

Constitution V7.3

Reviewed and revised on 4 May 2023.

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1. Name

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

2. Aims

2.1 The aims of the Association are:

2.2 To represent the interests of and promote membership to all the residents within the defined area.

2.3 To promote the interests and rights of residents and to encourage them to be more actively involved.

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

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

2.6 To work together collectively to identify and address areas of need both socially and environmentally.

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

2.8 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.

2.9 To represent the majority view of the community

2.10 To be non-party political

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

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

3. Area of benefit

3.1 The area of benefit is the village of Walbottle and surrounding areas in Newcastle upon Tyne (*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 aims and objectives of the Association. In order to achieve the 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 There are 4 categories of membership:

- a. Officers – Chairperson(s), Treasurer and Secretary of the committee
- b. Committee Members – Members who have offered to be active committee members
- c. Core volunteers - Named volunteers who are willing to assist in the running of the Association but do not wish to sit on the committee.
- d. Members – all residents of Walbottle Village including those above

5.2 Membership of the Association is open to all residents living in the defined area (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 Any membership fee will be decided and reviewed at the Annual General Meeting (AGM). Any money raised by, or on behalf of the Association will be used to further the Association's aims.

5.5 A member can resign their membership at any time.

5.6 Voting membership will end when a member stops living in the area represented, dies, or resigns.

5.7 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

5.8 The management committee must keep a list of committee officers and members of the Association

5.9 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 Chairpersons 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 must give 14 days' notice of any general meeting, including the annual general meeting (AGM), to all members telling them what is on the agenda. Individual notices may be sent to all members **or** a notice may be displayed in a public place used by all members.

6.2 A **general meeting** can be held at any time if the committee calls one **or** if 20 or more members write to the committee asking them to call one. The letter to the committee must state the reason they wish the meeting to be called

6.3 The chairperson of the committee, or in their absence some other person elected by the committee, chairs the general meeting

6.4 The quorum for any general meeting is 5 or more committee members. If at least 5 of the officers and members are not present, then the meeting can be adjourned for at least 14 days. At the re-convened meeting, decisions based on a majority vote can be made if there are at least three officers present.

6.5 Every question at any general meeting is decided by a majority of votes cast by those entitled to vote. If the vote is tied, the chairperson of the meeting does not have a second or casting vote.

6.6 Minutes must be kept of all general meetings, including the AGM

6.7 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 the 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 committee is responsible for the management of the Association. It will be made up of at least 5 and no more than 14 members of the Association

7.2 It will meet as needed but must hold at least three meetings each year. At least three 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 committee members present. If the vote is tied, the chairperson of the meeting does not have a second or casting vote

7.4 Committee officers are elected annually at the AGM, staying on the committee until the end of the AGM the following year but they can be re-elected

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 first meeting of the committee after the AGM each year the committee members must elect from among themselves a chairperson and other honorary officers, such as secretary or treasurer, as they think fit

7.7 If there is a vacancy on the committee or if anyone resigns during their term of office the committee has the power to co-opt another member to the vacancy. This co-opted member has full voting powers and will stay on the committee until the next AGM

7.8 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

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

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

7.11 The committee officers 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 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

9. Changing the constitution

9.1 This constitution can only be changed at a general meeting. 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 9 (This clause)
- c. 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 of all members and recommend closure to them

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

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.		
Signed		Print name
<i>Signed on hardcopy</i>	1	Lorraine Strong
	2	Vice Chair - Vacant
	3	Helen Dawson (Secretary)
	4	Roger Parnell (Treasurer)
	5	Iram Din
	6	Nick Strong
	7	Rosie Gregory
	8	Anna Smith
	9	Ritchie Thompson
	10	Vicki Thompson
	11	Michael Carr
	12	Wendy Carr

	13	Jean Langley
	14	Kim Wilson Moore

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: Core volunteers - Named volunteers who are willing to assist in the running of the Association but do not wish to sit on the committee.	To accommodate members who wish to volunteer to 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