

## **BANG Constitution approved at the April 2012 AGM.**

### **1. NAME**

The name of the Society shall be the Broomhill Action and Neighbourhood Group.

### **2. OBJECTS**

The Society is established for the public benefit of the residents of the Broomhill Conservation Area and its immediate surroundings.

The principal aim of the Society is to campaign on local issues of importance to those who live and work in Broomhill, in particular:

To secure high standards in planning and development that enhance the Broomhill Conservation Area;

To promote understanding and appreciation of the area's character, including its history, social and economic background and the way in which such factors have shaped the area;

To preserve and enhance the distinctive features that characterise the Broomhill Conservation area and to work for the improvement or replacement of features that detract from it;

To maintain, and where possible improve, the environment and quality of life in Broomhill;

To promote community cohesion in Broomhill.

**BANG will:**

promote civic pride in Broomhill;

work with other organisation whose aims are aligned to those of the Society;

support activities of a charitable nature in Broomhill;

publish community information through channels such as websites and newsletters;

hold regular public meetings, and attend meetings organised by others as community representatives;

raise funds by way of subscriptions, donations and other fund raising activities;

consult public opinion and channel community views to elected councillors, the local authority, planning committees and other statutory or official bodies.

**BANG may:**

conduct research into subjects connected with the aims of the Society and publish the results;

acquire and manage property on behalf of the community;

sell, let, mortgage, dispose of or turn to account all or any of the property or funds of the Society as shall be necessary;

borrow money for the purposes of the Society on such terms and on such security as the Committee shall think fit, but such that the liability of individual members of the Society shall in no case extend beyond the amount of the suggested annual subscription.

**BANG will not:**

undertake any permanent trading activities to raise funds for its primary purpose.

### **3. MEMBERSHIP**

Membership shall be open to all those who live or work in Broomhill, or who otherwise have an interest in furthering the aims of the Society.

An up-to-date Register of the names, addresses, and contact information of all members will be kept. The information on the Membership Register will only be used for the purpose of contacting members on Society business.

Names of new members may be added to the Register at any time during the membership year.

Names will be removed from the Register on request, or when attempts to contact members using the information held fail.

Only those members whose names are on the Membership Register shall have the power to vote at meetings of the society.

### **4. SUBSCRIPTIONS**

The suggested annual subscription rates will be proposed by the committee and announced at the AGM each year. Subscriptions shall be voluntary and collected each year at the time of the AGM.

## 5. ANNUAL GENERAL MEETINGS

The Committee shall decide when ordinary general meetings of the Society shall be held. Special General Meetings of the Society shall be held at the written request of at least 10% of the Registered members.

Members will be given 21 days notice of all general meetings.

An Annual General Meeting will be held in each calendar year to receive a report from the Committee for the previous year, to approve the Society's accounts, and to approve members of the Committee for the following year.

The agenda of any general meeting, including notice of any motions to be put to a vote, will be published at least 7 days in advance of the meeting. Written minutes of all general meetings shall be taken and published.

For a general meeting to be declared quorate.

a minimum of 20, or 5% (whichever is less), of Registered members, including a minimum of 50% of Committee members, must be present

## 6. THE COMMITTEE

The Committee shall be responsible for the management and administration of the Society.

The Committee shall consist of a minimum of 10 members. Members volunteering to serve on the Committee may put forward their own names in person at the AGM, or if they are unable to attend the AGM, may put forward their name in writing to the Secretary before the AGM. The AGM shall approve the Committee membership.

The Committee shall hold regular open meetings throughout the year, publicising the dates and venues of meetings not less than seven days in advance.

Committee members shall commit to attending at least fifty percent of regular Committee meetings.

Those unable to do so without good reason will surrender their position on the Committee.

If the number of Committee members (including Officers) falls below 10, the Committee shall have the power to invite additional members to join the Committee at any time.

The Committee shall have the power to invite non-members, in their own right or as representatives of other organisations, to attend individual meetings for discussion of particular agenda items.

Issues before the Committee should preferably be decided by discussion and consensus; if this is not possible, then provided the meeting is quorate a vote should be taken by a show of hands of the Committee members present, the issue being decided by a simple majority. In the event of an equality of votes cast, the issue will be referred back for further discussion.

A Committee meeting shall be quorate if at least fifty percent of Committee members are present.

## 7. OFFICERS

The Committee shall appoint Officers from among its number at the first committee meeting following the AGM.

Committee members shall declare any financial or professional interest known or likely to be of concern to the Society that might preclude them from serving as an Officer.

The Committee shall seek to appoint, as a minimum, a Chair, Secretary and Treasurer to serve until the next AGM.

An up to date list of Officers and other Committee members shall be maintained at all times on the Society's website.

## 8. SUB-COMMITTEES and WORKING GROUPS

The Committee may set up sub-committees or working groups as considered necessary. The Chair of each sub-committee or working group shall be appointed by the Committee and all actions and proceedings of each sub-committee shall be reported to and confirmed by the Committee as soon as possible. Members of the committee may be members of any sub-committee. Sub-Committees shall be subordinate to and may be regulated or dissolved by the Committee. The formation of subcommittees and working groups will be publicised within 14 days to members, inviting those with an interest in the issues under consideration to request participation.

## 9. DECLARATION OF INTEREST

It shall be the duty of every Officer or member of the Committee or sub-committee who is in any way directly or indirectly interested financially or professionally, in any item discussed at any Committee meeting at which he or she is present, to declare such interest and they shall not discuss such an item (except by invitation of the Chair) or vote on it.

#### 10. EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS

The Treasurer shall keep proper accounts of the finances of the Society and shall open a bank account in the Society's name. There will be at least two signatories able to write cheques, i.e. Treasurer plus others as agreed by the Committee. The Accounts shall be examined before the time of the Annual General Meeting by a responsible person outside the Society. The Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society. After the payment of the administration and management expenses, and the setting aside a reserve of such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Committee to further the aims of the Society.

#### 11. INVESTMENT

All monies at any time belonging to the Society, and not required for immediate application for its purposes may be invested by the Committee in or upon such investment, securities or property as it may think fit, subject nevertheless to such authority, approval or consent by special trusts affecting any property in the hands of the Committee.

#### 12. TRUSTEES

Any freehold or leasehold property acquired by the Society may be vested in trustees who shall deal with such property as the Committee directs. There will be a minimum of three trustees, appointed by the Committee, whose duties shall be confirmed in writing. The Secretary shall notify the trustees in writing of any amendment to their duties and the trustees shall not be bound by any such amendments unless such notice has been given. The Society shall indemnify the trustees in their duties (including the proper charge of a trustee being a trust corporation) and liability under such indemnity shall be a proper administration expense.

#### 13. AMENDMENTS

This Constitution may be amended by a two-thirds majority of Registered members present at an Annual General Meeting or Special General Meeting of the Society, provided that 21 days' notice of the proposed amendment has been given to all members.

#### 14. NOTICES

Any notice required to be given by the rules of this constitution will be deemed to have been given if left at, or sent by post to, the address of a member, or sent by email to the email address given to the Society by the member, or published on the Society's website. It is the responsibility of members to notify the Treasurer of any change to their postal address or email address.

#### 15. WINDING UP

The society may only be dissolved after a properly-constituted motion to dissolve the society has been submitted and passed by vote at a general meeting, and that decision later confirmed by a two-thirds majority of votes cast in a postal ballot of all Registered Members.

In the event of dissolution of the Society the available funds and assets of the Society shall be transferred to one or more associations having similar aims, or local charities, to be chosen by the Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is taken.

