

WOOLLEY GRANGE RESIDENTS ASSOCIATION

CONSTITUTION

1. Name of Association

1.1 The association shall be called "Woolley Grange Residents Association", hereinafter referred to as the Association.

2. Objectives

2.1 The Association's objectives are to:

- Promote a healthy and happy environment for the residents living in Woolley Grange
- Further the interests of the community by identifying and supporting proposals which benefit Woolley Grange
- Organise social events for Woolley Grange residents

2.2 The Association will promote any charitable aim to further the above objectives. The Association supports no political party.

3. Membership

3.1 Ordinary Membership shall be open to anyone who is ordinarily resident on the Woolley Grange development and who is interested in furthering the aims and objectives of the Association as set out in article 2.1.

3.2 Associate Membership shall be open to anyone not qualifying for Ordinary Membership. Associate membership entitles the bearer to participate in all activities and general assemblies of the Association, but excludes voting rights and/or election to the Management Committee.

3.3 The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.

3.4 The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, provided that, the individual member shall have the right to be heard by the Management Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

4. Management

4.1 The Management Committee shall be elected at the Annual General Meeting and shall comprise a Chairman, Vice Chairman, Treasurer and Secretary, plus as many Committee Members as the Association shall deem necessary. All members of the Management Committee must be at least 18 years old.

4.2 If the post of any Officer or other Committee Member should fall vacant after such an election, the Management Committee will have the power to co-opt up to two members. The Management Committee shall comprise Ordinary Members of the Association only. Associate Members shall not be entitled to serve on the Committee.

4.3 The Management Committee shall meet as often as required to make and execute such decisions as are necessary in implementing the aims and objectives of the Association.

4.4 Any member of the Management Committee who misses more than three consecutive meetings without giving reasonable apologies may be asked to resign their post. A member of the Management Committee may be removed or suspended from their post if they bring the good name of the Association into disrepute. A full meeting of the Management Committee will be called to consider evidence from all sides and a majority vote will be necessary to remove or suspend.

5. Equal Opportunities Policy

5.1 It is the policy of the Association to treat all Members fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

5.2 Furthermore the Association will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

5.3 The Association will ensure that individuals are treated according to their relevant individual abilities and merits.

5.4 The Association is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with the Chairman. However, all Members are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

5.5 Any act of discrimination by Members or any failure to comply with the terms of the policy will be subject to the terms stated in articles 3.4 and 4.4, as appropriate.

6. Powers

6.1 In furtherance of the Objectives set out in article 2.1, the Management Committee shall have the power to set up sub-groups and working parties as deemed necessary.

6.2 The Association shall have powers to work in liaison with representatives of voluntary organizations, government departments, local and statutory authorities and individuals.

6.3 The Association can collect and disseminate information on all matters affecting its aims and objectives and where appropriate, arrange for the publication of such information and the holding of exhibitions and meetings on those matters.

6.4 The Association can raise money and accept grants, gifts and subscriptions on such terms as may be deemed appropriate.

7. Rules of Procedure at Meetings

7.1 Public General Meeting

7.1.1 The Management Committee shall call at least four Public General Meetings each year.

7.1.2 The purpose of these meetings is for the Association to account for its actions in pursuit of its Objectives as set out in article 2.1.

7.2 Annual General Meeting

7.2.1 The Association's Annual General Meeting shall be held not more than fifteen months between the date of one Annual General Meeting and the next.

7.2.2 The purpose of these meetings is to:

- Approve the minutes of the previous year's AGM
- Receive reports from the Chairman and the Secretary
- Receive a report from the Treasurer and approve the annual accounts
- Elect the Management Committee
- Consider changes to the Constitution
- Deal with relevant business

7.3 Extraordinary General Meeting

7.3.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least two-thirds of the Association's Ordinary Membership. The Management Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

7.4 Voting

7.4.1 Each Ordinary Member shall have one vote, which may be given in person or by proxy appointed in writing.

7.4.2 With the exception of changes to the Constitution, decisions put to the vote shall be resolved by a simple majority of the Ordinary Members at General Meetings.

7.4.3 The Chairman, in addition to his/her own vote, shall have a casting vote in cases of equality.

7.5 Quorum

7.5.1 The quorum at all Committee Meetings shall be four.

7.6 Minutes

7.6.1 All meetings must be minuted and made available to any interested party.

7.7 Changes to the Constitution

7.7.1 Any change to the Constitution shall require a two-thirds majority of all those present and eligible to vote at a General Meeting.

7.7.2 Notice shall be given to all voting members of any General Meeting as specified in article 7.8 and then any proposal to change the constitution shall be submitted in writing to the Secretary at least seven days prior to the meeting.

7.7.3 All proposals for changes to the Constitution shall be signed by two members eligible to vote at a General Meeting.

7.8 Notices

7.8.1 At least fifteen days notice shall be given to all members of any General Meeting.

8. Finance

- 8.1 All money raised on behalf of the Association shall be paid into a cash based deposit account or current account at Yorkshire Bank or such other bank as shall from time to time be substituted by the Management Committee.
- 8.2 All money raised on behalf of the Association shall be used only for the Association in pursuit of its Objectives as set out in article 2.1.
- 8.3 All cheques shall be signed by two members of the Management Committee. The signatories will comprise the Treasurer, Secretary and two Committee Members as agreed by the Management Committee. Signatories must not live in the same household or be close family members.
- 8.4 Cheques above the value of £250 must be referred to the Management Committee for overview before payment is made.
- 8.5 The Treasurer should keep receipts for all money paid out in expenses to Members of the Management Committee for duties carried out on behalf of the Association.
- 8.6 The Treasurer will be responsible for the preparation of the annual accounts of the Association which shall be presented at the Annual General Meeting.

9. Bye-laws

- 9.1 The Management Committee shall have the power to publish and enforce such bye-laws as the Ordinary Membership feels necessary, to govern the activities of the Association.

10. Dissolution

- 10.1 The Association may be dissolved if two-thirds or more of the Ordinary Members so desire, by their giving three months notice in writing to the Chairman of the Association. In this event the liabilities of the Association shall be discharged and the residuary assets distributed to a recognised charitable body.

11. Adoption

- 11.1 This constitution was adopted by the members present at the AGM held on 30th March 2009.