



Burpham
Community
Association

BURPHAM COMMUNITY ASSOCIATION

Constitution, Function and Rules

MISSION STATEMENT

“To foster a sense of community within Burpham and promote its collective interests”.

The purpose of the Burpham Community Association shall be to:

- Promote community cohesion, well-being and engagement
- Be vigilant for, assess and sign-post matters affecting Burpham and its community
- Seek to understand and represent the interests and opinions of the community in matters affecting Burpham

The Association will fulfil this purpose by:

- Communicating regularly, widely and openly with the community
- Organising events and activities for the benefit of the community
- Providing ways for residents to voice concerns and comment on matters of community interest
- Collaborating with other organisations and seeking expert advice when appropriate
- Pursuing new or improved social amenities and infrastructure

CONSTITUTION

1. TITLE

- 1.1 The title of the Association shall be the Burpham Community Association (BCA)
- 1.2 Burpham is taken to mean the area of the Electoral Ward of Burpham.

2. AIMS AND OBJECTIVES

- 2.1 The aim of the Association is to try and ensure the amenities and environment of Burpham are maintained and improved. In order to achieve that aim, the Association shall undertake some or all of the following objectives:

- Provide a forum for members of the community to express their views on matters of local interest.
- Stimulate interest in the social, economic and environmental well-being of the ward and its environs.
- Study local and regional planning principles and policies to ascertain how far the needs of Burpham are being met.
- Suggest to the relevant authorities what improvements might be made and how they could best be carried out.
- Co-operate with similar associations on matters of agreed common interest.
- Carry out any course of action in furtherance of its objects as may be sanctioned by the Association.
- Be entirely non-political and non-sectarian.

3. MEMBERSHIP

- 3.1 Any person who is aged 18 or over and who is either:
- resident in the Electoral Ward of Burpham or
 - not resident in the Ward but who works there or for some other reason is considered by the Executive Committee to have sufficient interest in Burpham may be an Associate Member of the Association, with the proviso that in the latter case membership may be withheld or withdrawn by the Association or Executive Committee.
- 3.2 Any person so described in 3.1 above will, on payment of the Annual Subscription, be a Full Member of the Association.
- 3.3 Full Members shall have the right to vote at Public Meetings. They may also be placed on the confidential email circulation list if they wish.
- 3.4 At the discretion of the Executive Committee, any person deemed deserving may be appointed as an Honorary Member and entitled to vote at General Meetings but not to serve on the Executive Committee.

4. SUBSCRIPTIONS

- 4.1 The annual subscription covers the period from 1st January to 31st December in each calendar year. The rate shall be determined at the Annual General Meeting for the subsequent calendar year.
- 4.2 Subscriptions shall be collected annually.
- 4.3 Individual members, including Executive Committee members, shall not be liable for any claims or debts against the Association.

5. OFFICERS

- 5.1. A Chairman, Vice-Chairman, Honorary Secretary, Treasurer, Membership Officer, Minutes Secretary and Communications Officer shall be appointed at the Annual General Meeting or other General Meeting.
- 5.2 The Officers shall receive no remuneration for holding their post.
- 5.3 Officers shall retire annually and can be eligible for re-appointment at the Annual General Meeting (AGM).
- 5.4 Nominations for elections to named posts must be sent to the Secretary not later than seven days prior to the AGM and must have the approval of the of the individual being proposed. Notice of the AGM is given 14 days beforehand.
- 5.5 Any office not filled at an AGM shall be deemed to have a casual vacancy. The Executive Committee may invite members of the Association to fill casual

vacancies as and when they arise during the year. Persons who fill such vacancies may do so only until the next AGM when they must be formally nominated and elected to continue as members of the Executive Committee. Their time on the Executive Committee shall count from the date of that formal election. Those filling casual vacancies shall be eligible to vote at any meeting.

6. EXECUTIVE COMMITTEE

- 6.1 The Association shall appoint annually at the AGM, an Executive Committee which shall comprise seven Officers and not more than six Full Members of the Association.
- 6.2 The Executive Committee shall have the power to fill any vacancy arising during the year and to co-opt additional members.
- 6.3 The Executive Committee may appoint sub-committees of members and non-members of the Association, under the direction of a convenor, to carry out specific tasks relating to the needs of the Association. All proceedings and actions of such sub-committees shall be reported to and confirmed by the Executive Committee.

7. COMMITTEE MEETINGS

- 7.1 The Executive Committee shall normally try to hold at least six meetings during the year.
- 7.2 Seven days notice is to be given of such meetings, except in case of emergency.
- 7.3 At their discretion, the Executive Committee may co-opt Full Members to attend Committee meetings.
- 7.4 The Chairman of the Association or in his or her absence the Vice Chairman shall preside. If neither are present the members in attendance shall, before any business is transacted, appoint a chairman for the meeting.

