



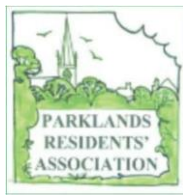
PRA CONSTITUTION

(APPROVED AT PRA COMMITTEE MEETING 14/11/2023)

Parklands Residents' Association (PRA) –Constitution

PRA is a not-for-profit organisation which was founded in 1991. It exists for the benefit of the local Parklands neighbourhood in Chichester. Geographically, PRA represents the area south of St Paul's Road/Old Broyle Road which is bounded by Parklands Road/Hawthorn Close on the east, Centurion Way/Newlands Lane/Salthill Lane on the west and Westgate on the south.

1. **Activities.** PRA focuses on two primary types of activity. Social activities (e.g., events, wellbeing, etc.) and campaign activities (e.g., about future house building, traffic, roads, etc.) that affect Parklands residents.
2. **Members.** All residents within the geographical boundary above are eligible to join.
3. **PRA Organisation.** PRA is run by an elected Committee which uses this constitution to guide its work. The constitution is accompanied by a series of written procedures which are periodically agreed and reviewed by the committee (usually annually.)
4. **Strict Neutrality.** PRA has no political or religious affiliation and does not hold, discuss, or promote any political or religious positions. It has zero tolerance for discrimination.
5. **Number of Committee Members and Officers.** The PRA Committee comprises a minimum of 6 and a maximum of 12 committee members including three officers (Chairperson, Secretary, Treasurer). A Committee meeting quorum shall be 51% of the current committee composition including one officer.
6. **Committee Meeting Frequency.** A minimum of 6 meetings per year plus the AGM. The Chairperson, Secretary, and Treasurer are expected to attend most meetings. Other Committee members have a standing invitation to meetings but are not obliged to attend.
7. **Voting.** Only Committee members are permitted a recorded vote.
8. **New members.** New members can be invited to meetings subject to the agreement of a majority of the officers. New members can join the Committee by agreement of a simple majority of members.
9. **Volunteers and Working Groups.** PRA wishes to create the widest participation possible and to encourage volunteers to participate in the activities which are of interest to them. Working groups may be set up to support these activities, working group members can be invited to attend Committee meetings.
10. **Participation by Elected PRA area representatives.** Our County, District and City representatives have a standing invitation to all meetings. Their contribution is highly valued, and we welcome their input on the activities of the committee.
11. **Elections and Serving Term.** Election rules are defined by the written procedures. Members agree to serve for one year and can stand for re-election for a further year at the AGM.
12. **Conduct.** All committee members are expected to follow PRA's constitution and procedures.
13. **Subscriptions.** Membership subscription levels and changes are discussed and agreed annually by the Committee.



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Parklands Residents' Association – Officer Roles (05/03/2022)

Role of Officers

- **Chairperson:**

1. Chair the PRA's Annual General Meeting (usually in March).
2. Prepare a report at the AGM outlining the Association's work throughout the year.
3. Chair the Committee's meetings six times a year. If the Chair is not available, the Secretary and then the Treasurer will deputize.
4. To agree an agenda in advance of Committee meetings with the Secretary, accepting late items under Any Other Business if appropriate.
5. To agree and sign the Committee's Minutes, procedures, and to make best efforts that they follow current best practice.
6. To prepare, update and sign-off procedures related to their role.
7. Provide the primary channel of communication with local councillor's, other Residents' Associations, and other organizations, as appropriate.
8. Oversee (with the Secretary) the agreed work of the Association (events, campaigns, etc.) and where appropriate, work with committee members and others to ensure the work is completed successfully.
9. Provide the final point of escalation and decision (with the Chairperson and treasurer) for any problems related to PRA's activities.

- **Secretary:**

1. Support the PRA's Annual General Meeting (usually in March).
2. Organize the Annual General Meeting including sending invitations to the Mayor, local Councillors, neighbouring residents' associations, and other interested parties.
3. To prepare an agenda and circulate it ahead of each Committee Meeting in liaison with the Chairperson, ideally one week in advance.
4. To take the Minutes at the AGM and Committee Meetings, circulating them in a reasonable timescale.
5. To keep copies of agenda and Minutes in an appropriate format.
6. To respond to enquiries and correspondence with residents and others as appropriate.
7. To coordinate preparation, update and sign-off of procedures.
8. Oversee (with the Chair) the agreed work of the Association (events, campaigns, etc.) and where appropriate work with committee members and others to ensure the work is completed successfully.
9. Provide the final point of escalation and decision (with the Chairperson and Treasurer) for any problems related to PRA's activities.



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- **Treasurer:**
 1. Maintain an accurate record of PRA income and expenditure.
 2. Manage PRA's banking. Manage deposits and reimbursements, subscriptions, and renewals.
 3. Produce an annual Report and Accounts using the Receipts & Payments method as well as periodic financial updates to support PRA Committee Meetings.
 4. With other committee members identify and apply for grant applications.
 5. With committee members, manage the costs of fund-raising and non-fund-raising PRA activities.
 6. Prepare a report of PRA income and expenditure for presentation at the Annual General Meeting. Arrange independent scrutiny by a trusted and qualified third-party of the accounts.
 7. Provide the final point of escalation and decision (with the Chairperson and secretary) for any problems related to PRA's activities.