

Constitution of The Warren & District Residents Association

V1.2 - 18Sep2017

1. NAME

- 1.1 The name of the organisation shall be **The Warren and District Residents Association** (hereafter referred to as WADRA).

2. AIM

- 2.1 The aim of WADRA shall be to preserve, protect and (*1) enhance the character of the area in which we have chosen to live and the surrounding district.

3. MEMBERSHIP

- 3.1 Membership shall be open to all residents of the age of 18 or over, irrespective of tenure, in the area bounded by the dwellings in The Warren, St Peters Avenue, Upper Woodcote Road west side to the Borough boundary, including Blgrave Farm Lane and Blgrave Lane; see map Annexe A.
- 3.2 Upon payment of a one-off subscription of £5 per household, with proof of address, all persons of 18 years of age or over resident in the household shall be members. (*2) Membership fees may be collected and used to contribute towards legal fees to oppose development.
- 3.3 Each household carries one vote, regardless of the number of inhabitant members, to be exercised by a member identified on registration at a relevant General Meeting.
- 3.4 The household member selected to vote on any matter when a vote of the membership is called, shall be one whose household has paid the subscription at least 14 days prior to the meeting.
- 3.5 Member households outside the WADRA boundaries who joined before 28 October 2015 will continue to be treated as members.
- 3.6 Membership shall cease on moving to an area outside WADRA as defined in Clause 3.1.

4. THE COMMITTEE

- 4.1 Any member, having expressed a willingness to participate in the activities of the Committee, shall be eligible for election to the Committee at the next Annual General Meeting (AGM) following the first anniversary of membership. Nominations for Committee places, supported by a proposer and second from separate member households other than that of the nominee, must be received by the Secretary or Chair at least 14 days before the AGM.
- 4.2 Committee members shall be elected at the WADRA Annual General Meeting (AGM) and shall each serve for a three year term.
- 4.3 Committee members must abide by the principles and objectives of WADRA and respect its confidentiality and processes; and promote membership of WADRA and its aims.
- 4.4 The Committee shall consist of at least three members with a maximum of 10.
- 4.5 The Committee shall have the power to co-opt other members onto the Committee by a majority vote of Committee members, during the course of the year. All Committee members, including those co-opted, will have full voting rights within the Committee.
- 4.6 Elected Committee members completing three years on the Committee shall retire at the AGM, but may stand for re-election and the provisions of Article 4.1 shall apply to the election process.
- 4.7 Members co-opted by the Committee must retire, for election, at the AGM following co-option.
- 4.8 The Committee shall carry on the business of WADRA other than in respect of matters reserved for the decision of the membership in a general meeting.
- 4.9 The Committee shall elect from within their number a Chair, Secretary, and Treasurer as Officers. No Committee member shall fill more than one position.
- 4.10 The Chair must have served at least one year as a Committee member before being elected as Chair.
- 4.11 The Committee and Officers shall make and carry out decisions in accordance with the objectives and aims of WADRA; (*3) and be empowered to act on behalf of WADRA in all matters between meetings of the Association and in particular to arrange Legal Representation against proposed legislation.
- 4.12 Committee members can be voted off by a majority of the Committee if they have not attended three consecutive meetings without good reason.
- 4.13 Committee members must declare any conflict of interest they may have in the topic under discussion and the Committee will decide if they need to forfeit their right to vote on that occasion.
- 4.14 In the event of a tied vote, the Chair will have the casting vote.

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- 4.15 The Committee shall meet at least quarterly.
- 4.16 The proceedings of the Committee shall be valid if there is present an Officer of WADRA and two or more Committee members.
- 4.17 (*4) The Committee, at their discretion, may invite members to committee meetings if their properties are directly affected by Planning Proposals.

5. ELECTION OF THE COMMITTEE

- 5.1 Nomination for election to the Committee must be notified to the Secretary or Chair, not later than 14 days before the date of the AGM and satisfy the requirements of Clause 4.1.
- 5.2 The nomination must be in writing, signed by the nominee, who must be eligible for nomination in accordance with Clause 3 (membership) and supported by two other members of WADRA from separate households.
- 5.3 Election of Committee members shall be done by vote of members present at the AGM, one per household.

6. THE OFFICERS OF WADRA

- 6.1 The Officers of WADRA shall be the Chair, Secretary and Treasurer. They shall be jointly and severally responsible for upholding the Constitution of WADRA and may assume the duties of the Committee if the Committee should disband, fail or refuse to carry on the business of WADRA as required by Clause 4.3.

