

Westfield Common Residents Association (WCRA) Constitution

1 Name

- 1.1 The name of the Association shall be 'Westfield Common Residents' Association' hereinafter called "The Association". The associate may also use the acronym 'WCRA'.
- 1.2 The area covered by the Association shown in figure 1 below:

Figure 1: Boundary of Westfield Common Residents Association



- 1.3 The area shall be known as the 'defined area' and comprises:
 - Balfour Avenue, Willow Bank, Quartermaine Avenue, Campbell Avenue, Newlands Avenue
 - Moor Lane, Rosebank Cottages, Bonners Close, Moor and New Lane (to the boundary with Sutton Green).
 - Westfield Road, Westfield Common, Westfield Way, and The Orchards.
 - Honeypots Road, Ellis Farm Close, Greenmeads, Highlands Lane, and Bonsey Road.

2 Aims

- 2.1 WCRA is a community based unincorporated association. The aims of the Association, which shall be non-party political and non-sectarian, shall be:

- a) To watch, protect and further in every legitimate manner the general interests of the ratepayers and residents of the defined area, and to organise and promote united action for this purpose;
- b) To represent the views of residents and to work towards ensuring that the best interests of residents are served;
- c) To ensure that all residents are consulted & informed regularly, and that all residents entitled to membership are encouraged to join;
- d) To encourage a sense of community;
- e) To improve and protect the local environment, and services to the community;
- f) Promote social, welfare, recreational and community activities for the benefit of members of the Association;
- g) Build a partnership and improve communications between Local Government and the Association;
- h) To advocate and encourage efficiency, economy and appropriateness in local and central government and public service administration;
- i) To give help, information and advice to any resident or ratepayer in the defined area on any matter connected with the above-named aims;
- j) To arrange functions for furthering the above-named aims;
- k) To do all such other lawful acts as are incidental or conducive to the attainment of the above aims.

3 Membership

- 3.1 Membership is open to all residents aged 18 years or over living within the defined area.
- 3.2 The Association shall be considered representative of its membership if it comprises membership from ten (10) or more households.
- 3.3 To become a Member, individuals must complete the 'Membership Form' on joining and renewed annually.
- 3.4 Membership ends when a Member moves out from the Association's defined area, resigns or is expelled by the Association. Membership will lapse if a new form is not signed & returned to the Secretary or if any Member gives their verbal or written resignation.
- 3.5 All Members of the Association have a duty to further the aims of the Association.
- 3.6 Members shall conduct themselves in accordance with the WCRA Code of Conduct.
- 3.7 All Members shall have an equal vote.
- 3.8 The Association will keep an up to date record of membership.
- 3.9 Elected Councillors of Woking Borough Council who reside in the defined area are eligible for ordinary membership but are ineligible to serve as Officers of the Association.
- 3.10 Requests for membership of the Association from anybody living outside the defined area must

be approved or declined by a majority vote of Members at any meeting of the Association. An example of non-resident membership might be a person who runs a business within the defined area and therefore has an interest.

- 3.11 The Association will keep Woking Borough Council informed of changes in membership, including Committee membership.

