made up of Officers and Committee Members.
- d. Members – all residents of Walbottle Village including those who are willing to assist in village groups e.g. gardening and litter picking

5.2 Membership of the Association is open to all residents living in the defined area or their designated representative (see Section 3) of the Association over the age of 16.

5.3 Only members who are at least 18 years old can sit on the committee

5.4 A member can opt out at any time of all association communications

5.5 Membership will end when a member stops living in the area represented or is deceased.

5.6 The Management Committee has the right to end someone's membership if they believe it is in the best interests of the Association. The member has the right to be heard by the management committee before the final decision is made and can bring a friend with them to the meeting.

5.7 The Management Committee must keep a list of Officers and Committee Members of the Association

5.8 Officers, Members and Residents shall conduct themselves in a manner that will not cause offence to others. Harassment, bullying, intimidation, or discriminatory behaviour will not be tolerated in any form including social media, verbal or physical and will be grounds for suspension of individuals. The Chairperson and committee officers have the right to warn the member(s) of their behaviour. If they persist, they will be suspended until further notice.

## 6. General meetings

6.1 The committee will give advanced notice of any general meeting, including the annual general meeting (AGM). A copy of meeting agenda will be displayed in a public place accessible to all members.

6.2 A **general meeting** can be held at any time if the committee calls one.

6.3 The quorum for any meeting is 3 or more Management Committee Members.

6.4 Every decision at any general meeting is decided by a majority of votes cast by Members in attendance at the meeting. If the vote is tied, the chairperson of the meeting has the casting vote.

6.5 Minutes must be kept of all general and committee meetings, including the AGM

6.6 An **annual general meeting (AGM)** must be held in each calendar year to deal with the following business:

- a) Receive the committee's report and accounts for the previous year
- b) Elect officers and committee members for the following year
- c) Deal with any other matters which the committee or members wish to raise and the chairperson is prepared to accept as legitimate business for the AGM

## 7. The management committee and its procedures

7.1 The Management Committee is responsible for the management of the Association. It will be made up of at least 3 and no more than 14 committee members of the Association

7.2 It will meet as needed but must hold at least three meetings each year. At least three Management Committee Members must be at the meetings to be able to take decisions

7.3 Every issue at a committee meeting is decided by a majority of the votes cast by those members present. If the vote is tied, the chairperson of the meeting has a casting vote

7.4 Committee officers are elected for a term of 3 years with election at the AGM. Committee officers can stand down at any time and if mid-year the management committee can co-opt a temporary appointment until the next AGM. At the end of the 3 year term if no one expresses an interest in that position, then the officer can put themselves forward for re-election.

7.5 Any member who wishes to stand for election to the committee must inform the chairperson at least seven full days before the AGM

7.6 At the AGM each year any members wishing to stand for election must be proposed and seconded.

7.7 A committee officer/member may be removed if all the other committee officers/members agree it is in the best interests of the Association. The committee member has the right to be heard by the management committee before the decision is made and can bring a friend with them to the meeting

7.8 The committee must keep minutes of its meetings and keep safe all records relating to the Association

7.9 If committee officers have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided

7.10 The committee members may make reasonable additional rules, policies, and procedures to help run the Association. These must not conflict with this constitution or the law

## **8. Finance**

8.1 All money and property belonging to or raised for the Association must only be used for the Association's aims

8.2 The Association's Treasurer has the authority to open and manage the Association's bank account(s) on behalf of the Association. All money received by the Association must be paid into the account

8.3 All cheques and or internet transactions must be signed by at least two signatories, who have been authorised by the committee, and who may not live in the same household nor be related as spouse, partner, parent, child, brother, sister, grandparent or grandchild

8.4 No member of the committee can be employed by the Association or receive any money or property from the Association, except to refund reasonable out of pocket expenses

8.5 Any funds donated for a specific purpose must be ringfenced accordingly.

## **9. Changing the constitution**

9.1 This constitution can only be changed at the AGM. For the constitution to be changed a majority of the members at the meeting must vote in favour of the change. The following clauses must not be rewritten in a way that would change the original meaning:

- a. Clause 2 (The aims)
- b. Clause 10 (Closing the Association)

## **10. Closing the Association**

10.1 If the committee decides that it is necessary to close the Association, it must call a general meeting and recommend closure.

