

Camden Residents Association Constitution

1 Definitions

- (a) The organisation is to be known as the Camden Residents' Association, and where necessary shortened to CRA.
- (b) The designated area of Camden in Bath principally includes all residential properties along Camden Crescent, Camden Road, Belgrave Crescent and other related roads as listed and agreed by the Committee.
- (c) A Camden Resident is an owner or tenant of a property in the area of Camden as described in (b).
- (d) The CRA is an Unincorporated Association.

2 Aims of the Association

- (a) To promote the common interests and rights of all residents of the Camden area.
- (b) As and when the Committee agrees, to campaign actively on issues affecting Camden residents.
- (c) To assist in maintaining good relations between Camden residents and other governing bodies such as Bath and North East Somerset Council and the West of England Combined Authority.
- (d) To make information of interest or concern available to all residents through its website and other media.
- (e) Where necessary to align with other bodies on specific issues of concern to the CRA.
- (f) To remain an apolitical, not for profit, pressure group open to all Camden residents.

3 Associating

- (a) Any person, including all Camden Residents, can subscribe to the Association's blog and add comments thereto which will be subject to moderation by the Committee.
- (b) Any Camden Resident may make themselves available for election or re-election to the Committee at the Annual General Meeting (AGM), subject to satisfying the committee that they are a *bona fide* resident.
- (c) Guests of Camden Residents can attend the AGM but only Camden Residents can vote at the AGM.

4 Committee

- (a) The Association will be managed by a Committee consisting of four officers:-
- (i) Chairperson
 - (ii) Treasurer
 - (iii) Secretary
 - (iv) Web-Site Manager

and six further members, who are expected to take on responsibilities reporting regularly to the Committee.

- (b) Committee members are expected to attend 75% of all committee meetings and to participate and collaborate in the periods between meetings.
- (c) No more than one resident of a property can serve on the Committee at one time.

5 Committee Meetings

- (a) The Committee shall meet regularly and not less than four times each year and be chaired by the Chairperson.
- (b) The quorum for a meeting is six members.
- (c) An agenda, written by the Chair and Secretary, will be published in advance which, where necessary, will refer to papers commissioned for particular agenda points.
- (d) All meeting papers will be made available prior to meetings by the Secretary and it will be each member's responsibility to be aware of these and have studied them prior to the meeting.
- (e) The aim is that most issues are resolved to unanimous satisfaction. If a vote is required then this will be one member, one vote. The majority will win and if required the Chair will have a casting vote.
- (f) All attendees will accept the order of the agenda and the authority of the Chair in leading the meeting.
- (g) The Chair has the authority to require an attendee to leave if their behaviour is considered to be too disruptive to the meeting.
- (h) The Committee, with a majority vote, also has the authority to suspend a fellow member from further meetings until a satisfactory undertaking is received by the Chair.
- (i) Ultimately, for serious misconduct or no satisfactory undertaking, the Committee, with a unanimous vote, can discontinue the membership of a Committee member.

- (j) The Committee can vote for up to two further members to be co-opted to the Committee but they will not have the right to vote and do not count for quorum purposes.

6 Annual General Meeting

Reports

- (a) The Annual General Meeting (AGM) will be held once a year in November and shall be run according to a published agenda.
- (b) The AGM will be widely publicised at least one month in advance and held in a local venue which is accessible to all Residents.
- (c) Where possible all reports will be made available on the CRA web site prior to the meeting.
- (d) The Chair will report on the achievements and activities over the previous year.
- (e) The Treasurer will present and explain the last year's accounts.

Motions, Votes and Elections

- (f) Proposed motions as well as amendments to the Constitution will be submitted to the Secretary at least fourteen days prior to the date of the AGM and will require a proposer and seconder, who must be *bona fide* Camden Residents.
- (g) Votes on motions will only be open to *bona fide* Camden Residents.
- (h) All committee members are subject to election or re-election at each AGM. Each candidate:
 - (i) must be a *bona fide* resident
 - (ii) must be proposed and seconded by two different *bona fide* residents from different properties and submitted to the Secretary not less than seven days before the date of the AGM.
 - (iii) provide a short personal statement to support their candidature
- (i) Where the number of candidates exceeds the positions available then a secret ballot will be held, which will provide for one vote for each attendee who is a *bona fide* Camden Resident.
 - (i) Where there is one position, ie the four officer roles, then the candidate with the most votes will win.
 - (ii) Where there are a fixed number (x) of positions, ie the committee member roles, then voters can vote for up to x candidates, and the x candidates with the highest number of votes will win.
- (j) The quorum will be twenty *bona fide* Camden Residents. In the absence of a quorum the AGM will be rearranged within three weeks.

