

Federation of Bath Residents' Associations CONSTITUTION adopted 3rd September 2020

This supersedes the Constitution adopted 15th November 2016

1. Name, Aims and Area of Interest: The Federation of Bath Residents' Associations aims to:

- a. Establish the views and promote the interests of the residents of the City of Bath (the wards covered by the Charter Trustees);
- b. Represent residents' interests to the local authority and other relevant organisations;
- c. Protect and enhance the environment and amenities of Bath; and foster community spirit;
- d. Exchange opinions and communicate information which may affect residents;
- e. Encourage and assist development of an effective residents' movement throughout Bath.

2. Membership: The Federation is open and inclusive, regardless of gender, sex, sexual orientation, ethnicity, socio-economic situation, religion, disability or age. Membership shall be open to autonomous residents' associations within the City:

- a. Properly constituted with a written constitution and formal annual accounts;
- b. Supporting the aims of the Federation, admitted by decision of the Committee and paying the due subscription (within 3 months of admission or the past AGM);
- c. Other appropriate local organisations may be admitted as Affiliates, participating in activities but their representatives shall not have a vote nor be eligible for office;
- d. Member associations shall report the number of households in their membership to the Federation Treasurer between 1 January and 31 March each year.

3. Powers: The Federation shall undertake any lawful activity to achieve its aims, including:

- a. Assist member associations and encourage new ones in areas not covered;
- b. Operate a website and publish information about the Federation, its policies and member associations;
- c. Work with other organisations to promote residents' interests;
- d. Raise, invest and manage funds in the name of and for the use of the Federation.

4. The Committee of the Federation shall be responsible for its general policies and shall:

- a. **Consist of** not more than two representatives from each Association and Affiliate. Others may attend as Observers;
- b. **Meet** (typically on alternate months) when convened by the Secretary, as directed by the Committee or Executive or if requested by one third of member associations – normally on two weeks' notice but in an emergency 48 hours shall suffice;

- c. **Hear and understand opinions** of members, determine policies and, if necessary or desirable, amend the constitution of the Federation - a two thirds majority shall be required to change the Constitution;
- d. **Be Quorate** for meetings with 1 representative from at least half the Members; if not achieved within 15 minutes of the advertised time the meeting shall be abandoned and the proposed business delegated immediately to the Executive;
- e. **Decide questions** informally by a show of hands or, on request of any member, by a roll-call in which Associations with 300 or more households in membership shall have three votes; those with 100 but fewer than 300 shall have two votes; those with fewer than 100 shall have one vote. In the event of a tie, the Chairman shall have a casting vote;
- f. **Appoint a Treasurer and Secretary**, when appropriate (who need not be from a member association) **together with Sub-committees, Specialist Groups or persons to lead** on particular aspects of Federation business, and fill any casual vacancies which may arise among office holders.

5. The Annual General Meeting, on 4 weeks' notice being given, shall take place in April or May each year immediately before, during or after a meeting of the Committee to:

- a. **Receive the Annual Report and Accounts** for the year to 31st March and the **Report of the Accounts Examiner**;
- b. **Elect a Chairman, Vice-chairman and such other office holders as may be required** from among members of member associations;
- c. **Elect an Accounts Examiner** for the ensuing year, who shall not be a member of the Executive, to examine the accounts before reporting to the AGM;
- d. **Set a subscription** for the ensuing year, in line with the categories in 4e above;
- e. **Consider any other business** of which due notice has been given;
- f. **Nominations for offices** (including consent of nominee) and **proposed resolutions** must be submitted to the Secretary (each with a proposer and seconder from different Associations) within 10 days of circulation of the notice to enable preparation and circulation of the final Agenda 14 days before the meeting;
- g. **The quorum** and procedures shall be the same as for the Committee.

6. The Executive of the Federation shall consist of the office holders elected at the AGM or appointed by the Committee and shall be responsible for the day-to-day administration, subject to the general policy determined by the Committee. It may co-opt additional members up to half of those elected or appointed who may, but need not be, office holders of a member association. The Chairman shall report on the activities and decisions of the Executive to the next meeting of the Committee.

7. Office holders of the Federation elected by the AGM or appointed by the Committee may not hold any one office for more than 6 consecutive years:

- a. **The Chairman** shall normally chair all meetings of the Federation and Committee, and shall give a lead in conducting the affairs of the Federation;
- b. **The Vice-chairman** shall deputise for the Chairman as necessary;
- c. **The Treasurer** shall keep accounting records, maintain a bank account in the name of the Federation and may veto any proposed expenditure for which there are

insufficient funds; deal with subscriptions, maintain a register of members, and ensure that the Federation holds suitable insurance cover, adequate for its responsibilities;

d. **The Secretary** shall be responsible for issuing advance notice of all meetings, ensuring that accurate records are kept of the Federation's business and contact details of its members, making these available to members electronically or on paper when appropriate.

8. Communications, procedures and financial interests:

a. Written communications within the Federation shall normally be made electronically. Draft Minutes may be deemed accepted if unchallenged a week after circulation;

b. If taking a different line in public from one agreed by the Federation, members shall make clear they are speaking for their own organisation;

c. No member may receive remuneration from, or in respect of, office in or membership of the Federation. This does not preclude reimbursement of out-of-pocket expenses necessarily incurred on behalf of the Federation;

d. Members with a non-residential (or other conflict of) interest in a matter under consideration must declare it for the record;

e. In reaching decisions and in responding to Local Authority and other proposals, the Committee and office-holders shall use reasonable endeavours to act impartially on the merits of the case and to avoid party political or any other bias.

9. The Federation may be wound up by a two-thirds majority of representatives present and voting at a Committee Meeting called for that purpose. After paying outstanding debts, residual funds shall be distributed among constituent associations in proportion to their subscription category.