

CONSTITUTION OF THE BRaG RESIDENTS ASSOCIATION

1. NAME

The name of the organisation shall be *BRaG Residents Association* (hereafter referred to as the group or BRaG).

2. OBJECTIVES

- 2.1 To safeguard and promote the interest of residents in the BRaG area on matters concerning housing, the environment, safety and security.
- 2.2 To help to improve living conditions, community facilities and services for BRaG residents.
- 2.3 To promote and engender greater community spirit and neighbourliness amongst BRaG residents
- 2.4 To represent the views of BRaG residents in these matters.
- 2.5 To work to develop good relations and equal opportunities for all members of the BRaG community regardless of age, gender, sexual orientation, race, religion, political beliefs or ability/disability.

3. MEMBERSHIP

- 3.1 Membership of the Association shall be open to all residents, irrespective of tenure, in Burton Road, Richmond Park Road and Gibbon Road, Kingston upon Thames, Surrey.
- 3.2 The right to vote is restricted to members who are 16 years of age or above.
- 3.3 Membership shall cease immediately upon a person leaving the area defined in paragraph 3.1 above.
- 3.4 Membership shall be free of subscription.

4. THE COMMITTEE

- 4.1 A committee shall be elected at the Annual General Meeting (AGM) of the group and shall serve for 12 months.
- 4.2 The committee shall consist of at least three members, who shall have the power to co-opt other members on to the committee during the course of the year.
- 4.3 All properly elected and co-opted members will have committee voting rights.
- 4.4 The members of the committee shall elect from within their number a Chairperson, Secretary and Treasurer.
- 4.5 No committee member shall hold more than one position.

- 4.6 The committee, including office bearers, shall make and carry out decisions in accordance with the objectives of the group.
- 4.7 Meetings of the committee shall be open to any member of the BRaG Residents Association who wishes to attend. Prior notice of the wish to attend must be given to the Chairperson in order to ensure sufficient accommodation is provided.
- 4.8 There must be at least three of the properly elected and co-opted committee members present for the committee to be quorate.
- 4.9 Local Councillors may attend committee meetings as and when invited by the committee. Council staff or other partners may be co-opted onto the committee as non-voting members as required.
- 4.10 Residents may be co-opted as voting members to fill casual vacancies on the committee throughout the year.
- 4.11 Committee members can be voted off if they have not attended three consecutive meetings without good reason and have not submitted their apologies.
- 4.12 Committee members must declare to the Chairperson at the beginning of the meeting any interest they may have in the topic under discussion and the committee will decide if they need to forfeit their right to vote on this occasion or even to leave the meeting during discussion of that topic.

5. CONDUCT OF BUSINESS OR STANDING ORDERS

- 5.1 Members of BRaG may speak only through the Chair.
- 5.2 Decisions will be agreed by a simple majority, voted on through a show of hands or by secret ballot.
- 5.3 Meetings will end at the time agreed by the committee unless all those present agree to extend the meeting.
- 5.4 Offensive behaviour, including racist, ageist, sexist or inflammatory remarks will not be permitted.
- 5.5 Any member who brings the group into disrepute or refuses to comply with the constitution shall be expelled on a majority vote of the full committee.
- 5.6 Any such member will have the right to appeal within 15 days of the expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose.
- 5.7 All correspondence shall be addressed to the Secretary.
- 5.8 Agendas will be distributed to the membership at least four days before a meeting, where possible, and will be made available on the group website at least 24 hours prior to the meeting.
- 5.9 Items for the agenda should be forwarded to the Secretary and Chair seven days before the meeting, where possible.

5.10 Minutes will be distributed to the membership within seven days after a meeting, where possible. At the same time, minutes will be made available on the group website and remain available online for up to 2 years after the meeting.