4 Management, Committee & Officers

- 4.1 The management of the Association shall be vested in its committee and officers.
- 4.2 The business of the Association will be conducted by a Committee elected at the Annual General Meeting, which shall consist of a Chair, Treasurer and Secretary and up to two other members.
- 4.3 A Vice-Chair may also be elected. All Committee Members must be aged over 18 years. As far as possible, the composition of the Committee should reflect the local population of the area.
- 4.4 The Committee will have the power to make decisions on behalf of the Association providing that decision is unanimous.
- 4.5 The officers shall be elected annually from the member association delegates at the Annual Meeting, the retiring officers being eligible for re-election. The Association shall have power at an ordinary meeting to fill any casual vacancy.
- 4.6 The election of Committee Members (also known as Officers of the Association) will take place only at an Annual or Special General Meeting of the Association. The Committee may temporarily fill a Committee vacancy until the next Annual or Special General Meeting, by a majority vote of Members.
- 4.7 The Chair shall guide the meetings of the Association and its Committee. If the Chair is absent, those Members present shall vote, by a show of hands, on who should Chair the meeting, unless a Vice-Chair has already been elected and is present at the meeting.
- 4.8 The Chair will:
- organise meetings and agendas;
 - ensure that all present at meetings can contribute without interruption or intimidation;
 - endeavour to lead & support the Association in achieving its aims;
 - formally represent the Association;
 - ensure the Committee works as a team.
- 4.9 The Treasurer shall open and maintain a bank or building society account in the name of the Association. There will be only one bank account for the Association, into which all monies are paid.
- 4.10 All cheques must be signed by the Treasurer and at least one other nominated Committee Member. No two signatories shall be from the same household or related by blood or marriage.
- 4.11 The Treasurer shall keep proper accounts of income and expenditure and details of subscriptions paid. He/she will also report on them as required by the Committee.
- 4.12 The accounts should be available on request, for inspection by any Member of the Association.

- 4.13 The Secretary is responsible for arranging meetings and giving the relevant notice to Members. The Secretary shall ensure that a proper record is kept of all meetings of the Association and its Committee in the form of minutes. The Secretary will deal with the Association's correspondence under the guidance of the Chair.
- 4.14 All Members must declare any relevant personal interest in a matter under discussion. The Chair shall have the right to determine whether that member should withdraw, or be allowed to speak but not vote, or be allowed to speak and vote.
- 4.15 The Association shall appoint a nominated spokesperson to represent the Association in discussions with any other body (including the media and correspondence). The spokesperson shall act only on the instruction of the Committee or Chair. No other Member will write or speak on behalf.
- 4.16 All other Members will be known as 'Ordinary Members'.

5 Subscriptions

- 5.1 An Annual General Meeting of the Association will decide if a subscription will be payable. All payments will be recorded in an appropriate manner and a receipt given.
- 5.2 The amount of the annual subscription shall be determined from time to time by the Association in Annual Meeting.

6 Meetings

- 6.1 The Association will organise not less than four ordinary meetings a year, including the AGM.
- 6.2 All Members will receive a minimum of 7 days notice of ordinary meetings. The Association will endeavour to publicise all meetings.
- 6.3 All meetings will be minuted & those minutes made available, if requested, to any resident living within the defined area.
- 6.4 All residents may attend meetings of the Association providing they live within the Association's defined area.
- 6.5 Only Members of the Association are entitled to vote at ordinary meetings.

7 Annual Meeting

- 7.1 The Committee shall call an Annual General Meeting of the Association annually. Not less than 21 days notice shall be given of the AGM to all Members and to all those eligible for membership.
- 7.2 All Members of the Association shall be eligible to vote at the AGM.
- 7.3 Decisions taken at these meetings shall be binding.
- 7.4 At this meeting:
- The Committee shall present their annual report;
 - The Treasurer shall present the accounts of the Association for the past year (if applicable);
 - The Committee will stand down and a new Committee elected;

- Members will agree on subscriptions, if any, for the next year;
- Those eligible will vote on amendments to the constitution;
- Those eligible will consider any resolution put forward.

7.5 The Association in Annual Meeting may appoint such other non-members as from time to time.

7.6 The Association shall have power to co-opt any fit and proper person on to the Association and any Sub-Committee.

8 Special General Meeting (SGM)

8.1 The Secretary or Chair shall call a Special General Meeting at the written request of a majority of Members or at the request of the Chair. Not less than 21 days notice shall be given of the SGM to all Members and to all those eligible for membership

8.2 All Members of the Association shall be eligible to vote at the SGM.

8.3 Decisions taken at these meetings shall be binding.

9 Quorum

9.1 The minimum number of members who must be present before a meeting may proceed shall be four members, including at least two of the officers.

