

CONSTITUTION OF THE WATFORD FIELDS RESIDENTS' ASSOCIATION (WFRA)

(incorporating: Roberts Road, Tucker Street, Neal Street, Elfrida Road, Cannon Road, Hamilton Street, York Road, Lammas Road, Muriel Avenue, Watford Field Road, Pump House Crescent, Farthing Close, Local Board Road, Crosfield Court and Dyson Court)

1. Name

The name of the Association shall be Watford Fields Residents' Association (WFRA)

2. Aim

To protect and enhance the quality of life and the environment for local residents within the Association's membership area by being a cohesive voice for residents.

3. Objectives

- Build and maintain links with other agencies who can support or inform residents so as to make informed choices about proposals/issues etc. affecting our members.
- Build and maintain a sense of community with community events, social networking and an online presence.
- Protection of the Fields (Lammas Land) for the future benefit and use of local residents.

4. Membership of the Association

Membership of the association is open to people resident in the named roads: Roberts Road, Tucker Street, Neal Street, Elfrida Road, Cannon Road, Hamilton Street, York Road, Lammas Road, Muriel Avenue, Watford Field Road, Pump House Crescent, Farthing Close, Local Board Road, Crosfield Court and Dyson Court

An annual membership subscription payment shall be levied upon those wishing to be members of the association (at a per household rate) the amount to be fixed by agreement at the Annual General Meeting. Members wishing to vote at Ordinary, Annual and Special General Meetings will need to be signed up Members of the Association, and have held their membership of the Association for a minimum of 1 month prior to the date of the meeting.

The annual fee shall be due/payable on 1st January each year (irrespective of which month a resident becomes a member) and should a subscription not have been paid by 31st March in any year the membership of the household shall be deemed to have lapsed.

Only signed up members may serve on the Executive Committee or any subcommittee.

5. Equal Opportunities

- The Association will seek equality of opportunity and treatment of all Members
- No one will be treated less favourably by the Association on the grounds of sex, gender, sexual orientation, marital status, age, disability, race, ethnicity, religion, nationality or be disadvantaged by conditions or requirements that cannot be shown as justifiable.

6. The Executive Committee

The Executive Committee shall consist of the following:-

1. Chairman of the Association
2. Vice Chair of the Association
3. Secretary of the Association
4. Treasurer of the Association
5. Minimum of Three other elected members to a maximum of Five.

The Annual General Meeting shall elect the Chairman, Vice Chair, Secretary, Treasurer and a minimum of Three other Members, and up to Five other Members, to the Executive Committee.

The Executive Committee shall have the power to co-opt local residents or persons with specialist expertise to the Executive Committee from time to time and for specific projects.

Street Representatives - may be appointed by the Executive Committee as it deems appropriate. Such representatives may attend Committee meetings by invitation.

7. Sub-Committees

The Association may appoint such sub-committees as may be required to carry out the activities of the Association. Such sub-committees shall be directly accountable to the Executive Committee.

The Executive Committee shall agree in advance the terms of reference of any sub-committee, which may then act and apply and finance raised by itself or on its behalf only within those terms.

The Chairman, Vice Chair and Treasurer of the Association are ex-officio members of any sub-committee, in their absence another member of the Executive Committee may attend.

8. Meetings

Executive Committee Meetings

- The committee shall meet as necessary and at least four times a year
- The Chairman will chair meetings; if absent, the Vice Chair will preside or the members present may elect a Chairperson for that meeting.
- The Committee may invite appropriate Council officers, local Councillors or any other interested agency representatives, to meetings.
- At Committee meetings, each Committee Member shall have one vote but in the event of a tied vote the Chairman or Chairperson shall have a second casting vote.
- Executive Committee Meetings must be minuted and the next Executive Committee Meeting must formally approve the minutes.

Annual General Meeting

- The Association shall hold an Annual General Meeting (AGM) once in each calendar year, and not more than 15 months shall pass between the date of one AGM and the next.
- At least 21 days notice shall be given for the Annual General Meeting.
- The Annual General Meeting shall:-
 - a) Receive an Annual Report from the Executive Committee officers
 - b) Receive Accounts from the Executive Committee
 - c) Elect Members of the Executive Committee
 - d) Debate and vote on any proposed amendments to the Constitution
 - e) Receive, debate and vote on any other matters
 - f) Review membership fee

Ordinary General Meetings

- Ordinary General Meetings of all Members shall be held as and when required.
- The Chairman will chair meetings; if absent, the Vice Chair will preside. If either are not present members present may elect a Chairperson for that meeting.
- Appropriate Council officers, local Councillors and other officials may be invited to attend the meetings.
- At Ordinary General Meetings, each Association Member shall have one vote but in the event of a tied vote the Chairman or Chairperson shall have a second casting vote.
- Except for changes to the Constitution and Dissolution Meetings, all votes will be determined by a simple majority of those present and voting. No absent votes will be allowed.
- Ordinary General Meetings must be minuted and the next Ordinary General Meeting must formally approve the minutes.

Special General Meetings

Special General Meetings can be held to deal with matters of particular urgency if at least 25 paid-up members request such a meeting. Only that one item can be dealt with at the meeting, notice must be circulated at least 7 working days prior to the meeting. Decisions at such meetings will require a two-thirds affirmative vote from all signed up Members present at the meeting. No absent votes will be allowed.

9. General

Any matter not specifically covered by this constitution may be raised and decided upon by the Executive Committee acting in the best interest of the Association.

10. Alteration to the Constitution

Any alterations to this Constitution will require a two-thirds majority of the Members present at an Annual General Meeting.

11. Dissolution Clause

- The Association may be dissolved by a resolution presented for this purpose at an Annual General Meeting.
- The resolution shall require a two-thirds majority of the Members present at the meeting.
- The resolution shall give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.

12. Duties of the Officers

The Chairman shall:

- Take the chair at Executive Committee Meetings, Ordinary General Meetings, Annual General Meetings and Special General Meetings, and conduct meetings in accordance with the Constitution of the Association
- Liaise with other Executive Committee Members and outside bodies
- Check draft minutes and agendas

The Vice Chair shall:

- In the absence of the Chairman will take the chair at Executive Committee Meetings, Ordinary General Meetings, Annual General Meetings and Special General Meetings, and conduct meetings in accordance with the Constitution of the Association.

The Secretary shall:

- Give notice of meetings
- Prepare an agenda for all meetings of the Association
- Attend all meetings and keep a proper record in the form of minutes
- Keep a register of members
- Produce all record books of the Association when required to do so
- Organise occasional mailings to members

The Treasurer shall:

- Open and maintain a bank account in the name of the Association
- Keep proper accounts of income and expenditure, and report on them as required by the Executive Committee
- Sign all cheques, with one other Member nominated by the Executive Committee
- Be responsible for the collection of subscriptions, and receive income and funds on behalf of the Association
- Present the accounts for approval at the Annual General Meeting