

# **Warren Action Group Constitution**

## **1. Name**

The name of the organisation is the **Warren Action Group** and commonly referred to as **WAG**.

## **2. Object**

The object of the Warren Action Group is to develop and sustain a community representative body that will work with all residents, service providers and political representatives on the communities' behalf.

In furtherance of the above object the Warren Action Group is enabled to:

- Raise funds and to invite and receive contributions to further the object.
- Offer support and assistance when possible to the Parish, County and Borough Council, Police, local schools and other regulated bodies eg. Health organisations, in order for a clear and collaborative approach to be adopted when working in the area.
- Promote community communication and disseminate literature in a fair and unbiased manner.
- Champion community cohesion through participation in the design and implementation of projects that benefit the community. Ensuring that all events and activities are fully insured (minimum £ 5m cover).
- Reflect the issues and aspirations of all and in particular young people and work towards ensuring their needs are supported.
- Encourage people to share their existing skills and learn new skills.

- **Area of benefit**

The area of benefit shall be determined by the area known as Warren Hill, Warren Wood, Top Valley Gardens and its environs contained within the St Albans Parish Council and within Gedling Borough Council.

- **Membership**

The Warren Action Group is open to all individuals over the age of 16 years who live or work in the area of benefit irrespective of gender, sexual orientation, religious persuasion, race, nationality, or disability.

- **Management**

The Warren Action Group will be managed by a Committee, the majority being residents, to be elected annually at the AGM.

The Management Committee can:

- Elect its own officers consisting of a chairperson, vice chairperson, treasurer, secretary and committee members.
  - One member being a young persons' champion who ensures that young persons' priorities are clearly supported in the area.
  - Co-opt persons with special knowledge and experience to work with the Committee as it sees fit.
  - Develop and review policies and procedures that improve the effectiveness and efficiency of the group.
  - Oversee the overall policies and procedures, business and management of the Warren Action Group in accordance with object in section 2.
  - Meet at least four times a year
  - Ensure that at least three members are present to form a quorum.
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- **Annual General Meeting and Special meetings**

Notification of the AGM and Special meetings must be given at least 7 days before the date of the meeting.

- **Public Meetings**

Public meetings will be held at least three times a year and residents shall be given at least 7 days' notice before the date of the meeting.

- **Means of communication**

Any notice to be given to or by any person pursuant to the object.

- Must be in writing; or
- Must be in electronic form

## **9. Sub committees**

The Management Committee shall from time to time constitute such sub committees as it thinks necessary in furtherance of the object of the Warren Action Group (see section 2). Any sub committees must report back and be fully accountable to the Management Committee which can dissolve such sub committees when it sees fit.

- **Voting**

Each resident and those co-opted on to the Committee shall have one vote; in the event of a tie the chair shall have a casting second vote.

- **Finance**

- All monies raised by and held by the Warren Action Group shall be applied to further the object and for no other purpose.
- The Treasurer shall keep proper accounts of the finances of the Warren Action Group and be responsible for presenting a quarterly statement of its financial position to the Management Committee and a report on the accounts to the AGM.
  - All monies received by or on behalf of the group shall be paid into a bank account or accounts as approved by the management committee. Any cheques drawn on such accounts shall bear the signatures of at least two of the four persons who by resolution of the management committee have been authorised to draw on the accounts one of which should be the treasurer.

- **Amendments to the constitution**

This constitution will be reviewed and signed by the Chair, the Secretary and the Treasurer after the AGM. This constitution may be amended by two-thirds majority of the residents present at an AGM or Special meeting providing residents have been notified (see section 8) and at least 7 days' notice shall be given to the residents and shall include the proposed amendments.

- **Dissolution**

The Warren Action Group may at any time be dissolved by a resolution passed by two-thirds majority of those present and voting at an AGM or Special meeting providing residents have been notified (see section 8) at least 7 days before the meeting. Any monies still held by the group will in the first instance offered back to the appropriate funding bodies and secondly, with their consent, be passed onto another group with similar object and aims to the Warren Action Group.

Signed by the Chair \_\_\_\_\_ Date \_\_\_\_\_  
03.07.19\_

Signed by the Secretary \_\_\_\_\_ Date \_\_\_\_\_

03.07.19\_

Signed by the Treasurer \_\_\_\_\_ Date \_\_\_\_\_  
03.07.19\_