10 Voting & Nominations

10.1 Proxy votes will be accepted at any meeting of the Association, providing the person eligible to vote puts his/her wishes in writing.

10.2 The Chair of the Association shall decide upon the method of voting for each meeting, which may be by a show of hands or secret ballot.

10.3 The Chair must take reasonable steps to ensure that all those who vote are entitled to vote.

10.4 Nominations for the election of Committee Members at Annual & Special General Meetings may be made from the floor. Nominations do not have to be seconded.

10.5 Only Members of the Association are eligible to stand for Committee posts.

11 Minutes

11.1 The Association shall cause proper minutes to be kept of all meetings, which minutes shall be submitted for approval at the next meeting and, if approved, be signed by the Chairman of the meeting.

12 Accounts

12.1 The Association shall cause proper books of account to be kept in respect of:

- a) All sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure took place.

b) The assets and liabilities of the Association.

12.2 The books and accounts shall be kept at the residence of the Treasurer and shall be open to inspection by member association's delegates at any reasonable time. The accounts shall be laid before the Annual Meeting, showing a proper income and expenditure account for the preceding twelve months, together with a proper balance sheet for the same period.

13 Suspension of Members

13.1 The Association may at any time by resolution of not less than three-fourths of the delegates present at a Special Meeting called to consider the case, determine that a member the continuance of whose membership will in their opinion, be prejudicial to the interests of the Association shall be suspended from membership.

13.2 If the Association shall so determine, the member shall be suspended from membership for such period as the Association may in its discretion deem expedient and the secretary shall notify the member concerned in writing of its suspension.

13.3 No resolution passed under the provision of this Rule shall have any validity unless the member shall have had a reasonable opportunity of attending the Special Meeting called to consider the case and of being heard in his or her defence.

14 Alteration of Constitution

14.1 The Constitution can be altered or replaced in its entirety at any Special General Meeting, called for that purpose only, or at the Annual General Meeting.

14.2 Proposed changes to the Constitution must be received by the Secretary or Chair at least 14 days prior to the Annual or Special General Meeting. Changes to the Constitution must be agreed by a majority of those eligible to vote at the meeting.

14.3 If any part of this constitution is unclear or open to interpretation, the Association, should it prove necessary, will agree an interpretation, by a majority vote of Members. The matter will then be referred to the next AGM or SGM as an amendment to the constitution.

15 Extra Powers

15.1 The Association shall have powers to make and amend byelaws not inconsistent with these Rules to deal with circumstances not provided for by the same. Such byelaws shall be incorporated into the above Rules at a subsequent Annual or Special Meeting.

16 Dissolution

16.1 The Association may only be dissolved at a Special General Meeting called for that purpose and must be advertised at least 21 days before the meeting.

16.2 A proposal to dissolve the Association shall take effect only if agreed by a majority of those eligible to vote.

16.3 If the Association is dissolved, all donated funds or assets will be returned to the benefactor(s) wherever possible. Any funds or assets remaining will be disposed of to other bona fide charitable or voluntary causes according to the wishes of the majority of those eligible to vote at the Special General Meeting. Proposals for suitable beneficiaries will be heard from the floor. It is the joint and several responsibility of the former Officers of the Association to dispose of funds and assets according to the wishes of the meeting.

- 16.4 If a quorum does not attend the Special General Meeting to dissolve the Association, the Association is dissolved. In this circumstance it is the joint and several responsibility of the former Officers of the Association to ensure that all donated funds or assets are returned to the benefactor(s) wherever possible. Any funds and assets remaining will be disposed of to other bona fide charitable or voluntary causes, at the discretion of the former Officers of the Association without the need for consultation with former Members.

17 Equal Opportunities

- 17.1 This Association shall positively promote equal opportunities within its membership and work for the elimination of discrimination against persons on the basis of race, gender, age, sexuality, disability, politics and religion

THIS CONSTITUTION WAS ADOPTED AT THE INUAGURAL MEETING HELD ON 05 JUNE 2009.