

# Worthing Heritage Alliance (WHA)

## CONSTITUTION

### 1. PURPOSE

To represent, develop and promote the Heritage of the Worthing area of West Sussex.

### 2. STATUS

The WHA is a not for profit, independent common interest organisation.

### 3. MEMBERSHIP

1. The WHA membership is mostly comprised of representatives of its member organisations. Membership is open to all groups, individuals and professional organisations that can contribute to the wider strategic development of Heritage within Worthing and district.
2. An annual donation/membership fee entitles a member to vote and to submit their logo and event information for inclusion on the WHA website.
3. Each member group may send one voting representative to meetings and if that person cannot attend, a replacement may be sent.
4. Four Officer roles are required - as specified under Section 6.
5. Officers and other Individuals with specific WHA roles, are exempt from the annual membership fee.

### 4. OBJECTIVES

1. Develop active partnerships with relevant local, regional and national organisations.
2. Understand the key issues of Heritage.
3. Advocate the value of Heritage to partners, community and visitors.
4. Foster a wider interest and active participation in Heritage venues, events, groups and projects.
5. Build resources to support these key aims.

### 5. FINANCE

1. Income is derived from annual membership fees (subscriptions), and a share of Heritage Trail leaflet sales as specified in a Partnership Agreement.
2. All monies received by or on behalf of the WHA shall be applied to further the aims of the WHA and for no other purpose.
3. Additional funding may be sought to support specific projects.
4. Any bank account shall be in the name of the Worthing Heritage Alliance.
5. Any cheques issued shall be signed by the Treasurer and one other Officer.
6. The financial year will run from October 1<sup>st</sup> to September 30<sup>th</sup>.
7. The WHA may pay reasonable out of pocket expenses as the Management Committee decides.

8. The WHA's accounts may be independently audited if this is requested by a majority of voting members present at an AGM.

## **6. STRUCTURE**

1. The WHA is administered by a Management Committee of no fewer than 3, and no more than, the full voting membership.
2. The officers of the management committee will be elected annually at the AGM and may be re-elected if there is a majority vote in favour of re-election.
3. The officers of the Management Committee shall be the Chairman; Treasurer; Secretary & Heritage Funding Adviser.
4. Between them, the officers of the management committee shall oversee all WHA activities.
5. The officers of the Management Committee shall have the power to remove any Committee member for good and proper reason.
6. The Management Committee may appoint any other member of the WHA as an Officer to fill a vacancy until the next AGM.

## **7. ASSETS**

WHA assets are comprised of both printed and electronic media. These will be regularly reviewed for accuracy, currency, consistency, and acceptability by the Management Committee and any Business Partner(s). They are primarily:

### **1. WHA website**

This is the "shop window" for the WHA. It explains the organisation's purpose; invites membership applications; lists forthcoming events planned by members; and promotes WHA products and activities.

### **2. Heritage Trails**

These were developed through a Heritage Lottery funded project, and consist of 12 leaflets for sale to the general public.

### **3. Heritage Trails website**

This site displays the heritage trails (in some cases as interactively guided walks) along with additional information to that contained in the leaflets.

### **4. Partnership Agreement**

A Memorandum of Understanding with Worthing Borough Council, which specifies the roles of each party in the maintenance and marketing of the Heritage Trails.

## **8. MEETINGS**

1. Quarterly General meetings are open to all members, and are held to review the finances; websites; leaflets; constitution; projects and any other business relevant to the above stated Objectives of the WHA.
2. A Vice Chairman will be elected to take the place of the Chairman when he/she is not available
3. At least 6 Management Committee members (2 of whom shall be Officers) must be present for any vote at a Quarterly General meeting to be valid.
4. Voting at all General meetings shall be by a show of hands. If there is a tied vote then the Chairman shall have a second vote.
5. Guests may be invited at the discretion of the Management Committee.

6. An Annual General Meeting (AGM) is to be held in November.
7. The business of the AGM shall include;
  - Collection of membership subscriptions.
  - Receiving a report from the Chairman on the WHA's activities over the year
  - Receiving a report from the Treasurer on the finances of the WHA
  - Approving any changes to the Constitution processed by the Secretary
  - Election of Officers
8. All members shall be given at least 14 days notice of the AGM.
9. An Extraordinary General Meeting may be called by two thirds of the Management Committee (voting members) to discuss an urgent matter. The Secretary shall give all members 14 days notice of any such meeting together with notices of the business to be discussed.

## **9. PROJECTS**

1. A project proposal may be initiated at any General meeting in accordance with Section 8 and subject to finance being available.
2. Working Groups may be convened on a per project basis and have delegated decision-making and implementation in line with their project brief.
3. Project Managers will be required to report progress and receive direction at General Meetings.

## **10. CONSTITUTION**

This constitution supersedes that established at the birth of the WHA in 2010. Any changes to this Constitution must be agreed by at least two thirds of those members present and voting at any General Meeting.

## **11. DISSOLUTION**

The WHA may be wound up at any time if agreed by two thirds of those members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to a local group or groups having a similar purpose.

*This Constitution was adopted on 10/11/2015*