6. FINANCES

- 6.1 The group may raise funds by obtaining grants from other bodies or by fundraising schemes.
- 6.2 All money raised by or on behalf of the group shall be applied to further its objectives.
- 6.3 All funds shall be kept in a bank account that shall be opened in the name of BRaG Residents Association.
- 6.4 The Secretary, Treasurer and the Chairperson, plus other committee members as necessary, shall be signatories on the account and all cheques shall require two of these signatures.
- 6.5 The Treasurer shall keep accounts and will make them available to every committee meeting where they may be inspected.
- 6.6 All expenditure shall be agreed and controlled by the committee. Receipts must be acquired for all expenditure over £5 and should be acquired also for smaller amounts if possible.
- 6.7 No officer shall sign a blank cheque; all cheques must be filled in before signatures are added.
- 6.8 Each year, the accounts will be audited and presented to the Annual General Meeting of the group. The Auditor will be either a:
 - Council Officer
 - bank employee
 - representative of another local community organisation, or exceptionally
 - person within the membership (except Chairman, Secretary or Treasurer) who is considered of good standing and experience and agreed by the membership.
- 6.9 All correspondence to the group, including the bank statement, shall be addressed to the Secretary, Chairman or Treasurer.

7. PUBLIC MEETINGS

- 7.1 Public meetings of the members shall be regularly held to discuss matters of importance and to keep the members fully informed of the group's activities.
- 7.2 Members shall be given at least 14 days' notice of a public meeting. Notice can be given via e-mail or letter. A poster may also be placed on St Luke's Church public noticeboard.

- 7.3 All votes shall be decided by a simple majority of the members present. This applies to all meetings of the group.
- 7.4 Any member, having the written support of 10 other members, may request the committee to call a Special Public Meeting of the group. The committee shall call the meeting within 21 days of this written request, or sooner if the matter is urgent.

8. ANNUAL GENERAL MEETING (AGM)

- 8.1 An AGM shall be held every year to:
- discuss the activities of the group
 - receive the audited accounts
 - elect the committee.
- 8.2 The AGM shall be held at a suitable venue to accommodate as many members as possible.
- 8.3 There must be at least 5 members present at the AGM.
- 8.4 At least 14 days' notice of the AGM must be given to members.
- 8.5 At the AGM, the resignation of all committee members will be accepted and a new committee elected. Resigning committee members may stand again for election.
- 8.6 AGM attendances and voting records will be recorded and kept for up to five years by the Secretary.

9. CHANGES TO THE CONSTITUTION

- 9.1 This constitution shall be changed only at a Special Public Meeting of the group, or at the AGM.
- 9.2 Proposed changes must be submitted to the Secretary in writing not less than 28 days before the meeting. The Secretary must notify members of any proposed changes within 21 days of the meeting.
- 9.3 For decisions to be taken there must be a minimum of 5 attendees
- 9.4 Votes shall be decided by a simple majority of the members present.

10. CHILD PROTECTION

- 10.1 The group will ensure that any activities they are involved with will provide a safe, pleasant and encouraging environment for children, unless the activity is for adults only and no children are participating.
- 10.2 If group activities are to involve children, a Child Protection Policy will be adopted and a committee member will be appointed to take responsibility for its implementation.

11. LEASES AND AGREEMENTS

11.1 As trustees for and on behalf of the group, the current Chairperson, Secretary and Treasurer, may enter into leases and access agreements that are transferable to ongoing elected office bearers to further the objectives of the group as set out in section 2 above.

12. DISSOLUTION OF THE GROUP

- 12.1 The group may be dissolved only by a special meeting called for that purpose. Such a meeting shall come about following a proposal in writing being submitted to the Secretary and signed by a simple majority of the committee.
- 12.2 All members shall be informed of such a meeting at least 21 days before the date of the meeting.
- 12.3 Dissolution of the group shall take effect only if agreed by two thirds of the members present and voting at that meeting.
- 12.4 Any assets remaining after liabilities have been met must be distributed among local charities or other community groups with similar aims to BRaG.
- 12.5 Any money received via funding bodies must be returned to the funders in accordance with the funding criteria.
- 12.6 On dissolution, any documents belonging to the group shall be disposed of in a manner agreed by that meeting.

This constitution was adopted at a meeting of the BRaG Residents Association on

<i>Signed</i>	<i>Print name</i>
Chairperson
Secretary
Treasurer