

WGRA Westgate Residents Association, Chichester

Westgate, Henty Gardens, Mount Lane, St Bartholomew's Close, Tannery Close

CONSTITUTION (2020)

1. Name

The name of the association is **WESTGATE RESIDENTS' ASSOCIATION**

2. Area

The Westgate Residents' Association (WGRA) covers the following geographical area in Chichester, West Sussex, and the number of dwellings in each street as stated (from September 2015 data provided by the Chichester District Council database):

• Bartholomew's Close	20
• Henty Gardens (incl The Maltings)	111
• Mount Lane	04
• Tannery Close	24
• Westgate (extending west to the rail crossing)	<u>129</u>
	Total 288

3. The aims of the Association are:

- a) To represent the interests of residents within the above area.
- b) To work towards improving the quality of life and the environment of Westgate and its immediate neighbourhood for the benefit of local residents.
- c) To foster community spirit through the promotion of social events and activities.
- d) To be non-party political and represent the majority view of the community.
- e) To keep residents informed regularly of the WGRA's issues.

4. Membership

- a) Residents living in the area, who are over the age of 16, may participate in any of the activities of the WGRA and receive the Annual Report.
- b) A confidential mailing list of residents who have asked to receive the regular Bulletin by e-mail, or through the "Buddy" system shall be maintained, until they request their names be removed or they have left the Association's area.
- c) Residents may apply for membership of the Association on payment of a subscription, the amount and frequency of which shall be proposed by the WGRA Committee and agreed by the Association's Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).
- d) A subscribing WGRA member is eligible to vote at an AGM or EGM; and may also nominate or second candidates for election at an AGM or EGM.
- e) The WGRA shall hold all personal data in accordance with Privacy Policy and the General Data Protection Regulations (2018).

5. The Committee

- a) The Committee shall comprise a minimum of five (5) and maximum of nine (9) members to include Chair, Secretary and Treasurer.
- b) The Chair, Secretary, Treasurer and Committee members shall be elected at the Annual General Meeting for one year, at the end of which period all officers and committee members shall retire but shall be eligible for re-election for a further year.
- c) Other Committee responsibilities shall include communications, planning, local authority liaison and social activities, which shall be allocated among members of the Committee.

- d) The Committee may appoint sub-committees to undertake WGRA business. These shall be accountable to the main Committee which shall define their terms of reference. A sub-committee should include where practicable one member from the main Committee.
- e) The Committee shall have the right to co-opt members until the next AGM to participate fully in WGRA business; co-opted members may vote.
- f) The Committee shall have the right to appoint Associate Members on such terms as it considers appropriate to assist with WGRA business. Any such Associate Member shall be accountable to the main Committee and shall have no right to vote.
- g) Committee members shall declare any conflict of interest in an agenda item at the beginning of a meeting and, if it is deemed substantial, they shall withdraw from the meeting when that item is discussed.
- h) The quorum for Committee meetings shall be four (4).
- i) The Committee is empowered to make decisions outside formal meetings, including without limitation by electronic means, when the quorum rule should continue to apply where practicable; but the circumstances and decision must be noted and formally approved at a subsequent scheduled meeting.
- j) Committee meetings may be called by the Chair or at the request of one third of Committee members. At least seven (7) days' notice in writing by paper and/or email must be given.
- k) At least two (2) committee meetings shall be held in each calendar year.

6. Duties of the Committee members

- a) The Chair shall conduct all meetings of the WGRA but if the Chair is absent, Committee members shall elect a chair from amongst those present.
- b) The Secretary shall give notice of all meetings and ensure that proper minutes are kept.
- c) The Treasurer shall maintain correct and proper records of the WGRA's income and expenditure in a manner required to satisfy independent examination and audit.
- d) Members representing WGRA at meetings with outside bodies and individuals (such as West Sussex County Council, Chichester District Council, Chichester City Council, the local MP or a councillor) shall make a record of their discussions and report back to a subsequent meeting of the Committee.

7. Holding Provisions

In the event that a full committee is not nominated or elected, a Holding Committee of three people shall be elected to meet as required, to protect the existence of the WGRA. The quorum shall be two (2) persons.

8. Annual General Meeting (AGM)

- a) An Annual General Meeting shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting) as the Committee shall determine.
- b) Not less than twenty one (21) days' notice of the AGM shall be given to WGRA members, inviting nominations for election to the Committee. Notice of the AGM shall be published and distributed in several formats: paper, email and the WGRA website.
- c) The purpose of the AGM is to:
 - Agree and confirm the minutes of the last AGM
 - Receive an Annual Report from the Chair

- Receive a Statement of Accounts from the Treasurer which have been independently reviewed by a suitably qualified Examiner appointed by the Committee and confirmed by the AGM
 - Elect the Chair, Secretary and Treasurer and other committee members for the following year
 - Discuss and/or vote on resolutions and proposals, as appropriate, submitted to the AGM either by the Committee or individual WGRA members.
- d) Seconded nominations for election to the Committee should be submitted in writing by members of the WGRA and received by the Secretary before the meeting. Proposers and seconders must be members of WGRA and not from the same households or related to the candidate.
 - e) In exceptional circumstances nominations for election to the Committee may also be proposed and seconded verbally by WGRA members present at the AGM, in response to invitations from the Chair and recorded by the Secretary.
 - f) Membership of the WGRA is defined in paragraph 4 and a list of paid-up members shall be presented to the AGM for reference by those present. Where a resident present at an AGM wishes to participate in the election, but is not recorded on the Mailing list, the Chair shall put the matter to the meeting for a decision of members present; a simple majority of those voting by show of hands (with two tellers appointed by the Chair) shall confirm membership of the WGRA.
 - g) A WGRA member over the age of sixteen (16) is entitled to stand for election.

