

# BRACKENBURY

## RULES

### 1. **PURPOSE**

The aim of the Brackenburg Residents Association ('the Association') is to act as the residents' association for the Brackenburg area, the limits of which are Glenthorne Road, Paddenswick/Dalling Roads, Goldhawk Road and the streets west of the Hammersmith and City line.

### 2. **OBJECTIVES**

- To seek improvements in the amenities, facilities and services for residents.
- To preserve and enhance the character of the area.
- To help foster a sense of community.
- To serve as a forum for the exchange of views on local matters.

### 3. **MEMBERSHIP**

Membership is open to all residents of the area. Applications shall be made to the Secretary with payment of the subscription in full and are subject to the approval of the Committee. Each new member shall be notified in writing and a copy of the Rules may be obtained by any member from the Secretary on request. Subject to approval at the next Annual [or Extraordinary] General Meeting, the Committee may co-opt any person or persons not otherwise eligible for membership as non-voting associate members. Businesses, schools and other institutions, whether located inside or outside the area, may become non-voting associate members.

### 4. **MEMBERSHIP FEE**

The membership fee shall be fixed each year by the Committee. Different amounts may be prescribed for different categories of membership. The annual fee shall be paid in full by 1 July. If a fee has not been paid by the due date the Committee may withdraw membership. The Association may accept voluntary contributions from members and non-members.

### 5. **THE COMMITTEE**

The affairs of the Association shall be managed by a Committee consisting of not less than 6 and no more than 14 full or associate members of the Association. The Committee may co-opt full members of the Association to fill any vacancies. A member of the Committee shall be elected by the Annual General Meeting for a one-year term, but shall be eligible for re-election for further one-year terms. Nominations of candidates shall be made in writing to the Secretary not less than seven days before the AGM. The nominations shall be proposed and seconded by full members of the Association. The candidate must show willingness to serve by signing the nomination form to this effect.

The Committee may co-opt not more than four full or associate members of the Association to serve on the Committee until the next AGM. The names of the co-opted members shall be made known to the next General Meeting. All co-opted members shall have the right to vote in the Committee.

The Committee may remove any member of it who is absent without approval from three consecutive meetings.

The Committee may invite other persons to attend its meetings and address the Committee.

6. **OFFICERS**

The Officers of the Association shall be a Chairman, a Vice-Chairman, Secretary and a Treasurer. The Chairman and the Secretary shall be elected by the Committee from among their number. The Treasurer shall be elected by the Annual General Meeting, as provided by Rule 10.

7. **COMMITTEE DECISIONS**

The Committee shall not take a decision unless there are at least four members present, including the chairman or vice-chairman and one other officer. The Committee shall take decisions by consensus. If after a full discussion it appears to the Chairman or, if the Chairman is not present at the meeting, the Vice-Chairman, that it will not be possible to reach consensus, he may postpone the matter or put the question to the vote. In the event of a tie, the Chairman or, if the Chairman is not present at the meeting, the Vice-Chairman, may exercise a casting vote.

8. **SECRETARY/MINUTES**

The Secretary shall keep a record of each meeting of the Committee and circulate these for approval at the next meeting. A copy of the minutes of all meetings shall be kept by the Secretary in a minutes' file which may be inspected by any member of the Association. The Secretary shall prepare minutes of the AGM, and any Extraordinary General Meeting, for approval by members at the next AGM.

9. **TREASURER/ACCOUNTS**

The Treasurer shall have charge of all fees and other money received by the Association and keep a detailed and up-to-date record of all receipts and payments. All funds of the Association shall be deposited in a bank account in the name of the Association. All payments out of the account shall require the signature of two of the officers, except for a payment which is below an amount set from time to time by the Committee. The financial year shall be 1 April to 31 March. The previous year's accounts shall be produced and inspected by a suitably qualified person who shall not be a member of the Committee or related personally or pecuniarily to such a member.

10. **GENERAL MEETINGS**

- 1) There shall be an Annual General Meeting not later than 31 July.
- 2) 21 days' notice of the meeting shall be given to each member in writing and/or by posting notices at the Grove Neighbourhood Centre and other establishments (clinics, schools, shops, etc) in the area. At the same time, nomination forms for candidates for election to the Committee shall be available from the Secretary.
- 3) A quorum shall be 10% of the full members, including at least two officers of the Association.
- 4) The meeting shall:
  - elect the Treasurer who may already, but not necessarily, have been elected to the Committee;
  - elect members of the Committee;
  - approve the minutes of the last AGM and of any Extraordinary General Meeting;
  - receive a report on the work of the Committee and give guidance to it;
  - receive and approve the Treasurer's report and inspected accounts;
  - appoint an Independent Examiner to inspect the accounts;
  - approve the level of future subscriptions.

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- 5) The Committee may convene an Extraordinary General Meeting at any time and shall convene one within 28 days of the Secretary receiving a written request (specifying the reason for the meeting) from not less than ten full members, other than members of the Committee. Ten days' notice of any Extraordinary General Meeting shall be given to each member in writing and/or by posting notices at the Grove Neighbourhood Centre and other establishments (clinics, schools, shops, etc) in the area.

## 11. ***DISSOLUTION***

The Association shall only be dissolved pursuant to a vote of the full members at a validly convened Annual General Meeting or Extraordinary General Meeting at which at least 15% of the full members are in attendance. Notice of the proposal to dissolve the Association shall be sent to all members in writing not less than ten days before the meeting. The approval of a decision to dissolve the Association shall require the affirmative vote of two-thirds of the full members present and voting (i.e. excluding abstentions). Following the approval of the dissolution of the Association, any cash or assets of the Association, after settlement of debts and liabilities of the Association, shall be transferred to such other local and voluntary group with similar aims and ethos as the Association as shall be selected by the Committee.

## 12. ***AMENDMENT OF THE RULES***

These Rules may be amended only by General Meeting. Notice of a proposed amendment shall be sent to all members not less than ten days before the meeting. Adoption of an amendment shall require the affirmative vote of two thirds of the full members present and voting (i.e., excluding abstentions).

## 13. ***INDEPENDENCE OF THE ASSOCIATION***

The Association shall at all times maintain a position of independence and impartiality in relation to all political parties and organisations.

## 14. ***MATTERS NOT PROVIDED FOR***

Any matter not provided for in these Rules may be dealt with by the Committee at its discretion.

**[Rules amended. July 2010]**

