

Draft CONSTITUTION 2020 to be proposed at the IGM on 25 January 2020

Wimbledon Neighbourhood Planning Group Constitution

The name of the Group shall be the Wimbledon Neighbourhood Planning Group

1. DEFINITIONS

In this document certain word(s) shall have the meaning ascribed to them as below.

- 1.1 Group means the Wimbledon Neighbourhood Planning Group
- 1.2 "Neighbourhood Plan" and "Neighbourhood Forum" have the meanings ascribed to them in the Localism Act 2011>Schedule 9 Neighbourhood Planning>PART 1
- 1.3 "The Wimbledon Area" and "Area" is the area for which the Group will develop a Neighbourhood Plan and will be the designated neighbourhood area when this occurs.
- 1.4 "General Meeting" is a meeting of members properly arranged as described in this constitution.
- 1.5 "Conflicts of interest" A conflict of interest is a situation in which an individual has competing interests or loyalties because of their duties to more than one person or organisation.

2. OBJECTS

- 2.1 The Group is established with the key objective to form an authorised Neighbourhood Forum which would prepare a Neighbourhood Plan for the Wimbledon Area to promote the environmental, social and economic well-being of the Area, taking into account the interests of all who use Wimbledon, including both businesses and residents.
- 2.2 The Group will promote the benefits of a Neighbourhood Forum and Plan to those affected and support delivery of its vision and objectives.

3. MEMBERSHIP

- 3.1 Membership of the Group shall be open to all who are interested in actively furthering the purposes of the Group, particularly those who live or work in the Wimbledon Area. The Group shall operate without distinction or discrimination on the grounds of sex, disability, sexual orientation or race, or of political, religious or other opinions.
- 3.2 A Member is someone who has provided the necessary information to the Secretary and has been accepted as a Member to attend General Meetings, by submitting satisfactory evidence of eligibility along with contact details which may be used by the Group for its lawful purposes. Only members over the age of 18 are permitted to vote at Meetings and must declare any conflicts of interest. An individual can only exercise one vote. There shall be a minimum of 21 Members.
- 3.3 Full Membership shall be open to:
 - i. individuals who live in the area
 - ii. individuals who work in the area, whether for business carried on there, or otherwise

- iii. community organisations which operate in the area, through their duly appointed representatives
- iv. businesses, educational establishments or other entities which operate in the area, through their duly appointed representatives
- v. individuals who are elected members of Merton Council, any part of whose area falls within the Area, who shall be ex officio members
- vi. individuals who have a material and ongoing environmental, social, cultural, or economic interest in the Area.

Organisations of residents and businesses may join as Associate Members, attend Meetings but not vote at General Meetings.

4. DISCIPLINE PROCEDURE

The Group has the right not to accept an individual or organisation for Membership and may terminate the Membership of any Member whose behaviour is not in the best interests of the Group. Any such decision to terminate a Membership shall be taken by the Steering Committee and there shall be a right of appeal at a General Meeting.

5. MEETINGS

5.1 An Annual General Meeting shall be held each year to receive and approve the Steering Committee's report, the audited accounts and to elect Officers and other Members to form the Steering Committee. The Steering Committee shall decide when General and other Meetings of the Group shall be held and shall give at least 14 days notice of such Meetings to all Members. The Secretary shall compile the minutes of such Meetings which will be made available to all upon request, after approval by the Steering Committee.

5.2 Ten Members, personally present, including at least one of the Officers of the Group, shall constitute a quorum for a General Meeting of the Group.

6. OFFICERS

6.1 The Officers of the Group shall consist of the Chair, Secretary and the Treasurer. Other such Officers shall be determined from time to time at a General Meeting of the Group.

6.2 Nominations for the election of Officers shall be made at, or before, the Annual General Meeting. Such nominations shall be supported by a seconder and require the consent of the proposed nominee who must be present at the General Meeting. The election of Officers shall be completed prior to the election of Members to form the Steering Committee.

6.3 All Officers shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. If a vacancy is not filled at a General Meeting, the Steering Committee shall have the power to elect a Member, or Members, to fill such position(s). The consent of the proposed nominee must first have been obtained.

7. STEERING COMMITTEE

7.1 The Steering Committee shall consist of all Officers and not more than eight other Members, at least one of whom must be representative of business interests in the Area and shall be responsible for running the affairs of the Group and may take

decisions on its behalf. A decision to consult or to submit a Neighbourhood Plan shall be taken by a General Meeting.

7.2 A quorum for Meetings of the Steering Committee shall consist of five Members, one of whom must be an Officer. In the event of an equality in the votes cast on any issue to be decided, the Chairman shall have a second or casting vote. In the event that the Chair is not able to attend a Meeting of the Steering Committee, its Members shall agree a Chair for the Meeting.

7.3 Nominations for election to the Steering Committee shall be made at or before the Annual General Meeting. They must be supported by a seconder and require the consent of the proposed nominee. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as the Chair of the Meeting may direct.

7.4 The Steering Committee shall have the power to co-opt further members (who shall attend in an advisory and non-voting capacity). The consent of the proposed nominee must first have been obtained.

8. FINANCES

8.1 The Group may raise such funds as may be necessary to carry out its activities, from donations, grants and other appropriate sources. The Group shall have its own Bank Account. The Group will not own any premises.

8.2 The Officers of the Group, on behalf of the Steering Committee shall, out of moneys received by the Group, pay all proper expenses of administration and management of the Group. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Group shall be applied, by the Steering Committee, in furtherance of the purposes of the Group.

8.3 The Treasurer will present an annual report of income and expenditure to the Annual General Meeting.

9. AMENDMENTS

The terms of this Constitution may be amended by a two-thirds of Members present voting in favour at a General Meeting, provided that 14 days' notice of the proposed amendment has been given to all Members.

10. NOTICES

Any notice required to be given by these Rules shall be deemed to be duly given if left at, sent by prepaid post, addressed or emailed to the address of that Member, last notified to the Secretary

11. DURATION

When designated as a Neighbourhood Forum, the Group shall endure for five years unless renewed.

In the event of the winding-up of the Group, the available funds of the Group shall be transferred to such one or more bodies having objects similar, or reasonably similar, to those hereinbefore declared as may be chosen by the Steering Committee and approved by the Meeting of the Group at which the decision to dissolve the Group is confirmed.