

BCR Community Partnership - Constitution

1. Name

The name of the organisation shall be **Bishopston, Cotham and Redland Community Partnership (BCR CP)**, an unincorporated association.

2. Aims

The aims of BCR CP will be – for the neighbourhoods within and around the wards of Bishopston & Ashley Down, Cotham and Redland ('our area') – to:

- encourage and promote community spirit and cohesion, and the involvement of local people in community affairs;
- seek to safeguard and improve the social, physical and cultural character of our area;
- help people in our area to have a greater influence on decisions affecting their lives;
- support local community groups, institutions and businesses to contribute positively to the quality of life in our area.

3. Partners

The Community Partnership is made up of local community groups, and individual volunteers. Together, they form the **partners** of the Community Partnership.

A **group partner** is any community group or organisation:

- for which a significant proportion of its members or supporters, or of its activities, are local to our area; and
- which declares its support for the aims of BCR CP; and
- which is able to nominate a **representative** to liaise with BCR CP on behalf of the group

Community groups are taken to include traders groups, faith groups, leisure groups and other local organisations in our area.

Communication between the Community Partnership and the group will normally take place through its nominated representative.

A group partner may change its nominated representative at any point by informing the Community Partnership Committee.

An **individual partner** is any person who:

- is aged 16 or over; and

- lives, works or studies in our area; and
- declares their support for the aims of BCR CP

3.1 Partnership fees

The Community Partnership may decide at its AGM to set an annual membership fee for group partners, for individual partners or for both.

3.2 Ceasing to be a partner

Group partners and individual partners may resign at any time by writing to the Committee.

Group partners or individual partners who do not pay their membership fee, if one is set by the Community Partnership, will cease to be a partner.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be tolerated. Any individual or group representative behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the Community Partnership if an apology is not given or the behaviour is repeated. The individual or group representative concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

BCR CP will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Committee and Officers

The aims of the Community Partnership will be carried out by a **Community Partnership Committee** chosen at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.

The Committee is accountable to the partners for its decisions and actions and will be responsible for preparing an Annual Report for consideration at the AGM.

5.1 Committee Members

The Community Partnership Committee will consist of:

- up to 8 members who are the nominated representatives of different group partners
- up to 4 members who are individual partners
- up to 4 additional members co-opted at the discretion of the Committee

A group partner may be represented by a temporary substitute if their nominated representative is unable to attend a Committee meeting.

Any Committee member not attending a Committee meeting without apology for six months will be contacted by the Committee and asked if they wish to stand down.

5.2 Selection of the Committee

Members of the Committee will be selected annually at the Annual General Meeting.

Any group partner may put forward their nominated representative as a candidate. If there are more candidates than available positions for group representatives, those selected are chosen by drawing lots at random.

Any individual partner may put themselves forward as a candidate. If there are more candidates than available positions for individual partners, those selected are chosen by drawing lots at random.

5.3 The Role of the Committee

- To provide overall management and direction of affairs including the setting of priorities, financial management, partner involvement and relations with external bodies
- To initiate and deliver actions that will help achieve the aims and priorities of BCR CP
- To oversee and promote involvement of partners
- To keep under review the performance of BCR CP in achieving its aims

5.4 Officers

The Community Partnership Committee will elect the Officers of the Community Partnership from its own members.

The roles of the Officers are as follows:

- Chair, who shall call and chair both general and committee meetings
- Vice-Chair, who shall deputise for the Chair when necessary
- Secretary, who shall be responsible for the taking of minutes, the distribution of all papers and keeping a record of group and individual partners
- Treasurer who shall be responsible for managing funds and maintaining accounts

The roles of the Secretary may be taken by one or more of the other Officers, but at a minimum there must be a Chair, Vice-Chair and Treasurer.

In the event of an Officer standing down during the year a replacement will be elected at the next Committee meeting.

5.5 Working Groups

The Committee may appoint working groups as deemed necessary to carry out some of its work. Working groups may include partners who are not on the Committee, but must include at least one Committee member at all working group meetings.

The Committee shall determine the terms of reference, duration, composition and delegated powers of a working group. All such working groups shall make regular reports on their work to the Committee.

6. Meetings

Minutes should be kept for every meeting.

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All partners of BCR CP will be notified by electronic means or post at least 3 weeks before the date of the meeting, giving the venue, date and time.

The quorum for the AGM will be ten percent of the partnership or ten partners, whichever is the lesser number, based on the total of all representatives of group partners and all individual partners.

Any proposals given to the outgoing Committee at least seven days in advance of the meeting will be discussed

At the AGM the outgoing Committee will:

- present a report of the work of BCR CP over the year, and
- present the accounts of BCR CP for the previous year.

The Committee for the next year will be chosen, and it will then elect the Officers from amongst its newly chosen, and possibly co-opted, members

6.2 Special General Meetings

The Chair will call a Special General Meeting at the request of the majority of the Committee or at least ten partners giving a written request to the Chair stating the reason for their request. Examples of issues that might trigger a Special General Meeting would include a change to the Constitution or the need to respond to a policy or proposal having a potentially major impact on the community.

The meeting will take place within twenty-one days of the request.

All partners will be given two weeks' notice of such a meeting by electronic means or post, giving the venue, date, time and agenda.

The quorum for the Special General Meeting will be ten percent of the partnership or ten partners, whichever is the lesser number, based on the total of all representatives of group partners and all individual partners.

6.3 Committee Meetings

Community Partnership Committee meetings are called by the Chair. Committee members must receive notice of meetings, by electronic means or post, at least seven days before the meeting.

The quorum for Committee meetings is half of the current number of Committee members.

Any of the Councillors from the wards from which the partners are drawn, can attend and speak at Committee meetings, but will not participate in Committee votes.

Committee meetings will be open to a representative of any group partner or to any individual partner wishing to attend, who may speak but not vote.

7. Rules of Procedure for General and Committee meetings

All motions that are put before any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken by a show of hands, and a decision will be made by a simple majority of those partners present and eligible to vote. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of BCR CP at a bank agreed by the Committee. Four cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, two signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer, or two signatories will approve it by electronic communications, such as email, and the Treasurer will keep a record of those communications.

Records of income and expenditure will be maintained by the Treasurer and a financial statement will be given at each Annual General Meeting.

All money raised by or on behalf of BCR CP is only to be used to further the aims of the organisation, as specified in item 2 of this Constitution.

With the prior agreement of the Committee, provision can be made for the payment of legitimate out-of-pocket expenses to Committee members engaged on approved BCR CP business.

The Treasurer shall keep proper accounts of finances and be responsible for preparing draft financial accounts for the Committee on request and for a General Meeting on request.

A statement of accounts for the previous year shall be presented to the Annual General Meeting.

9. Amendments to the Constitution

Amendments to the Constitution may only be made at the Annual General Meeting or at a Special General Meeting.

Any proposal to amend the Constitution must be given to the Chair in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the Constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a Committee meeting or a General Meeting, by simple majority, decides that it is necessary to close down the organisation it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the organisation.

If it is agreed to dissolve the organisation, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The receiving organisation will be agreed at the meeting which agrees the dissolution.

11. Insurance

The Community Partnership Committee shall arrange public liability insurance to protect Officers, Committee members, partners and volunteers against claims for liability brought against the Partnership by organisations, individuals and volunteers relating to either the activities of the Community Partnership or the legitimate actions of its Officers, Committee and partners.