

# **OSTERLEY & WYKE GREEN RESIDENTS' ASSOCIATION**

## **Constitution**

### **1. TITLE**

The name of the Association is 'Osterley & Wyke Green Residents' Association'.

### **2. OBJECTIVES**

The objectives of the Association are as follows:

- 2.1 To preserve the amenities and character of the Association's geographical area.
- 2.2 To promote the legitimate interests of the members of the Association and local residents.
- 2.3 To address the concerns and issues raised by members and local residents.
- 2.4 To monitor the planning and development activities of the local authorities.
- 2.5 To keep members and residents regularly informed of local developments.
- 2.6 To encourage local residents to become active members of the Association.

### **3. AFFILIATIONS**

The Association shall be strictly non-sectarian and non-political.

### **4. AREA**

The geographical area represented by the Association shall be that generally described as Osterley and Wyke Green. It will include all roads bordered as follows:

- 4.1 North: Osterley Lane & Osterley Park north of the M4 motorway.
- 4.2 South: London Road and railway line between Isleworth and Syon Lane stations.
- 4.3 East: Transport Avenue
- 4.4 West: Jersey Road/Great West Road/Thornbury Road

### **5. MEMBERSHIP**

- 5.1 Full membership of the Association shall be open to any resident over the age of 18 years within the area described in 4. above, on payment of the prescribed membership subscription.
- 5.2 A person residing outside the area described in 4. above, but nonetheless in close proximity, may, at the discretion of the Association Committee, become a full member on payment of the appropriate subscription.
- 5.3 Any member whose activities, whether in connection with the Association or not, bring the Association into disrepute, may be suspended or expelled from membership at the discretion of the Committee, by a two-thirds majority vote.
- 5.4 Any member suspended or expelled will be notified in writing giving reasons for the suspension or expulsion.
- 5.5 An appeal against suspension or expulsion will be permitted and must be submitted to the Secretary within 28 days of the letter of suspension or expulsion. The appeal will be held within 21 days of notification to the Secretary by a special meeting of the Committee and three members who are not on the Committee. The member appealing suspension or expulsion will have the right to be accompanied or represented by a third party.

- 5.6 The decision by the panel hearing the appeal will be final and binding on both parties.
- 5.7 Only paid-up members shall be eligible to vote at any General Meeting of the Association.
- 5.8 Membership will cease if a member moves out of the area.
- 5.9 A list of members shall be maintained by the Membership Secretary.
- 5.10 The Membership Secretary, in concert with the Street Representative Coordinator and the Street Representatives, shall encourage residents to become members or renew their membership.

**6. SUBSCRIPTIONS**

- 6.1 The annual subscription shall be determined by the Committee and announced at the Annual General Meeting.
- 6.2 Membership runs from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.
- 6.3 Subscriptions shall be paid by internet banking or by cheque (made payable to ‘Osterley & Wyke Green Residents’ Association’) or in cash.
- 6.4 The Treasurer shall be responsible for banking any cash or cheques.

**7. PRESIDENT & VICE-PRESIDENT**

A President and Vice-President may be elected, if deemed appropriate by the Committee, at the Annual General Meeting.

**8. COMMITTEE**

8.1 The affairs of the Association shall be managed by a Committee comprising the following:

Chairman	Vice-Chairman	Secretary
Treasurer	Membership Secretary	Planning Officer
Communications Officer	Webmaster	Street Representative Coordinator

8.2 Additional members may be appointed to the Committee with specific portfolios or tasks as required from time to time. They will not have voting rights until such appointments are ratified at the Annual General Meeting.

8.3 All Committee Members shall retire at the Annual General Meeting, but shall be eligible for re-election.

**9. DUTIES & AUTHORITY OF THE COMMITTEE**

- 9.1 The Committee shall meet as frequently as may be necessary, but at least four times a year.
- 9.2 The Chairman shall preside, or in his/her absence, the Vice-Chairman.
- 9.3 Three additional members attending shall constitute a quorum.
- 9.4 Minutes of meetings will be recorded for subsequent approval at the next meeting.
- 9.5 In the absence of both Chairman and Vice-Chairman, a temporary Chairman shall be elected from those present.
- 9.6 The Committee shall have the authority to appoint temporary sub-committees if deemed necessary.
- 9.7 The Committee shall have the authority to invest money, operate a bank account and/or a building society account and to authorise expenditure.
- 9.8 Committee Members must not divulge any confidential Association business or and/or papers to any other persons or organisations.
- 9.9 Committee Members must never use their position to seek preferential treatment or gain for themselves, their family, relatives, friends or associates.
- 9.10 Correspondence sent on behalf of the Association should be signed by the Chairman or Vice-

Chairman or Secretary and a digital record kept of all correspondence.

