

The Bedford Place and Polygon Residents Association Constitution

1. Name of the Organisation: The Bedford Place and Polygon Residents Association

2. The Bedford Place and Polygon Residents Association is a residents association open to membership by anyone living in the area represented . referred to in this document hereafter as BePoRa.

3. Aim: The purpose of this group is to bring about positive change in our community. We aim to contribute meaningful action to benefit the residents who live here (see section 5). The group will abide by the groups' Code of Conduct.

4. Objectives (Purpose of the group):

- To improve the appearance and aesthetic qualities of the community.
- To encourage neighbourly behaviour and foster a sense of community amongst all residents.
- To be proactive in managing waste, recycling and contribute to sustainable action against climate change.
- To foster an appreciation for local history, diversity, creative, and cultural endeavours.
- To encourage residents to participate in good community relations, and aspects of life in Southampton.
- To seek assistance, support and advice, when required, from service providers and organisations and individuals.

Methods of Achieving Objects

- a) To produce and disseminate information among the group's members.
- b) To organise and hold regular meetings.
- c) To undertake training and education, as and when identified as a need.
- d) To raise awareness of the group among other voluntary and statutory groups, so that new and existing initiatives can be identified, and to exchange information and advice with them.
- e) The group shall have the power to raise funds by means of contributions, legacies, grants and fundraising, by lawful means.
- f) All funds and property of the group shall be used solely to promote its objectives as set forth within this constitution.
- g) To engage with individuals (personal and professional) through a range of initiatives, including in person, group activities and an online presence.

5. Area of benefit

The area of benefit is defined by the residential areas inside of Hill Lane, Archers Road, Commercial Road and amongst Bedford Place in Southampton City.

6. Powers

BePoRa, may hire or purchase premises or equipment; hire tutors and facilitators; fundraise; attend training; charge for activities; facilitate events and workshops: and collaborate with other groups and organisations in order to carry out its objectives.

7. Application of income and property:

- i. The income and property of BePoRa shall be applied solely towards the promotion of the objects.
- ii. A Committee Member (Trustee) may pay out of, or be reimbursed from, the property of 'the group' reasonable expenses properly incurred by him or her when acting on behalf of BePoRa.
- iii. None of the income or property of BePoRa may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of 'the group'. This does not prevent:
 - a) A member who is not also a member of the Management Committee (Trustee) from receiving reasonable and proper remuneration for any goods or services supplied to 'the group'
 - b) A Management Committee member (Trustee) from buying goods or services from 'the group' upon the same terms as other members or members of the public.

8. Accounts:

- i. The Treasurer shall present to each ordinary meeting an up-to-date statement of the accounts
- ii. The Treasurer shall prepare annual statements of accounts which shall be presented at the Annual General Meeting. Good practice is to have the accounts independently examined
- iii. Where funds are received by donation, grant, gift, bequest or otherwise for specifically defined purposes, such funds shall be held as restricted funds and shall be used only for the purposes defined by the donor(s). They shall be reported in the accounts as restricted funds. Any unspent balance shall be returned to the donors or to their trustees, or otherwise used only as the donors or trustees require or permit. In the absence of such requirement or permission, after reasonable notice to the donor(s) or trustee(s), the Management Committee shall apply such funds to purposes as near as possible to those for which they were granted.

9. Membership

- i. **Full Membership** is open to anyone over the age of eighteen who lives, works, volunteers or is otherwise connected to the BePoRa community in Southampton.
- ii. The Management Committee will reply within 28 days, with a reason, if people are not accepted for membership.

- iii. Individuals may appeal to the whole committee, at a meeting convened for that purpose, if membership is turned down or revoked. The decision of the whole committee is final.
- iv. Membership may be revoked if a member is found to have brought the organisation into disrepute.
- v. Anyone applying for membership must supply their name, position (if an organisation), address including postcode and telephone number (if they have a telephone) in order that the Secretary can ensure that they are notified of meetings and data can be kept for funding application and voting purposes.
- vi. Everyone should abide by the group's Code of Conduct
- vii. There is currently no cost of membership.

