



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

- a) 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.
- b) An annual donation/membership fee entitles a member to vote and submit their logo and event information for inclusion on the WHA website. It also enables that organisation to use the WHA logo in support of any of their events or funding applications.
- c) Paid up member groups are entitled to be represented on the WHA website, and to links on the WHA site pointing to their own web sites; social media pages and printed media.
- d) Representatives of local societies or groups will pay the full membership fee. Individuals will pay half, unless exempted as per paragraph (f).
- e) Each member group may send one voting representative to meetings and if that person cannot attend, a replacement may be sent.
- f) Members of the Management Committee and Individuals with specific WHA roles and who are not representatives of member organisations, will be exempt from the annual donation/membership fee.

4. OBJECTIVES

- a) Develop active partnerships with relevant local, regional and national organisations.
- b) Understand the key issues of Heritage.
- c) Advocate the value of Heritage to partners, community and visitors.
- d) Foster a wider interest and active participation in Heritage venues, events, groups and projects.
- e) Build resources to support these key aims.

5. FINANCE

1. Income is derived from annual membership donation.
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. (Ref. Note 5.2)
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 payments shall be authorised by the Treasurer and one other Officer of the Management Committee.
6. The financial year will run from November 1st to October 31st.
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 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 Chairperson; Treasurer; & Secretary.
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 a Committee Member to fill a vacancy until the next AGM.
7. The website and social media outlets must enable users to contact the WHA with requests for information, feedback or suggestions.

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 include:

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 Heritage Lottery funded projects. To date 21 have been produced and are available free of charge to the general public.
3. **Social Media.** This medium may be used to promote the WHA & heritage events and to mark anniversaries of significant past events.

8. MEETINGS

1. Quarterly General meetings are open to all members, and are held to provide direction and assistance to the Management Committee.
2. A Vice Chairperson may be nominated to take the place of the Chairperson when he/she is not available.
4. At least 3 Management Committee members must be present for a General meeting to take place, two of whom shall be Officers.



5. Voting at all General meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have the casting vote.
6. Guests may be invited at the discretion of the Management Committee.
7. An Annual General Meeting (AGM) is held in November.
8. The business of the AGM shall include;
 - Receiving a report from the Treasurer on the finances of the WHA
 - Approving any changes to the Constitution submitted by the Secretary
 - Electing a Management Committee
9. All members shall be given at least 14 days notice of the AGM.
10. An Extraordinary General Meeting may be called by the Management Committee or by two thirds of the 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 may be initiated at any General meeting 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, approved by 2025 AGM, supersedes all previous versions. Any changes to the 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. 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 30/06/25 and is endorsed by the following signatories.

<i>Name</i>	<i>Designation</i>	<i>Signature</i>
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