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## CONSTITUTION

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### 1. Name, Area and Status

- 1.1. The organisation's official name is Witherley Atterton Neighbours Association, and it abbreviated as WANA.
- 1.2. WANA is a community group that aims to benefit and unite all individuals who live and work in the Atterton and Witherley neighbourhood. The boundaries of the qualifying area are determined by the electoral wards of Atterton and Witherley, as shown in Appendix 1.
- 1.3. WANA is a voluntary, not-for-profit, unincorporated organisation.

### 2. Aims and objectives of WANA

- 2.1. Our goal is to enhance the well-being of the community and promote positivity and kindness by organising social and recreational activities. We strive to create an inclusive and fair environment that welcomes everyone.
- 2.2. To encourage participation in regular consultative processes to gather ideas and support for addressing community issues. To engage with local councils and other relevant partners to ensure our community's best interests are well served.
- 2.3. To partner with village organisations and venues that deliver social events. Together, we'll raise funds to support activities that meet the criteria described in 2.1.
- 2.4. To provide regular information and feedback to our community and always represent the majority view. Our goal is to promote WANA to all members of the community eligible to benefit. We make sure to be non-party political and non-sectarian.

### 3. Inclusion

- 3.1. Anyone over the age of 16 years, living or working within the WANA area, is included and able to vote at WANA General Meetings.
- 3.2. No subscription charge will be made.
- 3.3. The Secretary of WANA will keep a register of contacts over age 16.
- 3.4. Young people under 16 who are residents in the WANA area will be known as 'Junior WANA Bees'. They will not receive voting rights, and their names will not be included in the contacts register.
- 3.5. Residents may choose to opt out of receiving WANA information.
- 3.6. The Constitution will be published on WANA's website, [www.wana.org.uk](http://www.wana.org.uk)
- 3.7. On request, a paper copy of the Constitution will be issued.

- 3.8. People who move out of the WANA area, or stop working in the WANA area, will no longer belong to WANA or have a vote.
- 3.9. Anyone behaving offensively or breaching the equal opportunities policy may be asked to refrain from attending further meetings or may be excluded from WANA if an apology is not given or the behaviour is repeated.
- 3.10. People may exclude themselves from WANA by notifying the Secretary.

#### **4. Equal Opportunities**

WANA will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

#### **5. Administration of WANA**

##### **Steering Group (SG) and Officers**

- 6.1 The affairs of WANA will be carried out by a committee known as the Steering Group (SG) formed at WANA's Inaugural Meeting.
- 6.2 The SG comprises four elected officers—the Chair, Vice Chair, Secretary, Treasurer, and other general members. The officers are responsible for WANA's daily operations and for implementing decisions taken by the SG. Three or more officers must agree to respond to urgent matters. Any actions or issues must be communicated to the Steering Group. Additionally, officers may be part of any sub-group created by the SG.
- 6.3 Complaints about the conduct of an officer or member of the Steering or Sub-Groups will be made in writing to the Secretary (or Chair if the complaint concerns the Secretary), who will investigate and take appropriate action.
- 6.4 A vote of no confidence in an officer or Steering Group member can be called for (Rule 7) with an appropriate motion to allow a vote to remove the member from their post.
- 6.5 The Chair or Secretary will call general SG meetings.
- 6.6 Two members of the SG may call an extraordinary SG Meeting by presenting a signed requisition stating the purpose of such meeting and the resolutions to be determined.
- 6.7 SG members must receive notice of meetings at least seven days before the meeting.
- 6.8 Six SG members are a quorum, one of whom is an officer.
- 6.9 Officers will be elected/re-elected yearly at the Annual General Meeting (AGM), which is open to all eligible WANA members to attend and vote.
- 6.10 Should a 'general' SG member vacancy occur, the SG may fill the vacancy with an eligible WANA member.
- 6.11 Should an officer vacancy occur, the SG may fill the vacancy with an eligible member to serve the remaining term of office.
- 6.12 The SG may appoint an independent Financial Examiner, who will be elected at the AGM but will not be a Member of the SG.
- 6.13 The Secretary will take the minutes of the SG meetings. Draft minutes will be circulated within ten working days from the meeting date.

