**Constitution of Burghfield Residents Association**

**1) Name**

The name of the group shall be the Burghfield Residents Association, hereafter referred to as the Group

**2)** **Objectives**

The objectives of the Group shall be:

* to improve the area known as Burghfield for the benefit of the inhabitants of the area
* to encourage the goodwill and involvement of the wider community
* to foster community spirit and encourage civic pride
* to raise funds for local charities and good causes, specifically by running the annual Burghfield May Fayre

**3) Powers**

In furtherance of the objectives, but not otherwise, the Management Committee may exercise the power to:

(i) Promote the health and wellbeing of the residents of the area and to work together as residents irrespective of age, sex, ethnicity, ability, religion or political view

(ii) Invite and receive contributions and raise funds where appropriate, to finance the work of the Group, and to open a bank account to manage such funds

(iii) Promote environmental improvement and conservation by educating, encouraging and assisting the local population in environmental practice, working in partnership with similar groups and organisations

(iv) Publicise and promote the work of the Group and organise meetings, events etc.

(v) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations

(vi) Employ staff and volunteers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objects

(vii) Take any form of action that is lawful, which is necessary to achieve the objects of the Group

**4) Membership**

(i) Membership shall be open to any resident of Burghfield who has an interest in assisting the Group to achieve its aim and is willing to adhere to the rules of the Group

(ii) Where it is considered membership would be detrimental to the aims and activities of the Group, the Management Committee shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution passed at a meeting; members shall have the right to appeal via an independent adjudicator determined by mutual agreement of the management committee

**5) Management Committee**

(i) The Group shall be administered by a management committee [‘the Committee’] of no less than four (4) people and no more than twelve (12), who must be at least 18 years of age

(ii) Committee members will be elected by the Group at the AGM for a period of up to one year, but may be re-elected.

(ii) The Committee shall have the power to co-opt additional members with specific expertise should the need arise

**6) Officers**

(i) The Committee shall consist of:

The Chairperson

The Vice-chairperson

The Treasurer

The Secretary

and any additional officers the Group deems necessary required to carry out the required activities, to a total maximum of 12

**7) Meetings**

(i) The Committee shall generally meet on the third Tuesday of each month except in August and December.  
Meetings shall enable the Committee to discuss actions and monitor progress to date, and to consider future developments

(ii) One-third of Committee members must be present in order for a meeting to be quorate; resolutions or proposals shall be decided by a majority of votes; in the event of equality the Chairman of the meeting shall have a casting vote

(iii) Unless it is deemed as an emergency, Committee members shall be given at least ten (10) days’ notice of when a meeting is due to take place; they will be notified by the Secretary via email

(iv) General meetings open to all Group members will be publicised via Burghfield Parish Notice Boards, email, the Group website <http://www.burghfieldresident.org.uk/> and other appropriate media

(v) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence; all meetings must be minuted and accessible to interested parties

(vi) Urgent matters may be discussed between meetings by the Committee via email, and the chair empowered to make decisions requiring immediate action

(vii) The AGM shall take place in September or thereabouts; at least fourteen (14) days’ notice must be given before the meeting takes place.

(vii) All Group members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision

**8) Finance and Assets**

(i) Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Group. Funds not required for immediate use may be invested by the Treasurer, with the agreement of the .

(ii) Bank accounts shall be opened in the name of the Group. Any deeds, cheques etc relating to the Group’s bank account shall be signed by at least two (2) of the following committee members: Chairperson; Vice chairperson, Treasurer; Secretary.

(iii) All funds must be applied to the objectives of the Group and for no other purpose. The process for distribution of monies raised will be reviewed and agreed annually at the AGM.

(iv) Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Official accounts shall be maintained, and will be examined annually by an independent accountant who is not a member of the Group. An annual financial report shall be presented at the AGM. The Group’s accounting year shall run from 01 April to 31 March.

(v) A up to date register of the Group’s assets will be maintained by the Ssecretary, detailing value and location of items

**9) Alteration of the Constitution**

(i) Any changes to this constitution must be agreed by a majority vote of the full committee

(ii) Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

**10) Dissolution**

(i) The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to their providers or transferred to local charities or similar groups at the discretion of the Management Committee.

This constitution was adopted at an AGM held at on by:

Signed: Chairperson

Signed: Vice-chairperson

Signed: Treasurer

Signed: Secretary

Signed: Member

Signed: Member