7. THE CHAIR

- 7.1 Any member appointed to the Chair shall vacate that Office at the end of three years, or when retirement from the Committee is due in accordance with Clause 4.2, whichever is the earlier. The outgoing Chair, if otherwise eligible, may be reappointed to the Office by a majority vote of the Committee. When the Chair is seeking re-appointment to the Committee another Officer of the Committee shall conduct the meeting during the voting procedure.
- 7.2 The Chair shall be the chief spokesperson for WADRA in stating or interpreting WADRA policy.
- 7.3 In dealings with other bodies and organisations, the Chair shall be the representative of WADRA. The Chair may delegate this duty on occasion with the approval of the Committee.
- 7.4 The Chair shall deliver to the members in AGM a report of the activities of WADRA from the previous 12 months.
- 7.5 The Chair shall chair General Meetings and Committee meetings. This duty may be delegated, on occasion, to another Committee member

8. THE SECRETARY

- 8.1 The Secretary shall receive and deliver all formal notices on behalf of WADRA.
- 8.2 The Secretary shall communicate with members and others in accordance with the instructions of the Committee.
- 8.3 In the absence of the Secretary appointed in accordance with Clause 4.8, the Committee shall appoint a member of WADRA to act as Secretary, such member to hold that office until an appointment in accordance with Clause 4.9 can be made.

9. THE TREASURER

- 9.1 The Treasurer shall arrange for the proper and safe custody of WADRA's funds.
- 9.2 The Treasurer shall diligently maintain the financial accounts and records of WADRA and retain them for seven years.
- 9.3 The Treasurer shall prepare the annual accounts of WADRA for review, by a qualified person independent of the Committee, prior to presentation to the AGM for adoption.
- 9.4 In the absence of the Treasurer appointed in accordance with Clause 4.8, the Committee shall appoint a full member of WADRA to act as Treasurer, such member to hold that office until an appointment in accordance with Clause 4.8 can be made.

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10. FINANCES

- 10.1 WADRA may raise funds by obtaining grants from other bodies or by fundraising schemes. All money raised by or on behalf of WADRA shall be applied to further its objectives and aims, or as specifically stated at the time of the fund raising activities, including but not limited to Legal Fees to oppose developments. Net funds remaining after completion of a particular fund raising project must be returned to sponsors where possible. In any case where this is not possible excess funds can be applied to WADRA general funds or distributed among local charities or groups that will further the aims of WADRA, as the Committee may direct.
- 10.2
- 10.3 All funds shall be kept in a bank account or accounts that shall be opened in the name of WADRA. The Secretary, Treasurer and the Chair shall be signatories on the accounts and all cheques shall
- 10.4 require two of their signatures.
All expenditure shall be agreed and controlled by the Committee. Receipts should be acquired for all
- 10.5 expenditure over one pound.
- 10.6 All payments by WADRA to others shall be listed and subject to audit.
- 10.7 No Officer shall sign a blank cheque – all cheques are to be filled in before signatures are added.
WADRA's Accounting Year shall be a period of 12 months beginning 1 September.

11. CONDUCT OF BUSINESS OR STANDING ORDERS

- 11.1 Members may speak only through the Chair at all meetings.
- 11.2 Decisions will be agreed upon by a simple majority and voted on via a show of cards (one card per household), or a ballot if deemed necessary by the Committee.
- 11.3 Meetings will end at the time set by the Chair unless all those present agree to extend the meeting.
- 11.4 Any offensive or aggressive behaviour, including racist, ageist, sexist or inflammatory remarks will not be permitted.
- 11.5 Any member who brings WADRA into disrepute or refuses to comply with the constitution shall be expelled from WADRA on a majority vote of the Committee.
- 11.6 Any such WADRA member will have the right to appeal, within 21 days of the expulsion, to the Committee at a Meeting called for that purpose.
- 11.7 The Secretary or Chair shall deal with all correspondence.
- 11.8 Minutes should be distributed to Committee members within 21 days after a meeting.

12. GENERAL MEETINGS

- 12.1 General Meetings of the members shall be held when necessary to discuss matters of importance and to keep the members informed of WADRA's activities.
- 12.2 An Annual General Meeting (AGM) shall be held every year after the 31 August year-end, to discuss the activities of WADRA, to receive the accounts and to elect or re-elect Committee members. The convening notice shall be issued by the Secretary no less than 21 days prior to the date of the AGM.
- 12.3 With notice of the AGM, nominations for membership of the Committee will be invited, as vacancies become due in accordance with Clause 4.2 (retirement by rotation) and to meet the requirements of Clause 4.4 (number of elected members).
- 12.4 Any member may request the Committee to consider an item for inclusion on the agenda for the AGM. Such a request must be delivered to the Secretary in writing prior to WADRA's year-end on 31 August.
- 12.5 An Extraordinary General Meeting of WADRA may be proposed by a member in writing, stating its purpose, supported by 19 other members from separate member households. On receipt of a valid proposal the Committee shall refer it to the membership. Subject to agreement by a majority of responding members, the EGM shall be held as soon as practicable.
- 12.6 Any General Meeting of WADRA shall be declared void if fewer than 20 voting members are present.

