



WARLEY COMMUNITY ASSOCIATION – CONSTITUTION

1. NAME

The name of the group shall be The Warley Community Association (WCA or Association).

2. AIMS

- To improve the area known as Warley and surrounding areas for the benefit of the residents.
- To encourage the goodwill and involvement of the wider community.
- To improve the quality of life for all residents by promoting public safety.

3. OBJECTIVES

The Association will fulfil the aims by:

- Promoting the health, safety and well-being of the residents of the area
- Working together as residents regardless of age, ethnicity, ability, sex, religion, belief or political view, recognising the value of our differences
- Promoting both environmental improvement and conservation by educating, encouraging and supporting the local population in environmental practice
- Organising and providing social activities and events for the community
- Support research into the history of Warley
- Publicising and promoting the work of the Association
- Raising funds and receiving contributions where appropriate to finance the work of the Association
- Taking any action that is lawful, which would help to fulfil its aims
- Working with similar groups and agencies and exchanging information and advice with them

4. ACTIONS

The actions required to support the above objectives include:

- Maintaining a bank account
- Renewing liability and property insurance
- Renewing website and domains

5. MEMBERSHIP/COMMITTEE

Membership is open to anyone who has an interest in supporting the Association achieve its aims.

The Association shall be administered by a Committee of no less than 3 people who must be at least 18 years of age.



The Association shall have a Committee consisting of:

The Chairperson

The Treasurer

The Secretary

and any additional officers deemed necessary to meet the Objectives.

Members of the Committee will be elected for a period of up to one year but may be re-elected at the Association's AGM, where all attending may vote.

Any member of the Committee may resign his/her membership by providing written notice to the Secretary.

6. MEETINGS

The Committee shall meet at least 4 times a year in pursuance of the Objectives.

All members shall be given at least 14 days' notice, via email, of when a meeting is to take place, unless it is deemed an emergency. When a meeting is deemed to be an 'Open' meeting (i.e. open to all Warley residents) details will be published on the website and relevant social media with at least 14 days' notice.

Minutes will be taken at each meeting and distributed, via email, within seven days of the meeting.

The Annual General Meeting (AGM) shall be held annually with at least 14 days' notice. It should be held at least 14 days after the end of the previous financial year so that accounts can be made available to all. It will always be deemed an 'Open Meeting'.

7. FINANCE

Any income obtained by the Association shall be for community use or to directly support the actions required by the Objectives.

Bank accounts open or opened for the WCA shall be in the name of the Association.

Bank accounts must have the Treasurer and the Chair and/or Secretary of the WCA as signatories.

Cheques will not be issued but may be received.

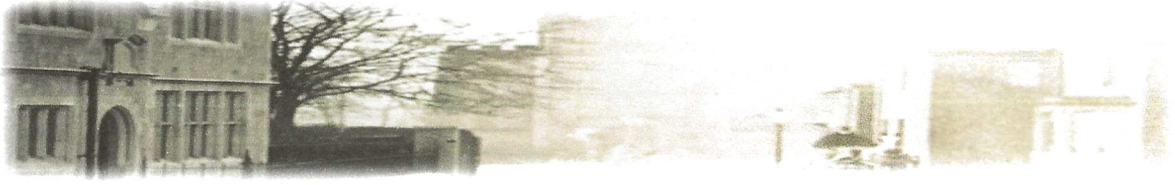
Most transactions will be using cash, bank transfer or the Sumup payment system. Where possible, transactions will be carried out and monitored online.

A card-reader will be available from the Treasurer. This will be linked to Sumup or similar financial agency.

No 'cash-in-hand' will be maintained. For small purchases for well-established activities (such as Christmas and Rushbearing events) receipts should be obtained and monies claimed back from the Treasurer.

The Treasurer will be accountable for all expenditure. In support of this:

1. Significant activities and projects will have a designated 'lead person' (or 'project manager') who will agree with the Treasurer any expenditure that can be delegated and funds that may need to be raised.



2. The lead person may further delegate expenditure to members of that project / activity
3. The Treasurer will either make the electronic payment against an invoice or pay the project members directly via electronic transfer or, if necessary, cash.
4. Where a supplier requires payment as part of a contract, the supplier should be directed to the Treasurer if the amount is exceeding pre-agreed delegated levels.

Official accounts shall be maintained, and an annual financial report shall be presented at the AGM.

At the agreement of relevant meetings, a proportion of any surplus monies shall be distributed to appropriate charities.

8. ALTERATION OF THE CONSTITUTION

Amendments to the constitution or dissolution of the WCA must be conveyed to the secretary in writing.

The secretary and other officers shall then decide on a date for a Special General Meeting to discuss such proposals, giving at least 21 days' notice.

Any changes to the constitution must be agreed by a majority vote at the Special General Meeting. All who attend are entitled to vote.

9. DISSOLUTION

The WCA may be dissolved if deemed necessary by the members at a Special General Meeting.

Any assets remaining, after satisfaction of any grant awards made, debts and liabilities, shall be given or transferred to such other groups and organisations having similar aims as the WCA.

CHAIRPERSON: Name:

Signed:

Date:

SECRETARY: Name:

Signed:

Date:

TREASURER: Name:

Signed:

Date:

This constitution was approved at the WCA Open meeting of 27th February 2025, held in the Maypole Inn.