

The Brandon Hill Residents Association

CONSTITUTION

The objects of Brandon Hill Residents Association (BHRA) shall be to promote, uphold and protect the interests of residents in all matters affecting or likely to affect the area it covers and the environs; and to support and promote social and benevolent activities for the general benefit and well-being of the area residents.

The geographical area (the area) covered by BHRA shall initially be defined as Queens Parade, York Place and Brandon Steep (Bristol BS1). BHRA reserves the right to expand the area to include other residential roads within the environs of Brandon Hill, Bristol.

BHRA shall not be affiliated to any political party and will not discriminate on the grounds of sex, race, age, creed, disability or sexual orientation.

MEMBERSHIP AND SUBSCRIPTIONS

BHRA shall consist of members who shall have paid a subscription and completed a membership application form in accordance with any conditions set out in this document and membership shall be open to any resident within the area. The annual subscription is set at the Annual General Meeting.

Annual subscriptions will be due at the point of joining and thereafter on the 1st January for the ensuing year and are non-refundable.

A member may resign at any time by notifying an Officer verbally or in writing.

If a member is deemed by the Officers to be acting against the interests of the Association then their membership can be terminated by a 2/3rds majority at a General Meeting, such member having first been given the opportunity to respond at the same meeting.

MEETINGS

The **Annual General Meeting** (AGM) shall be held on or before the 31st March in each year at which ten (10) members from at least three (3) different households shall constitute a quorum. Notification of the date, venue and agenda of the AGM will be given at least three weeks in advance. The meeting shall be for the purpose of receiving reports from the Officers; to appoint the Officers; to receive the Annual Accounts, and to appoint the Honorary Auditors; to set the subscription fee; to consider and resolve any motions and/or proposals of which notice has been given to the Secretary in writing at least two weeks prior to the Annual General Meeting. Any proposal for an alteration to the Constitution must be notified to the Secretary not less than one month before the AGM. Such amendments shall be circulated to the membership with the advance notification of the AGM.

An **Extraordinary General Meeting** may be called at any time at the request in writing of three members with at least fourteen days notice in writing to the Chairman or Secretary.

The Chairman of all General Meetings shall be the Chairman of the Association, who may delegate the chair to any other Officer, and who will have a casting vote. In the event of a dispute arising, the decision of the Chairman shall be final.

Voting: BHRA seems to operate on the basis of consensus but in the event that a vote is required then each household is entitled to one vote. A decision will be carried on a 2/3rds majority. A household is defined for these purposes as a residential entity either sharing one

Council Tax registration or sharing one rental agreement. A household in membership may be represented by any of its residents aged 18 years or over. If a conflict of interest should arise for an Officer, they must declare this and may be asked to take no part in the issue.

ADMINISTRATION

The administration and management of the Association shall be vested in the Officers who shall meet as a Committee no fewer than twice per annum. The Officers shall be The Chairman, Secretary, Treasurer, and up to three others, all of whom shall be elected at the Annual General Meeting.

Nominations for Officers may be made at the AGM or sent in advance to the Secretary in writing. When two or more persons are nominated for the same post a vote will be taken at the meeting.

As individuals neither Officers nor members of BHRA are empowered to commit the Association to the expenditure of money. All expenditure is delegated to the meetings of the Officers and must therefore be the result of their decision.

DUTIES OF OFFICERS

The Secretary shall keep and publish Minutes of all meetings and keep an up to date record of members.

The Treasurer shall be responsible for all monies belonging to the Association, and shall keep such monies in a banking account or building society in the name of the Association. All cheques drawn on these accounts shall require the signature of at least two Officers of the Association. The Treasurer shall keep proper accounts which shall be independently verified at least once in every year and shall prepare an Annual Income and Expenditure account for submission to the Annual General Meeting showing the financial position at the end of the financial year to 31st December.