

Constitution of Bradway Action Group

1. Name

The name of the Group shall be **Bradway Action Group (BAG)**.

2. Aims

- 2.1 To initiate, publicise and conduct local projects and actions that protect, complement and enhance Bradway's environment and facilities to ensure that it is a healthy and welcoming place to live and work.
- 2.2 To initiate and facilitate activities with other organisations which share the aims of improving the environment and facilities.
- 2.3 To raise awareness within the community on matters of local interest.
- 2.4 To provide communications channels through which local issues can be discussed and local events publicised.
- 2.5 To provide a communication channel between the community and any authority or organisation impacting the community.

3. Powers

The Group may:

- Raise money and receive contributions
- Open bank accounts
- Take out insurance
- Seek places to meet
- Organise courses and events
- Work with other groups and exchange information and give and take advice
- Acquire by purchase, gift or otherwise, artefacts etc. to further our aims
- Support any charitable trusts, associations or institutions formed for all or any of the aims
- Do all such lawful things as are necessary for the achievement of the aims provided that it does not provide any direct political stance.

4. Membership

Membership of Bradway shall be open to individuals who are interested in helping the group achieve its aims, and are willing to abide by the rules of the group.

Members must be resident in Bradway or in immediate adjacent areas, or their organisation conducts activity or business within Bradway.

Membership will be available to any individual without regard to gender, race, nationality, sexual preference, religion or belief.

Continued membership is dependent on payment of the annual membership fee agreed at the preceding Annual General Meeting. Due date for payment shall be the 1st January each year, though membership will not lapse due to non payment until the 1st April.

The Management Committee may unanimously and for good reason wish to terminate the membership of any individual. However, the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend or representative, before the final decision is made.

5. Management Committee

The Group shall be administered by a Management Committee elected at the group's Annual General Meeting. Election will be dependent on a candidate being proposed and seconded by group members. Should more than one member be proposed and seconded for a single position, then that shall be decided by a show of hands vote of members present.

The Management Committee shall consist of not less than four members and not more than ten members and will include five Officers. Additional members may be co-opted onto the Committee at the discretion of the committee, usually representing another local organisation.

All members of the Committee shall have equal voting rights. Should there be a tie, the Chair will have a second vote.

The quorum for Management Committee meetings will be four members with at least one Officer present as Chair.

The Committee will meet approximately every 2 months. Should meetings in person not be possible (e.g. pandemic rules), then these will be held via electronic means.

Members of the Management Committee shall either seek renewal of office or retire from office at each Annual General Meeting.

6. Roles and Duties of Officers

The Officers' roles are as follows:

- **Chair**, who shall chair both General and Committee meetings, and act as spokesperson for the group unless either role is designated to another person.
- **Deputy Chair**, who shall assist the Chair and provide cover in the absence of the Chair.

- **Secretary**, who shall give notice of all Committee and General Meetings, record key decisions of those meetings and distribute all papers
- **Membership Secretary**, who shall maintain a membership list and record of membership fee payments and donations.
- **Treasurer**, who shall maintain accounts and prepare them for audit.

In the event of an Officer standing down during the year, a replacement will be sought at the next General Meeting.

7. Finances

All money obtained by Bradway Action Group will be used to further the aims of the group only.

All bank accounts opened shall be in the name of Bradway Action Group.

Any cheques issued shall be signed by any two of the three nominated Management Committee members. The signatories must not be related nor members of the same household.

Officers and members of the Committee can be reimbursed for expenses incurred on behalf of the Group, provided that a clear receipt is presented to the Treasurer.

The Treasurer will provide an update of the financial position, including balance and key items, at each Committee Meeting.

The Group shall ensure that its accounts are independently examined or audited every year. Presentation of this audit is to be provided at the Annual General Meeting.

8. Annual General Meeting

An Annual General Meeting (AGM) will be held at a pre-published date during either October or November each year, unless there are extenuating circumstances, e.g. pandemic rules. In which case the Management Committee will agree alternative arrangements and the membership will be advised accordingly.

All members of the Group will be given in writing at least three weeks' notice of the date, time and venue of the meeting. The venue will always be a suitable location within Bradway.

Nominations for election to the Management Committee may be made to the Secretary before the meeting or at the meeting.

At the AGM:

- The Management Committee, led by the Chair (or Deputy) shall present a report of the work of the Group over the year.
- The Treasurer shall present a summary of the audited accounts of the Group for the preceding financial year.
- The Officers and Committee for the next year will be elected.
- The on-going Chair shall provide an outline of the main aims of the Group for the forthcoming year.

9. Special General Meetings

The Management Committee may call a Special General Meeting at any time.

If at least 10 members request such a meeting stating the business to be considered, the Secretary shall call such a meeting.

At least three weeks' notice must be given of the date, time and venue of the meeting.

10. Alteration to the Constitution

Amendments to the Constitution must be agreed with the membership.

Should the Management Committee agree a changed constitution, then this must be circulated to all members of the Group. If after 4 weeks, no objections to the revision have been received, then the revised constitution will be deemed agreed. However, should an objection be received, then a Special General Meeting will have to be convened with a minimum of three weeks' notice given of the date, time and venue of the meeting. At the meeting, approval of the amended constitution will require a two-thirds majority of the votes cast.

11. Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Group, it shall call a Special General Meeting of all members, of which not less than three weeks' notice (stating the terms of the resolution to be proposed) shall be given.

If it is agreed to dissolve the Group, all assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having similar aims to the aims of Bradway Action Group as the members may determine.

Author: John Sharpe, BAG Chair. February 2023.