- (k) Bona fide residents unable to attend the AGM are permitted to use a proxy to vote on their behalf.
 - (i) The resident must notify the Secretary in writing at least seven days prior to the date of the AGM of their intent to use a proxy
 - (ii) In so doing they must state who the nominated proxy is
 - (iii) The proxy must be a *bona fide* resident and is only permitted to represent one other *bona fide* resident.

Conduct

- (l) All attendees will accept the order of the agenda and the authority of the Chairperson in leading the meeting.
- (m) Each contributor will wait to be invited to speak through the Chair.
- (n) Persistent contributors may be required to give way to others.
- (o) The Chair has the authority to require an attendee to leave if their behaviour is considered to be too disruptive to the meeting.

7 Extraordinary General Meeting

- (a) An Extraordinary General Meeting (EGM) can be called by the Committee or 21 Camden Residents to vote on a motion.
- (b) An EGM can be called to dissolve the CRA. This will require a 67% majority to be carried. Any remaining funds will be disbursed to a registered local charity as agreed by the meeting.
- (c) The meeting will follow the same rules as for the AGM.

8 Secretary Duties

- (a) The elected secretary will be responsible for the setting up, preparation for and recording the outcome of the main meetings of the Association. These are:
 - (i) Letting people know when and where the next meeting is and what it is about.
 - (ii) With the Chairperson, helping to prepare agendas and collate documents for meetings.
 - (iii) Taking minutes in meetings and supplying edited minutes for the CRA web site
 - (iv) Keeping files of past minutes and reports.
- (b) The secretary will also keep committee members informed of what correspondence and blog posts have been issued and received.

- (c) The secretary will maintain a record of all streets within the CRA designated area including a master list of all properties on the streets.

9 Treasurer Duties

- (a) The Association will raise funds by:
 - (i) asking directly for **donations** from residents when distributing publications, such as newsletters, both door to door or on-line
 - (ii) asking for donations to support a **petition** by crowd funding, for example
 - (iii) applying for **grants** from institutions, where appropriate

The Treasurer will be responsible for:

- (b) correctly accounting for all income and expenditure and a financial statement given at each Committee meeting.
- (c) particular control over accounting for monies received as donations in Section 9(a)(i).
- (d) the bank accounts maintained on behalf of the Committee at a bank.
- (e) An annual statement of accounts to be presented to the AGM.
- (f) Organising and counting any votes necessary at the AGM.
- (g) All money raised by the Association will be spent solely on the aims laid out in the constitution – see section 2 as directed by the Committee
- (h) All work done by members of the Committee will be voluntary. Receipted out of pocket expenses are permissible.
- (i) No purchases of greater than £20 will be made without the express permission of a second Committee Officer.
- (j) No contracts or debt can be entered into by the CRA.

10 Web Site Manager Duties

The web site is the main means by which the CRA communicates its messages and receives feedback from residents. It also enables residents to subscribe and thereby automatically get alerted to new items published by the CRA. It is therefore vital that this facility is well maintained and always available. The web site manager will be accountable for:

- (a) The **hosting** of the web site on a secure and stable platform
- (b) The web site **development** and stabilisation
- (c) Website **maintenance** and **troubleshooting**
- (d) Web site **performance**, which will be reported on at each Committee meeting, eg:
 - (i) Numbers of subscribers and hit rates
 - (ii) Search engine optimisation
- (e) Content, Presentational **Standards** and Tone of **Voice**.

11 Chairperson's Duties

- (a) The Chairperson will be the lead representative of the CRA when dealing with other bodies, associations and residents as a whole.
- (b) As described in Section 5, the Chairperson will chair Committee Meetings and the AGM assisted by the Secretary.
- (c) The Chairperson is also responsible for strategy, leadership and direction of the CRA and for setting the priorities after due discussion with the Committee.
- (d) The Chairperson is accountable for all content on the web site and the programme of posts on the blog, as well as any newsletters. Some or most of the content creation (pages, posts and comments) however may be delegated to other members of the Committee.
- (e) The chairperson will oversee any delegation of responsibilities from the Officers to other Officers, Committee Members or co-opted Committee members.

12 Data Protection

- (a) We aim to hold minimal personal data. The request for digital data from Camden Residents will be restricted to the act of subscribing to the web site, which includes a consent statement. The data for which is automatically controlled on the web site platform and only accessible to those Committee Members with access credentials.
- (b) Any other email lists will compiled and kept safely by Committee members for very specific purposes, such as confirming working party arrangements.