9. Resolutions and Proposals submitted to an AGM

Resolutions (requiring a decision by voting) and proposals (topics for discussion) may be considered at an AGM subject to the following requirements:

- a) The subject is relevant to WGRA's aims and purposes, as confirmed by the Chair in consultation with the Secretary and Treasurer.
- b) The proposer is a subscribing WGRA member and supported (seconded) by at least one WGRA member; proposers and seconders shall not be from the same households.
- c) Resolutions and proposals should be submitted in writing (including by e-mail) to the Chair with a copy to the Secretary before the meeting.
- d) A resolution or proposals for discussion and/or voting that are submitted in accordance with these requirements shall be included as part of the formal AGM agenda.

10. Extraordinary General Meeting (EGM)

- a) The Chair shall call an EGM if requested to do so in writing by not less than four (4) members of the Committee, or two if the Holding Committee is in existence; or by twenty (20) full members of the Association.
- b) At least twenty-one (21) days' notice shall be given for an EGM. Such notice shall be published and distributed in several formats: paper, email and the WGRA website.
- c) The quorum for an EGM shall be a minimum of twenty (20) full WGRA members, including committee members.
- d) Decisions of the EGM shall be binding on the Committee.

11. Voting at an AGM or EGM

- a) Decisions at a general meeting (AGM or EGM) shall be taken by a majority of those voting by a show of hands
- b) In the event of a voting tie, the Chair shall have a casting vote.
- c) Two tellers shall be selected from the meeting and appointed by the Chair, to count votes, and the result recorded in the minutes.

- d) Conflicts of interest arising from an agenda item must be declared. A member who declares such a conflict, which is deemed by the Chair to be substantial, shall withdraw from the meeting when the conflicting subject is discussed.

12. Finance

- a) Membership subscriptions, and the subscription period, shall be decided by the Committee.
- b) The Committee may raise funds in pursuance of the aims of the Association by seeking donations and arranging fund-raising events.
- c) A Statement of the Association's income and expenditure shall be published each year at the AGM, together with a report by an independent Examiner confirming inspection.
- d) The accounts shall be open to inspection by members on request.
- e) All monies raised by or on behalf of WGRA shall be applied only to further its aims.
- f) Bank facilities shall be opened in the name of the Westgate Residents Association. Any cheques, transfers, other banking instruments or instructions shall be signed by two (2) of three (3) members of the Committee whose names are recorded in the minutes. Signatories shall not be related to, nor be members of, the same household.
- g) Proper records of all transactions, including petty cash transactions, shall be kept.

13. Equalities and diversity

- a) The WGRA shall actively seek to promote equal opportunities within the community and within its membership.
- b) The WGRA shall 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.

14. Code of Conduct

- a) Offensive behaviour such as harassment, bullying, intimidation or other discriminatory activity shall not be tolerated at meetings of the WGRA.
- b) Everyone is entitled to express their point of view reasonably.
- c) Only *bona fide* expenses agreed in advance by the committee shall be paid and must be submitted with a claim form and receipts to the Treasurer for payment.
- d) Members must never use their position to seek preferential treatment for themselves, their family or friends.
- e) Committee members must not divulge confidential WGRA business to other parties.
- f) Public statements on behalf of the WGRA should be sanctioned in advance by the committee and made only by their designated representative.
- g) Complaints received about the WGRA or its members, shall be dealt with by the Chair and Secretary in consultation with committee members, who shall endeavour to respond within ten (10) working days.

15. Dissolution

- a) The Committee, or if a Committee no longer exists, a majority of remaining members attending a meeting convened for the purpose, can propose that the WGRA should be dissolved. They must give at least twenty-one (21) days' notice to all subscribing WGRA members, distributed by paper and, where feasible by

email and the WGRA website, that a meeting is taking place which proposes to dissolve the WGRA.

- b) For the sole purpose of dissolution a quorum need not apply.
- c) The WGRA may be dissolved if not less than two-thirds of those present and voting by a show of hands are in favour of so doing.
- d) Assets remaining after settling any liabilities shall be applied for the benefit of the community in accordance with the aims of the WGRA.

16. Amendments to this Constitution

Changes may only be made at an Annual General Meeting following a formal proposal in writing by the Committee after due notice has been given to publicise and define the amendments. The subsequent vote requires two-thirds of those present and voting by a show of hands to be in favour, as counted by two tellers.

**THIS AMENDED CONSTITUTION WAS AGREED AT
THE ANNUAL GENERAL MEETING
OF THE WESTGATE RESIDENTS' ASSOCIATION
Held at date/time/place**