

# **BUSHWOOD AREA RESIDENTS' ASSOCIATION**

## **THE CONSTITUTION**

### **1, Name**

The name of the Association will be Bushwood Area Residents' Association ("BARA")

### **2. BARA's Aims**

- i. to enhance and encourage a positive community spirit; and
- ii. where possible, to protect the general welfare, amenities, and environmental and communal rights of all Members.

BARA will form no political or religious affiliations and will practice no discrimination on any grounds.

The Bushwood area ("the Area") will be defined as that area bounded by Bush Road, Bushwood, thence by Mornington Road, Lister Road, and the east side of Leytonstone High Road north of Davies Lane to the junction with Bush Road.

### **3 Membership**

Full Membership will be given to all residents of the Area who pay the annual subscription ("the Subs").

Associate Membership will be available (on payment of the Subs where appropriate) to:

- i. all previous BARA Members who no longer live in the Area;
- ii. all persons who trade from business premises in the Area; and
- iii. any person or business to whom the Executive Committee ("Committee") grants Associate Membership.

Associate Members are not eligible to vote at either an Annual General Meeting ("AGM") or an Extraordinary General Meeting ("EGM"), nor may they serve on the Executive Committee except as specified under Section 5 below.

### **4. Subscriptions**

The Subscription Year will run from 1 November to 31 October. The Subs rate will be the same for each household regardless of the number of adults at that address. The Subs rate for each Subscription Year will be agreed by the Committee and advised to Members appropriately.

Any Member who joins after 31 July in any Subscription Year will have membership until the close of the following Subscription Year.

### **5 Management**

The Association will be managed by the Committee, which will be elected at an AGM. The Committee will consist of a Chair, a Secretary, a Treasurer, a Vice-Chair, other officers and other Committee Members, not exceeding 18 in total. Other than stated in this Constitution, Committee meetings will be conducted in accordance with the rules drawn up by the Committee and revised by them when necessary. At the discretion of the Committee Associate Members may be invited to serve on the Committee if they served on the Committee during the Subscription Year prior to becoming an Associate Member.

The quorum for a Committee meeting will be five Committee Members and must include either the Chair or Vice Chair except when the office(s) of either (or both) Chair or Vice Chair is (are) vacant, in which case a meeting can be properly constituted without either (or both) the Chair or Vice Chair being present. If this situation should arise, the first business of the meeting must be to fill the vacant office(s). In normal circumstances, in the absence of a quorum, Committee meetings may continue but no decisions can be taken. Voting at Committee meetings will be by a show of hands and resolutions passed by a simple majority. Where a Committee Member has a conflict of interest this should be declared and the Committee Member will abstain from voting.

In the interval between AGMs the Committee may co-opt Committee Members by a simple majority of those present at a quorate Committee meeting provided that the maximum number of Committee Members is not

exceeded.

Any Committee Member who does not attend four Committee meetings (or three Committee meetings and the AGM) within the preceding twelve months will be automatically deemed to have resigned from the Committee.

The Committee will ensure that all defined Committee roles have a succession plan in place.

## **6 Finance**

- i. all monies received by or on behalf of BARA will be applied to further BARA's Aims and for no other purpose;
- ii. the Treasurer will keep proper records and accounts and will maintain bank account(s) in BARA's name;
- iii. the accounts will be audited once a year by a qualified auditor or by someone who is not a Committee Member and who is approved by the Members at the AGM;
- iv. the financial year will end on 31 July each year;
- v. all BARA accounts and books will be available for inspection by any Member on reasonable notice to the Treasurer; and
- vi. the bank account(s) will have as signatories four Committee Members designated by the Committee. Cheques will be signed by any two of the signatories.

## **7. Annual and Extraordinary General Meetings ("GMs")**

The quorum for a GM is twice the number of Committee Members present at the Meeting plus one.

Voting at a GM will be by a show of hands. All resolutions need to be passed by a two-thirds majority of Members present and voting.

The Committee will ensure that GM minutes are posted on the BARA website.

An AGM will be held no later than 30 September each year in order to:

- i. receive the Committee's annual report;
- ii. receive the BARA accounts;
- iii. elect Committee Members;
- iv. approve the appointment of an auditor, if relevant; and
- v. consider any other business for which due notice has been given.

All Committee Members will resign at the AGM but may offer themselves for re-election.

Members may propose amendments to the Constitution but they must be received by the Chair in writing at least 14 days before an AGM.

Should the Committee wish to propose that BARA:

- i. amalgamate with a nearby similarly-minded organisation, or
- ii. be dissolved;

it must present the proposal at a GM. In either case, at least 14 days' notice must be given to Members.

## **8. Cessation**

If a resolution to dissolve BARA is passed by the Members, the Committee will make all reasonable attempts to settle any outstanding accounts payable, after which any monies still held will be donated to charity.

## **9. Miscellaneous**

Only the Chair, or any Committee Member appointed by the Chair, will be empowered to speak on behalf of BARA to the press or other media.