10.2 If a majority of the members at the meeting vote in favour of closing the Association the committee has the authority to do so

10.3 Any money or property remaining after all debts and liabilities have been paid must be given to one or more voluntary Associations or registered charities with similar aims to this Association. Unless those monies are restricted. In which case money will be handled within current legislation and charity best practice

## **11. Adopting the constitution**

<p>This constitution was adopted on the 20th February 2022 by the people whose signatures appear below. They will be management committee members until the AGM, which must be held within one year of this date.</p>
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<b>Signed</b>		<b>Print name</b>
<i>Signed on hardcopy</i>	1	Lorraine Gray (Chair) appointed 2022
	2	Rosie Gregory (Treasurer) appointed 2024
	3	Nick Strong (Secretary) appointed 2024
	4	Vacancy (Communications)
	5	Vacancy (IT Support)
	6	Wendy Carr
	7	Julie Mayfield
	8	Nicola Johnson
	9	Sylvia Proud
	10	Annalise Kopko
	11	Vacancy
	12	Vacancy
	13	Vacancy
	14	Vacancy

## 12. Revisions

Date	Revision No	Section Revised	Changes	Reason
Feb 22	V7	10	New Chairperson entered	Change of Chairperson
Mar 22	V7	2	New aim added: To promote a greater public awareness and participation in the prevention and solution of crime in the Walbottle area	To accommodate Neighbourhood Watch
Apr 22	V7.1	5.1	New category of membership added:	To accommodate members who wish to volunteer to

			Core volunteers - Named volunteers who are willing to assist in the running of the Association but do not wish to sit on the committee.	assist the Association but do not wish to sit on the committee.
Apr 22	V7.1	12	Revisions section added	To record amendments to the constitution.
Apr 22	V7.1	11	Removal of 1 committee member	member wished to move to core volunteer status.
Aug 22	V7.2	11	New Chairperson entered	Change of Chairperson
May 23	V7.3	11	New Secretary entered	Change of Secretary
Sept 24	V7.4 (Draft)	11	New Treasurer, Secretary and Communications posts entered. Committee members corrected	Change of Secretary Change of Treasurer Update of Communications Corrected Committee members
Sept 24	V7.4 (Draft)	7.4	Updated as per approval of 2023 AGM Minutes	Updated to appointment of Committee Officers to a term of 3 years
Nov 24	V7.5 (Draft)	11	Updated with committee officer and member resignations and new committee members as of meeting on 13/11/2024	Resignation of Officer (moved out of Village) Resignation of Committee Members Addition of new Committee Members
Feb 25	V7.5 (Draft)	2, 4, 5, 6, 7, 8	Grammatical changes, simplified wording and removal of duplication in some sections	To simplify constitution and meeting structures with appointment of Officers and Management Committee Members at the AGM. To allow all members of the association who attend Open meetings and the AGM to vote.
Aug 25	V7.6 (Draft)	2	Combined paragraphs to 2.1 and 2.2  Paragraph 2.4	Further to consultation with David Beuzeval from 'ion charity consulting' The following changes were agreed by David as suggestions for approval at Octobers AGM. To simplify constitution

		3	Paragraph 2.5 removed Paragraph 2.6 Paragraph 2.8 removed Paragraph 2.9 Paragraph 2.10 Paragraph 2.11	Change of wording Not required Change of wording Not required Now 2.7 Now 2.8 Now 2.9
		5		Change of wording and inclusion of map
		6	Paragraph 5.1c Paragraph 5.2 Paragraph 5.4 Paragraph 5.6 Paragraph 5.9 Paragraph 6.1 & 6.2 Paragraph 6.3 Paragraph 6.4	Removed Change of wording Removed Change of wording Now 5.8 Change of wording Removed
		7	Paragraph 6.5	Change of wording
		9	Paragraph 6.6	Change of wording Combined paragraph 6.6 & 6.7
		10	Paragraphs 7.1 to 7.10 Paragraph 9.1 Paragraph 9.1 b Paragraph 10.1 to 10.3	Change of wording Change of wording Removed Change of wording