

Constitution of the Walmgate Community Association

1. Name

The name of the Association shall be The Walmgate Community Association (WCA).

2. Aims and Objectives

The Aims and Objectives of the Association shall be:

- a) To promote the interests of the residents living in the Walmgate Area of York and to bring together residents, local authorities, voluntary organisations and local businesses in a common effort to advance education and to provide facilities for training, recreation, Social Welfare, Heritage and Environment in order to improve the conditions of life of the residents.
- b) To help businesses promote the Walmgate Area and become more successful.
- c) To achieve, in liaison with local authorities and organisations, the provision, maintenance and management of community facilities for the benefit of residents.

The Walmgate Area is defined as the area bounded by the City Walls, the river Foss and the roads: Piccadilly; Pavement; The Stonebow and Peasholme Green. A map is available on request.

3. Powers

The WCA shall have the following powers, which may be exercised only in promoting its Aims and Objectives:

- a) To raise and hold funds
- b) To work with other groups
- c) To promote the work of the group and its activities
- d) To hire or buy equipment or premises
- e) To employ paid or unpaid staff, volunteers and advisers
- f) To do any other activity within the law that allows the group to meet its Aims and Objectives.

4. Membership

Membership shall be open, irrespective of any protected characteristics as defined in the Equality Act 2010 to:

- a) All persons aged 18 or over living or working in the Walmgate Area of York. All residents shall have the right to vote at Association Meetings. Only one person working for each organisation or shared workspace shall have the right to vote at Association Meetings.
- b) Well-wishers who do not live or work in the Walmgate Area shall be Associate Members and not have the right to vote at Association Meetings
- c) Any membership fee shall be decided by the Annual General Meeting. Membership will be renewed annually, if it is decided to charge a membership fee.
- d) The management committee may remove a person's membership if they believe it is in the best interests of the WCA. The member has the right to be heard by the management committee before the decision is made and can be accompanied by a friend.

5. General Meetings

- a) The WCA will hold an Annual General Meeting (or AGM) within 18 months of the last AGM, to discuss the activities and management of the WCA.
- b) Annual accounts will be presented at the AGM.
- c) A representative of City of York Council will also be invited to attend the AGM.
- d) Voting by members shall be open and decided by simple majority.
- e) Extraordinary General Meetings (EGM) can be called to discuss urgent matters. Five voting members need to request an EGM for it to take place.
- f) Notice of General Meetings, Extraordinary General Meetings and the Annual General Meeting will be given to members in advance, at least 14 days before the meeting is to be held. This will be emailed or delivered to members who have opted to receive information about the WCA's activities. Posters will also be displayed in communal places.
- g) In addition to the AGM, there will be at least one General Meeting each year; open to all Members to speak and vote.
- h) All General Meetings will include an agenda item for any other business, to enable members to raise an issue they wish to discuss.
- i) If any member has a personal interest in the topic being discussed they must initially declare it when they speak.

- j) Minutes will be taken at all General Meetings and be made available to the membership. These will be emailed to members who have opted to receive information about the WCA's activities or supplied on request.

6. Management Committee

- a) The Management Committee is the body responsible for the management of the WCA, and shall meet as required but not less than 10 times a year.
- b) The committee will consist of at least 5 and no more than 12 members; between them they will cover the roles of Chair, Treasurer and Secretary; other roles such as Vice-Chair may also be assigned. At least 60% of the committee will be residents. At least 3 Management Committee members must be present for a Management Committee meeting to take place.
- c) The committee have the power to co-opt other members onto the committee during the course of the year.
- d) The committee will be elected at the AGM every year.
- e) A committee member can step down at any General Meeting if they give at least 14 days notice that they intend to leave.
- f) A committee member will be considered to have stepped down if they fail to attend 3 consecutive meetings without giving apologies

7. Sub-Committees

The Management Committee may appoint sub-committees of its members to carry out the activities of the WCA. Such sub-committees will be directly accountable to the Management Committee. The Management Committee will agree in advance the terms of reference for any sub-committee. If any sub-committee continues after the AGM, its members must be re-elected at the AGM.

8. Finances

- a) Money and property must only be used for the WCA's purposes, as detailed in clause 2 of this constitution
- b) This does not prevent the payment in good faith by the WCA of out of pocket expenses, generally agreed in advance, reasonably and properly incurred on behalf of the WCA if, and only if, required to volunteers, employees, and members of the WCA.
- c) The WCA will have a bank account in the name of The Walmgate Community Association

- d) The account will have a minimum of two signatories, and these two people must not be related or living together. Two signatories must sign or agree expenditure.

9. Alteration to the Constitution

- a) Changes can only be proposed at an Annual General Meeting or Extraordinary General Meeting and will be voted for and agreed by a simple majority of members. Fourteen days' notice of any proposed changes to the constitution must be given to members. These will be emailed to members who have opted to receive information about the WCA's activities or supplied on request. Posters will also be displayed in communal places.
- b) No changes can be made that fundamentally alter the Aims and Objectives of the WCA.

10. Dissolution

If the WCA decides to close, a meeting will be called:

- a) Members will be given 14 days notice of the meeting and will be informed of the intention to close at the same time. This will be emailed or delivered to members who have opted to receive information about the WCA's activities. Posters will also be displayed in communal places.
- b) A majority vote in favour of closing is needed.
- c) In the event of closing, members of the Management Committee shall be responsible for the winding up of the affairs of the WCA. After payment of all debts and liabilities, the WCA shall transfer all remaining assets to another local voluntary, community or other like-minded group with similar Aims and Objectives, in the Walmgate Area if possible.