

CONSTITUTION OF THE BRaG RESIDENTS ASSOCIATION

Version 6

1. NAME

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

2. OBJECTIVES

- 2.1. Our objectives will be primarily pursued for the benefit of the BRaG roads, but we shall also embrace the surrounding roads with the aim to encourage a broader community spirit in North Kingston.
- 2.2. To promote and engender greater community spirit and neighbourliness amongst BRaG residents.
- 2.3. To support and raise funds for charities.
- 2.4. To operate in an ethical and open manner and 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.
- 2.5. To conduct and promote activities which protect and enhance the environment.

3. MEMBERSHIP

- 3.1. We are an inclusive group and membership shall be open primarily to all residents and homeowners, irrespective of tenure, in **Burton Road, Richmond Park Road and Gibbon Road in Kingston upon Thames**.
- 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 no longer living in or owning a home in 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 BRaG and shall serve until the following AGM.
- 4.2. All committee members will be encouraged to rotate positions after serving 12 months. A member may stay in position for longer than 12 months provided they have been re-elected at the AGM.
- 4.3. Vacant or additional committee positions may be filled via a vote at any committee meeting during the year.
- 4.4. 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.
- 4.5. All properly elected and co-opted members of the committee will have committee voting rights.
- 4.6. The members of the committee shall elect from within their number a Chairperson, a Secretary, a Treasurer and a Communications Officer at the AGM.

- 4.7. No committee member shall hold more than one of the positions identified in 4.6, but one position may be held by up to two people on a shared basis. Only one person in each position can be a signatory.
- 4.8. The committee, including office bearers, shall make and carry out decisions in accordance with the objectives of BRaG.
- 4.9. Only the AGM details must be published to the members.
- 4.10. If any member wishes to attend a committee meeting, they must provide prior notice to a serving committee member. Provision shall then be made at the next committee meeting for their attendance.
- 4.11. There must be at least three of the properly elected and/or co-opted committee members present for the committee to be quorate. If the Chairperson is not present the Vice Chair will act on their behalf for the meeting. If neither are present the present members of the committee must elect a chair for the meeting.
- 4.12. 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.
- 4.13. Residents may be co-opted as voting members to fill casual vacancies on the committee throughout the year.
- 4.14. 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. Decisions will be agreed by a simple majority, voted on through a show of hands or by secret ballot.
- 5.2. Meetings will end at the time agreed by the committee unless all those present agree to extend the meeting.
- 5.3. Offensive behaviour, including any form of discrimination or inflammatory remarks will not be permitted.
- 5.4. Any member of the committee who brings BRaG into disrepute or refuses to comply with the constitution shall be expelled from the committee on a majority vote of the full committee.
- 5.5. 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.
- 5.6. All correspondence shall be addressed to the Secretary.
- 5.7. Agendas for AGMs will be distributed to the membership at least four days before a meeting, where possible, and will be made available on the BRaG website at least 24 hours prior to the meeting.
- 5.8. Items for the agenda should be forwarded to the Secretary and Chair seven days before the meeting, where possible.
- 5.9. 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 BRaG website and remain available online for up to 2 years after the meeting.

6. FINANCES

- 6.1. BRaG may raise funds by obtaining grants from other bodies or by fundraising schemes.
- 6.2. All money raised by or on behalf of BRaG 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. Any four committee members from the Secretary, Treasurer, Chairperson, Communications Officer plus other committee members as necessary, shall be signatories on the account and all cheques and electronic payment 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 committee member 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 BRaG. The Auditor will be either a:
 - person within the membership (except Chairman, Secretary or Treasurer) who is considered of good standing and experience and agreed by the committee.
 - Council Officer
 - bank employee
 - representative of another local community organisation.
- 6.9. All correspondence to BRaG, including the bank statement, shall be addressed to the Secretary, Chairman or Treasurer.

7. CHARITIES

- 7.1. One of BRaG's primary objectives is to raise funds for charities.
- 7.2. Three charities will be supported each year with the proceeds from that year going towards equal donations to each charity.
- 7.3. Two of the charities are selected by a majority vote of the members at the beginning of each year with at least one being a local charity benefitting the local area.
- 7.4. Because very few of BRaG's fundraising activities could take place without the cooperation and support of St Luke's Church it is supported each year in addition to the elected charities.
- 7.5. Donations may be made to the charities throughout the year with a final donation agreed at the AGM after the year has closed.

8. PUBLIC MEETINGS

- 8.1. Public meetings of the members may be held to discuss matters of importance and to keep the members fully informed of BRaG's activities.

- 8.2. Members shall be given at least 7 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.
- 8.3. All votes shall be decided by a simple majority of the members present. This applies to all meetings of BRaG.
- 8.4. Any member, having the written support of 10 other members, may request the committee to call a Special Public Meeting of BRaG. The committee shall call the meeting within 31 days of this written request, or sooner if the matter is urgent.

9. ANNUAL GENERAL MEETING (AGM)

- 9.1. An AGM shall be held every calendar year at 12 ± 1 month intervals to:
 - discuss the activities of BRaG;
 - receive the audited accounts;
 - elect the committee for the forthcoming year.
- 9.2. The AGM shall be held at a suitable venue to accommodate as many members as possible.
- 9.3. There must be at least 5 members present at the AGM of which 3 must be committee members for the AGM to be quorate.
- 9.4. At least 14 days' notice of the AGM must be given to members.
- 9.5. At the AGM, the resignation of all committee members will be accepted, and a new committee elected. Resignations and elections will take effect from the date of the AGM.
- 9.6. AGM attendances and voting records will be recorded and kept for up to five years by the Secretary.

10. CHANGES TO THE CONSTITUTION

- 10.1. This constitution shall be changed only at a Special Public Meeting of BRaG, or at the AGM.
- 10.2. 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.
- 10.3. For decisions to be taken there must a minimum of 5 attendees.
- 10.4. Votes shall be decided by a simple majority of the members present.

11. SAFEGUARDING

- 11.1. BRaG will ensure that any activities in which they are involved in which may include children or vulnerable adults will provide a safe, pleasant, inclusive, and encouraging environment for everyone.
- 11.2. A Safeguarding plan will be produced for any such BRaG activities and a committee member will be appointed to take responsibility for its implementation.

12. LEASES AND AGREEMENTS

12.1. As trustees for and on behalf of BRaG, 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 BRaG as set out in section 2 above.

13. DISSOLUTION OF BRAG

13.1. BRaG 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.

13.2. All members shall be informed of such a meeting at least 21 days before the date of the meeting.

13.3. Dissolution of BRaG shall take effect only if agreed by two thirds of the members present and voting at that meeting.

13.4. Any assets remaining after liabilities have been met must be distributed among local charities or other community groups with similar aims to BRaG.

13.5. Any money received via funding bodies must be returned to the funders in accordance with the funding criteria.

13.6. On dissolution, any documents belonging to BRaG shall be disposed of in a manner agreed by that meeting.

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

	Signed	Print name
Chairperson:		
Secretary:		
Treasurer:		
Communications Officer		