- 6.14 SG Meetings will be held in public and open to everyone living or working in the WANA area to attend.
- 6.15 At least seven days' notice of such a meeting, giving the venue, date, time, and agenda, may be provided by email to SG members, and the posting of notices on the website and noticeboards within the villages.

### Sub-Groups

- 6.16 The SG may appoint other members or small groups from within the community to administer and arrange specific projects for WANA. They may attend a SG Meeting while business related to their function is transacted but will not be entitled to vote.
- 6.17 A Subgroup will determine the frequency and timing of meetings.
- 6.18 Each subgroup will determine who will lead the group and who will take notes.
- 6.19 Each subgroup will report progress against the terms of reference to the SG either in person at an SG meeting or via a written report submitted to the Secretary before the meeting to allow circulation to all SG members.
- 6.20 All members will be notified in writing at least two weeks before the meeting, giving the venue, date, and time.
- 6.21 Nominations for a subgroup may be made to the secretary before or at the SG meeting.

### Annual General Meeting

- 6.22 A General Meeting of the Society shall be held in January or February of each year to transact all such business appertaining to such Annual General Meeting AGM:
  - a) The notice of and agenda for the Annual General Meeting will be posted on the WANA website and Village notice boards seven days before the meeting date.
  - b) The SG will present a report on the work of WANA over the year.
  - c) The SG will present the WANA accounts for the previous year.
  - d) The officers and SG for the next year will be elected.
- 6.23 Any proposals should be given to the Secretary at least ten days before the meeting. Nominations for officers supported by a proposer can be received up to seven days before the AGM.
- 6.24 Notice of resolutions or amendments to the Constitution must be given to the Secretary by 1st December in any year.
- 6.25 Each decision will be voted on by the members present at the AGM.
- 6.26 All officers retire before the AGM and are eligible for re-election.
- 6.27 The quorum for the AGM will be 20 members.

## **6. Extraordinary Meeting**

- 6.1. 10 WANA residents may call an extraordinary/special general meeting by presenting a signed requisition stating the purpose of such meeting and the resolutions to be determined.
- 6.2. The meeting will take place within twenty-one days of the request. WANA members will be given two weeks' notice of such a meeting, giving the venue, date, time, and agenda. Notice will be published on the WANA website and village noticeboards and, where possible, electronically.

6.3. The quorum for a Special General Meeting will be 20 residents¶¶

## **7. Rules of Procedure for Meetings**

- 7.1. Any questions that arise at any meeting must be raised through the Chair, and the meeting will seek to find a general agreement.
- 7.2. If a consensus cannot be reached, a vote will be taken, and the majority present will decide. If the number of votes cast on each side is equal, the meeting Chair shall have an additional casting vote.

## **8. Finances**

- 8.1. An account will be maintained on behalf of WANA at a bank agreed by the SG. The SG will nominate three account signatories (one of whom will be the treasurer). The signatories must not be related or be members of the same household.
- 8.2. All payments will be signed by two of the signatories.
- 8.3. The signatories will sign the cheque payments.
- 8.4. For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories and held by the Treasurer.
- 8.5. The Treasurer will maintain income and expenditure records, and a financial statement will be given at each meeting.
- 8.6. Funds raised by or on behalf of WANA will be used to further the Association's aims, as specified in item 2 of this constitution.
- 8.7. The SG will maintain funds in reserve at a level agreed with the Treasurer to cover its operating costs.
- 8.8. The SG will be empowered to share surplus funds with any organisation named at 2.3 or any other cause that meets the criteria specified at 2.1.

## **9. Amendments to the Constitution**

- 9.1. Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting convened for the purpose.
- 9.2. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.
- 9.3. Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

## 10. Dissolution

- 10.1. If a meeting decides by simple majority that WANA must be closed down, it may call a Special General Meeting. The sole business of this meeting will be to dissolve the group.
- 10.2. Suppose it is agreed to dissolve the group: Once any outstanding debts have been paid, all remaining money and other assets will be distributed between organisations meeting WANA's objectives—the arrangement to be agreed upon to decide on the dissolution.

Adopted at a meeting of the Steering Group held on 26 March 2024.  
To be reviewed August 2024.

## Subject to change

The electoral services officer at HBBC has been requested to clarify the boundary for Witherley Ward. A map shown on the HBBC site and a government mapping service shows a difference in the boundary for Witherley to the North West.

## Appendix 1