13. CHANGES TO CONSTITUTION

- 13.1 This Constitution shall only be adopted or changed at a WADRA General Meeting.
- 13.2 Members shall be given 21 days notice of proposed changes before the General Meeting.
- 13.3 The Constitution must be complied with by the membership and the Committee at all times.
- 13.4 Details of any proposals to amend the Constitution must be from a member and delivered to the Secretary, in writing, and be signed by twenty members from separate households.
- 13.5 Change proposals must be put to the members in a General Meeting, the members having been

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notified of the proposals 21 days before the relevant General Meeting.

- 13.6 The proposed amendments will be carried into effect if three quarters of the voting members attending the General Meeting called for the purpose so agree.

14. EQUAL OPPORTUNITIES

- 14.1 WADRA will ensure that any activities they are involved with will be in a safe environment for all.
14.2 WADRA will uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct which discriminates or harasses on grounds of age, race, religion, disability, political belief, sex or sexual orientation.

15. DISSOLUTION OF WADRA

- 15.1 WADRA may only be dissolved by a special Committee meeting.
15.2 Any assets remaining after meeting liabilities must be distributed among local charities or to groups that will further the objectives of WADRA.
15.3 Any remaining money received via funding bodies or sponsors must be offered back to them where possible.
15.4 On dissolution, any documents belonging to the group shall be disposed of in a manner agreed by that meeting.

This constitution was adopted at a meeting of The Warren and District Residents Association on

14th day of November 2017

Signed Chair Robin Bentham

Signed Secretary Hayley Brommell

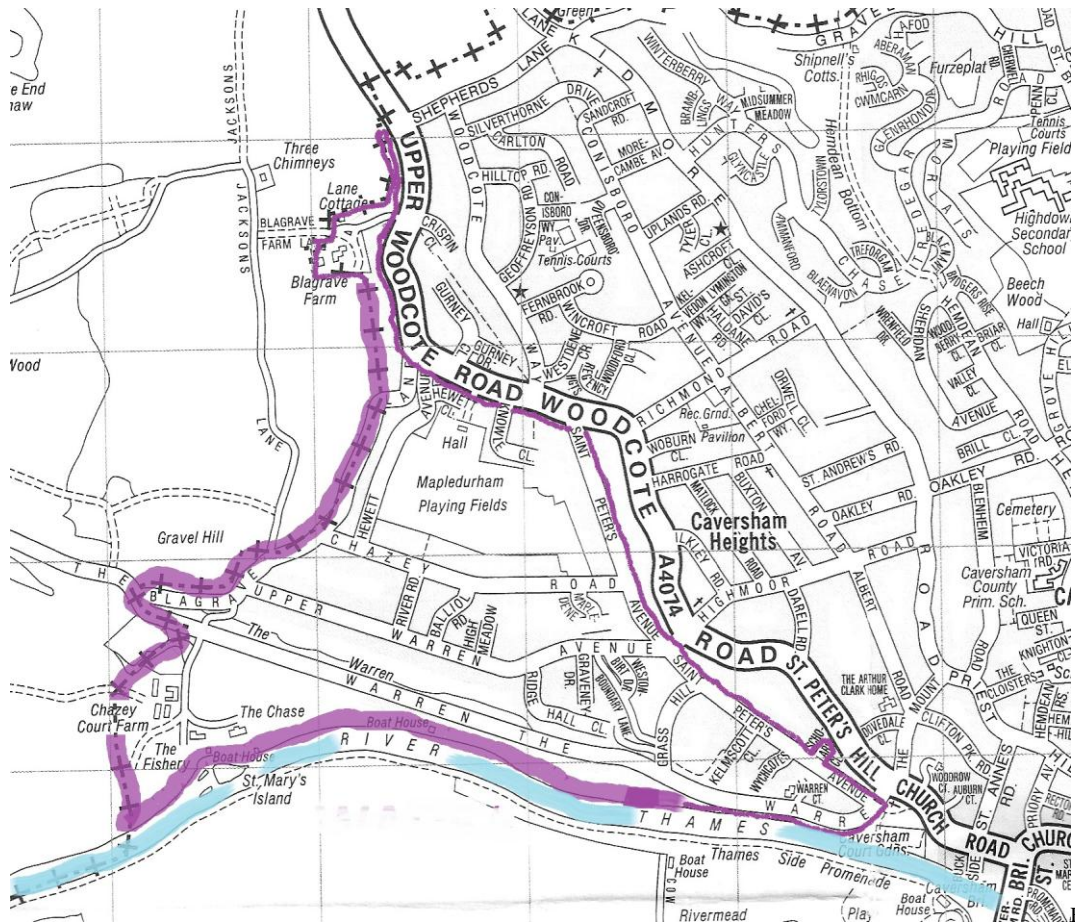
Signed Treasurer Elisa Miles

Annexe A: Map of WADRA Area

Notes

- *1 Newsletter Oct 1999
- *2 Inaugural meeting 18/9/1963
- *3 Minutes of meeting 23/9/63
- *4 Minutes 28/4/71

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Geographers A-Z Map 1995.

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