8. ANNUAL GENERAL MEETING

- 8.1 The AGM shall be held each May at a time determined by the Executive Committee, or by a General Meeting.
- 8.2 The AGM shall elect the Officers and the Executive Committee. The Chairman shall present the Annual Report and the Treasurer shall submit the Accounts for the year ending 31st March.
- 8.3 The Secretary shall give 14 days notice of the meeting.
- 8.4 Resolutions, other than those for the election of Officers and the Executive Committee, must be submitted to the Secretary of the Association not later than 10 days before the date of the AGM.

9. EXTRAORDINARY MEETINGS

- 9.1 An Extraordinary General Meeting shall be called:
 - If so required by the Executive Committee, or
 - Within 14 days of receipt by the Secretary of the Association of a request signed by not less than 10 Full Members (from separate households) provided that the object of such a meeting, and any resolutions to be considered at that meeting shall be specified on the request
- 9.2 The business conducted at an Extraordinary General Meeting shall only be that specified on the agenda.

10. NOTICE

- 10.1 Notice of General Meetings and Extraordinary Meetings shall be given by posting on the Community Notice Board on Kingpost Parade, and by inclusion on the BCA website, www.burphamca.org.uk, in one or more local publications, and other social media. Notice will also be sent to those Full Members on the email circulation list.

11. QUORUM

- 11.1 The quorum for an Extraordinary Meeting shall be fifteen Full Members (from separate households).
- 11.2 The quorum for General Meetings shall be ten Full Members (from separate households).
- 11.3 The quorum for an Executive Committee meeting shall be 50% of the Executive Committee, including at least two elected Officers.

12. VOTING

- 12.1 Where ever possible decisions should be reached via consensus of all members present.
- 12.2 Should this not be possible each Full Member attending General Meetings or an Executive Committee shall be entitled to one vote
- 12.3 In the case of equality of votes a second vote shall be taken. If equality of voting still remains, the motion shall fail.
- 12.4 If a Full Member is unable to attend a General Meeting or Extraordinary General Meeting but wishes to register a vote, he or she may appoint the Chairman at that meeting, or another Full Member, with that member's permission, to act as proxy for him or her.

13. FUNDS

- 13.1 Funds for the Association shall be obtained from annual subscriptions, direct fund raising from the community or from trust funds that may be set up for specific purposes.
- 13.2 The Executive Committee shall spend such funds in accordance with the aims and objectives of the Association.
- 13.3 There shall be maintained a banking account in the name of the Association with such bank as the Executive Committee select.
- 13.4 All payments shall be made according to the financial procedures authorised by the Executive Committee.
- 13.5 The Treasurer and any other Executive Committee members that are authorised as signatories, shall have the authority to pay either on-line or sign cheques as required to settle the Association's financial obligation.
For expenditure up to the value of £50.00 this can be done without receiving any additional approval.
For expenditure between £50.00 and £100.00 the Treasurer or other Signatory needs to receive the additional agreement from any one of the following as appropriate: Chairman; Vice Chairman; Honorary Secretary.
For expenditure in excess of £100.00 the Treasurer or other signatory needs to receive the agreement of the Executive Committee.
- 13.6. The accounts of the Association shall be made up annually and be examined and certified by the Honorary Auditor, and counter signed by the Treasurer.
- 13.7 The Honorary Auditor shall be appointed at the AGM.

14. COMPLAINTS PROCEDURE

- 14.1 The Complaints Procedure is designed to:
- Deal with complaints fairly, efficiently and effectively.
 - Ensure that all complaints are handled in a consistent manner.
 - Use complaints constructively to improve the way the Association carries out its Aims and Objectives.
- 14.2 A complaint may be made by any person considered a member of the Association as described in Para. 3.1 and Para. 3.2
- 14.3 The Complaints Procedure is as follows:
- A complaint should be made in writing, either email or letter, and sent in the first instance to the Secretary.
 - The Secretary will acknowledge receipt within 15 working days.
 - The Association will make every effort to resolve the issue to the Complainant's satisfaction within 28 working days of receipt.
- 14.4 If the Complainant is not satisfied they may call an Extraordinary General Meeting, as outlined in Para. 9

15. AMENDMENT OF RULES

- 15.1 No amendment of rules shall be made except by the consent of two thirds of the Full Members voting at the AGM or at an Extraordinary General Meeting called for that purpose
- 15.2 A copy of these rules shall be given to members upon request and posted on the website.

16 DISSOLUTION OF THE BCA

- 16.1 The Association may be dissolved at any time by a Resolution passed to that effect by at least a two-thirds majority of Full Members present and voting at an Extraordinary General Meeting. Thereafter the Executive Committee shall proceed as far as possible to discharge the Association's obligations. The remaining assets shall then be realised and donated to a similar association whose aims and objectives are compatible with the BCA, or other bodies with similar aims and objectives.

Amendment history

Clauses 1-15 revised and approved at the Annual General Meeting May 2018.

13. FUNDS, Para 13.5 amended and approved at the Annual General meeting May 2019

14 Complaints Procedure approved by Executive Committee 1st October 2019

Mar 2025 Minor amendments to purpose, Officers and Quorum rule for Executive Committee meetings. Approved at the Annual General Meeting May 2025.