10. Management Committee

Election of Officers

- i. Any individual who is eligible for full membership may stand for election as a Management Committee member. They should inform the Secretary of their intention to stand for election, seven days prior to the AGM. If they are unable to attend the AGM, they may ask to be nominated by the membership through the Chair. Nominations from the floor will be allowed
- ii. There will be a minimum of 3 Management Committee members and a maximum of 11 committee members. Each of these members will have one vote.
- iii. All those standing for election should seek a proposer and seconder to nominate them as suitable candidates to undertake the tasks required
- iv. All those standing for re-election may be proposed and seconded on bloc
- v. Other people may be invited by the Management Committee to attend in an advisory capacity. They will not have a vote because they cannot share the responsibility of the committee

The Management Committee will elect, from their number:

A Chair:

- Who ensures meetings run smoothly, everyone has their say and decisions are made.
- Acts as a contact point for the organisation
- Represents, or arranges for others to represent, the organisation

A Secretary:

- Who informs everyone of meetings
- Takes minutes or ensures that minutes are taken
- Ensures records of membership are kept

- Helps the Chair make sure paperwork gets done

A Treasurer:

- Who oversees the money of the group that is, makes sure that it is being spent with the agreement of the committee and makes regular reports to the committee about this

The whole committee is responsible for decisions on how the group meets its objects, including how the money is spent. This is why it is advisable to decide a plan after the AGM of what you are aiming to do and how much this is going to cost.

11. **Disqualification and removal of Committee members**

A Management Committee shall cease to hold office if he or she:

- i. Is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 (undeclared bankruptcy, regardless if you are declared or undischarged bankrupt; offences involving conviction for fraud or deception or removed from office by the Charity Commission etc) or any statutory re-enactment or moderation of that provision
- ii. Ceases to be member of BePoRa.
- iii. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs
- iv. Resigns as Committee Member by notice to BePoRa (but only if at least two Committee members remain in office when the notice of resignation takes place); or
- v. Is absent without the permission of the Management Committee from all their meetings held within a period of six consecutive months and the Management Committee resolve that his or her office be vacated.

12. **Committee meetings**

- i. BePoRa will meet a minimum of 4 times per year.
- ii. At least three committee members must be present in order to make a decision, and this must include at least one officer (Chair, Secretary or Treasurer).
- iii. The Chairperson shall have the additional casting vote in the case of votes being equal
- iv. If within fifteen minutes of the start of a meeting the Chair is not present, then those present will elect a Chair from their number for that meeting.
- v. Any member who has not attended consecutive meetings in a six month period without good reason will be deemed to have resigned from the committee and a new member may be elected.
- vi. If a member is not present at a meeting then the Secretary should ensure that they have the date for the next meeting. Members have a responsibility to contact the secretary to ask about the date of future meetings

- vii. Members have a duty to keep the secretary informed of current contact details

13. Working Groups

- i. The Management Committee may nominate working groups to organise events, training or activities.
- ii. Each working group will be chaired by a member of the Management Committee, but not all members of the working group need be a member of the Management Committee.
- iii. The working group will remain responsible to the Management Committee and will provide a report of its work, through the Chair of the group, at Management Committee Meetings. If the Working Group Chair is unable to attend a Management Committee meeting, another member of the sub-group may attend to give a report.

14. Extraordinary Meetings / General Meetings

- i. All the members should be given at least 28 days notice
- ii. An Extraordinary or General meeting must be advertised in at least four different locations
- iii. An Extraordinary meeting or Annual General Meeting will be considered quorate if one third of the membership attend. If no quorum, then the meeting will be re-advertised and held between 14-28 days later. This meeting will be considered quorate, irrespective of the number attending.
- iv. At the Annual General meeting the committee should:
 - Tell members what they have done - Celebrate!
 - Tell members what money they have got, where they got it from, how it has been spent
 - Ask the membership to agree that money has been spent well and that they agree the money has been accurately accounted for
 - Thank founders that provided help 'in kind' and anyone else who has helped (including any retiring committee members)
 - Recruit new members to the committee
 - Ask the membership to vote a new committee/ re-elect committee members to carry out the objects
 - Ask the membership to agree to an independent examination of the accounts
 - Ask for new ideas
- v. Constitution could be amended or changed at the AGM, or extraordinary meeting called for that purpose

15. Dissolution (Closing down the group)

If the Management Committee decides that there is no further need for this group, or insufficient people can be found to take committee responsibilities, then an Extraordinary meeting must be held to agree that the group may be closed. (see clause

12 for rules governing Extraordinary meetings) Any money, equipment or other materials may be given to other group/s in Southampton, *which* seeks to promote similar objects. Those present at the Extraordinary meeting will decide which groups this will be.

Constitution adopted at the inaugural general meeting on the

DATE:

Name, address and signature of Chair

Name	Address	Signature

Name, address and signature of all committee members

[illegible]