

FEDERATION OF BATH RESIDENTS' ASSOCIATIONS

CONSTITUTION

1. Title

The Federation shall be known as The Federation of Bath Residents' Associations.

2. Aims

The aims of the Federation shall be to promote the interests of the residents of the City of Bath by:

- a. representing their views to the Council and other relevant organisations.
- b. seeking to protect and enhance the environment and amenities of the City of Bath.
- c. exchanging opinions and mutual help between Associations and Affiliates.
- d. communicating information about developments in Bath which may affect residents.
- e. encouraging the development of a strong and effective residents' movement throughout the City.

3. Membership

- a. Membership shall be open to properly constituted residents' associations in the City of Bath (the wards covered by the Charter Trustees).
- b. Each Association must be autonomous, have a written constitution setting out its aims and internal procedures, and have formal annual accounts.
- c. New Associations which meet the conditions in paragraphs (a) and (b) may be admitted to the Federation by decision of the Committee.
- d. Other local organisations which support the Federation's aims may be admitted to the Federation as Affiliates by decision of the Committee. Affiliates may attend Committee meetings, and join in FoBRA activities, but shall not have a vote nor be eligible to stand for office.
- e. Residents' groups in Bath which wish to keep in touch with the Federation's activities may be admitted to the Federation as Corresponding Members by decision of the Committee. Corresponding Members will be sent information about the Federation and will be entitled to comment on current activities, but shall not have a vote nor be eligible to stand for office.
- f. Associations shall report in writing the number of households in their membership to the Federation Treasurer by 31 March each year.

4. Finances

- a. Annual subscriptions shall be agreed at the AGM, on the proposal of the Treasurer, and

shall take effect from the beginning of the financial year (1 April).

- b. The subscription rate for Associations shall be set at three levels: the highest for those with more than 300 households in membership; an intermediate rate for those with 100 but fewer than 300, and for Affiliates; and the lowest for those with fewer than 100, and for Corresponding Members. At the AGM the Treasurer shall submit accounts for the past year accompanied by the report from the Examiner of Accounts, and estimated expenditure for the forthcoming year.
- c. The Treasurer shall contact any members whose subscription is unpaid. If it is unpaid for longer than 3 months, that membership automatically lapses.

5. Powers

The Federation shall have the power to:

- a. Communicate residents' views on local issues to the Council and other relevant organisations.
- b. Campaign for improvements to the environment and amenities of Bath.
- c. Provide help and advice to member associations.
- d. Operate a website and otherwise publish information about the Federation, its member associations and its policies.
- e. Encourage the development of new residents' associations in areas of Bath which are not currently covered.
- f. Work with other organisations to promote the interests of Bath residents.
- g. Raise funds from member associations and others towards the costs of the Federation's work.
- h. Operate bank accounts and invest funds in the name of the Federation.
- i. Undertake any other lawful activity necessary to achieve its aims.

6. Committee

- a. The Committee of the Federation shall consist of not more than two representatives from each Association and Affiliate.
- b. The Committee shall be responsible for the general policy of the Federation.
- c. The Committee shall meet as necessary, if possible six times a year.
- d. The quorum for a Committee meeting shall be one representative from at least one half of the Associations.
- e. Decisions shall be taken by simple majority vote. Associations with more than 300 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. If individual Associations wish to take a different line in public from that agreed by the Federation, they shall make clear that they are speaking for their own organisation.
- g. The Committee may appoint subject champions to take the lead on particular areas of Federation business. Where appropriate, the champions shall be supported by volunteers

from among the membership.

- h. The Secretary shall provide two weeks' notice of all Committee meetings.

7. Office-holders

- a. The Chairman, Vice Chairman and Treasurer shall be elected at an AGM for a period of one year, and shall be eligible for re-election, subject to a maximum period of six years in the post. Nominations for the election of officers, supported by two seconders from different Associations, and with the consent of the nominees, shall be made in writing to the Secretary at least six weeks before the AGM.
- b. The Committee may fill any casual vacancies that arise for these posts during the year, but the post-holders will need to stand for re-election at the subsequent AGM.
- c. The Secretary shall be appointed at a Committee meeting.
- d. There shall not be more than one office-holder from each Association.
- e. The Chairman shall chair all meetings of the Committee, and give a lead in conducting the affairs of the Federation.
- f. The Vice Chairman shall deputise for the Chairman as necessary.
- g. The Treasurer shall maintain a bank account and may invest any funds not immediately required in the name of the Federation, shall maintain a register of Associations and Affiliates, and shall deal with membership subscriptions.
- h. The Secretary shall convene all Committee meetings, ensure that accurate records are kept of them, and shall circulate these promptly to Associations and Affiliates.

8. Examiner of Accounts

- a. The Examiner of Accounts shall be a member of one of the Associations, but shall not be an office holder of the Federation.
- b. The Examiner shall be elected at the AGM for a period of one year, and shall be eligible for re-election. Nominations, with the consent of the nominees, shall be made in writing to the Secretary at least six weeks before the AGM.
- c. The Examiner shall examine the accounts for the past year ahead of the AGM and report on whether they provide a true and fair picture of the Federation's finances.

9. Executive

- a. The Executive of the Federation shall consist of the Chairman, Vice Chairman, Treasurer and Secretary. Subject champions may be invited to join in discussions relevant to their area.
- b. The Executive shall be responsible for the day-to-day administration of the Federation, subject to the general policy decided by the Committee.
- c. The Chairman shall report on the activities and decisions of the Executive to the next meeting of the Committee.

10. General meetings

- a. The Committee shall hold an Annual General Meeting in April or May of each year.
- b. The membership, quorum and decision-making in an AGM shall be the same as in the Committee.
- c. An Extraordinary General Meeting of the Committee shall be called at the written request of one-third of the Associations.

11. Dissolution of the Federation

- a. The Federation may be dissolved as the result of a two-thirds majority vote of members attending an AGM or EGM, after four weeks' notice has been given of such a motion for dissolution.
- b. After paying all outstanding debts, residual monies shall be divided (pro rata to the subscriptions) amongst those constituent Associations and Affiliates in membership at that time.

12. Impartiality

In reaching decisions and in responding to Council and Government proposals, the Committee and Office-Holders shall use reasonable endeavours to act impartially on the merits of the case and to avoid religious or political bias.

13. Conflict of interest

It shall be the duty of every representative who is directly or indirectly interested financially or professionally in any item discussed at any meeting of the Federation at which he or she is present to declare such interest, and he or she shall not discuss such items (except by invitation of the Chairman) or vote thereon.

14. Internal communications

Written communications within the Federation will as far as possible be carried out electronically. It shall be the responsibility of each Association and Affiliate to provide full up to date contact details for their organization to the Secretary.

15. Amendment of the Constitution

Notwithstanding paragraph 10.b, this Constitution may be amended by a two-thirds majority of Associations present at an AGM or EGM of the Federation, provided that four weeks' notice of the proposed amendment has been given to all members.

Updated October 2010