9.11 When and where appropriate Committee Members shall declare any potential conflict of interest and withdraw from discussion and voting.

9.12 When necessary decisions may be agreed and effected using electronic means outside of a Committee Meeting.

9.13 Committee Members are required to sign and adhere to a Code of Conduct.

9.14 Local Ward Councillors will be invited to attend Committee Meetings.

## **10. FINANCES & EXPENSES**

10.1 The Treasurer shall keep and maintain proper records of accounts showing all the financial transactions of the Association.

10.2 The records shall be balanced and presented at each meeting of the Committee.

10.3 The Treasurer shall prepare a statement of receipts and expenditure and a balance sheet for the financial year ending on 31<sup>st</sup> March to the Annual General Meeting.

10.4 The balance sheet shall have been audited by the Auditor appointed by the Committee.

10.5 The Auditor shall be elected at the Annual General Meeting.

10.6 All monies in the possession of the Association shall be held in a reputable bank or building society.

10.7 All cheques shall be signed or all electronic transfers shall be authorised by any two of the Chairman, Vice-Chairman, Secretary and Treasurer.

10.8 Expenses and expenditure incurred wholly in respect of the legitimate activities of the Association shall be submitted with supporting documents to the Treasurer at least 7 days prior to the next Committee Meeting.

10.9 All expenditure in excess of £100 must be approved by the Chairman or Vice-Chairman and another Committee Member.

## **11. ANNUAL GENERAL MEETING**

11.1 The Annual General Meeting shall be held no later than the end of May each year.

11.2 It shall be held at a time and place decided by the Committee.

11.3 Members will be notified of the date, time and place of the Annual General Meeting not less than 14 days before the date thereof.

11.4 The notice shall invite the submission to the Secretary of nominations for the election of Committee Members.

11.5 Nominations should be accompanied by the name of the proposer and seconder, together with the signature of the nominee(s) signifying their agreement to stand for election.

11.6 Any motion for discussion at the AGM shall be submitted to the Secretary at least seven days prior to the AGM.

11.7 Local Ward Councillors shall be invited to attend the AGM.

11.8 The AGM shall serve the following purposes:

11.8.1. To receive from the Committee a report on the activities of the Association for the year ended 31<sup>st</sup> March.

11.8.2. To receive the statement of accounts and a duly-audited balance sheet from the Treasurer for the year ended 31<sup>st</sup> March.

11.8.3. To elect Committee Members.

11.8.4. To elect Auditors.

11.8.5. To discuss motions, of which notice shall have been given, and any other matters pertinent to the business of the Association.

## **12. SPECIAL GENERAL MEETINGS**

12.1 A Special General Meeting shall be called if requested by a notice in writing stating the reason and signed by not fewer than 25 members.

12.2 At least 14 days' notice of such a meeting, stating the purpose for which it is being called, shall be communicated to each member.

## **13. GENERAL MEETINGS**

13.1 General Meetings open to all members may be called as and when required.

13.2 All current members are to be notified and invited to attend. Fifteen (15) members shall constitute a quorum.

13.3 Voting shall be by a show of hands unless, on a motion to that effect, not fewer than one-third of those present vote in favour of a secret ballot.

13.4 The Chairman shall have a casting vote.

13.5 Decisions made at General Meetings shall be binding on the Committee.

## **14. GENERAL MATTERS**

14.1 Any questions or issues that members wish to raise with the Association should be forwarded to the Secretary in writing.

14.2 If deemed appropriate, the member(s) shall be invited to attend a Committee Meeting to discuss the matter.

## **15. EMERGENCIES**

The Committee shall have the authority to discuss and act upon any emergency which may arise and which is not provided for within this Constitution.

## **16. AMENDMENTS TO THE CONSTITUTION**

The Constitution may only be amended or altered by a majority vote at a General Meeting of the Association.

## **17. ACCEPTANCE**

Membership of the Association shall be taken as acceptance of this Constitution in its entirety.

## **18. DISSOLUTION**

18.1 The Association may be dissolved by a majority resolution at a Special General Meeting, or, if a quorum cannot be obtained, by a majority resolution of the Committee.

18.2 Dissolution shall take place on the day the resolution is passed and the Committee shall be responsible for winding up the Association.

18.3 The Committee shall realise assets, discharge debts and donate any surplus funds to a registered charity concerned with the preservation of the amenities and character of the Association's area.

18.4 The members shall, until winding-up is completed, remain responsible for debts and other obligations and, if these exceed available funds, will be liable for settlement.

Approved at the OWGRA AGM on 23/05/2017