

BAND ("The Organisation") Constitution

1. Name

- 1.1. The name of The Organisation shall be BAND – Burnham Against Non-sustainable Development. (Burnham means Burnham-on-Crouch).

2. Mission Statement

- 2.1. BAND is not against all new housing. It exists to promote resistance to inappropriate building, over-development of Burnham and the shaping of development plans that impact on the future development of the town.
- 2.2. BAND is a non-party political and non-profit making organisation.

3. Powers

- 3.1. To achieve its mission, BAND may:
 - 3.1.1. Raise money;
 - 3.1.2. Organise events;
 - 3.1.3. Open bank accounts;
 - 3.1.4. Take out insurance;
 - 3.1.5. Work with similar organisations and exchange information and advice with them;
 - 3.1.6. Do anything that is lawful which will help it to fulfil its mission;
 - 3.1.7. Purchase professional advice.

4. Membership

- 4.1. Membership shall be open to all households of Burnham-on-Crouch.
- 4.2. All members shall have an equal vote – one vote per household.
- 4.3. All members should actively seek to pursue the Mission Statement of BAND and must not discriminate on the grounds of nationality, political opinion, race, religious opinion, gender, sexuality, disability or age.
- 4.4. Members shall at all times conduct themselves in a reasonable manner when attending meetings or any other function in connection with The Organisation.

5. Management

- 5.1. BAND shall be administered by a Core Working Group, which shall comprise eight officers:
 - 5.1.1. Chair;
 - 5.1.2. Secretary;
 - 5.1.3. Treasurer (ideally a qualified accountant or finance manager);
 - 5.1.4. Up to five other posts designated to take responsibility for areas of work deemed important to The Organisation's work by the Core Working Group.
- 5.2. If the Core Working Group deems it necessary, it has the power to designate one of its number the Deputy Chair.

- 5.3. Further Core Working Group members may be co-opted by the Core Working Group to provide needed skills and experience on a temporary or extended basis. This may include the following, though the list is not exhaustive:
- 5.3.1. Planning;
 - 5.3.2. Environment;
 - 5.3.3. Preparation of evidence statements;
 - 5.3.4. Fundraising;
 - 5.3.5. Transport;
 - 5.3.6. Legal;
 - 5.3.7. Heritage/history;
 - 5.3.8. PR/Press;
 - 5.3.9. IT.
- 5.4. Job sharing – such that two people share a post – may take place.
- 5.5. At least three of the eight Core Working Group Officers must be present for a Core Working Party vote to take place.
- 5.6. Voting at Core Working Party meetings shall be by a show of hands. If there is a tied vote, then the Chair shall have a casting vote.
- 5.7. The Officers shall have the power to remove any member of the Core Working Party for good reason.
- 5.8. People can be co-opted into vacant posts, subject to a vote as described in paragraph 5.5.
6. The Duties of the Officers
- 6.1. The duties of the Chair shall be to:
- 6.1.1. Chair BAND meetings;
 - 6.1.2. Determine when meetings of the Core Working Group should be held, in discussion with its other members;
 - 6.1.3. Represent BAND at functions/meetings; and
 - 6.1.4. Act as the spokesperson of BAND when necessary.
- 6.2. The duties of the Deputy Chair, if one is appointed, shall be to act as cover for the Chair when he or she is absent, and to provide support to the Chair.
- 6.3. The duties of the Secretary shall be to:
- 6.3.1. Keep and maintain records of all meetings and make them available to all members as appropriate;
 - 6.3.2. Maintain a public mailing list for outgoing communications;
 - 6.3.3. Maintain contact details of Core Working Party members and key external parties;
 - 6.3.4. Maintain records of correspondence and information received, and distribute these to Core Working Party members as appropriate.

6.4. The duties of the Treasurer shall be to:

- 6.4.1. Supervise the financial affairs of BAND;
- 6.4.2. Keep proper accounts that show all monies received and paid out by BAND;
- 6.4.3. Prepare accounts for presentation to general meetings;
- 6.4.4. Facilitate the inspection of accounts in a timely manner when necessary.

6.5. One of the Core Working Group shall be designated to:

- 6.5.1. Ensure BAND complies with data protection law, including the General Data Protection Regulations, and to advise the Core Working Party on the same;
- 6.5.2. Provide a "watching brief" to ensure key responsibilities are fulfilled in a timely manner, such as any inspection of accounts and the secretarial record keeping.

7. Finance

7.1. All monies received by or on behalf of BAND shall be used to further the work of BAND.

7.2. Any bank or debit card accounts opened for BAND shall be in the name of "Burnham Against Non-sustainable Development".

7.3. There shall be up to three signatories – subject to the Bank's regulations.

7.4. The signatories shall be Core Working Party members, and one should be the Treasurer.

7.5. The signatories may also have access to online banking and / or debit card facilities.

7.6. The Core Working Group can appoint an independent person not a Core Working Group member) to inspect the accounts if it so wishes.

8. Communications

8.1. The Core Working Group will provide updates to Burnham residents through suitable means such as a website and appropriate social media. It shall also ensure that communications are made available as far as possible to those who do not use computer / mobile phone facilities.

9. Annual General Meetings

9.1. There shall be an Annual General Meeting (AGM) held every year on the anniversary of the formation of the group (or within two months following that date) at which the Core Working Group shall report on its work, present a statement of accounts and resign.

9.2. Notice of the AGM will be circulated six weeks before the date of the AGM.

9.3. The AGM shall elect the officers for the next year. Each household present at the meeting shall have one vote. In the event of a vote being necessary for a position then a show of hands will be necessary and the successful candidate will be determined by a majority of those present and eligible to vote.

- 9.4. From the first AGM following adoption of this constitution, nomination forms for the election of officers will be made available with notice of the AGM (ie six weeks before the date of the AGM). Completed nomination forms should be returned to the Secretary no later than two weeks before the AGM.
- 9.5. The AGM shall vote on recommendations to change the constitution, which can be brought forward by the Core Working Group. Any amendments to the constitution will need to be supported by a majority of those present to be passed.
- 9.6. Any other business can be brought forward at the discretion of the Chair. Proposals from members should be seconded or supported by another member and, if the Chair has agreed that it can be brought forward, then it can be voted on by other members.
- 9.7. Only members present at the meeting may vote. Each household is only allowed one vote. No member shall exercise more than one vote.
- 9.8. In the event of an equal vote, the Chair shall have the casting vote.
- 9.9. The secretary will notify all members of the date of the meeting not less than four days before the AGM.
10. Other General Meetings
- 10.1. A Special General Meeting open to all members will be held if twenty or more members submit a request for such a meeting to the Secretary with reasons provided for the request.
- 10.2. The Secretary shall arrange for the meeting to take place within 14 days.
- 10.3. The Secretary will publicise all Special General Meetings at least five days in advance.
11. Adoption of the Constitution and Constitutional Changes and Dissolution
- 11.1. The Constitution shall be adopted by a show of hands at a public meeting. The date of the adoption shall be added to paragraph 11.4 as a matter of record.
- 11.2. Alterations to the Constitution:
- 11.2.1. Any changes to this Constitution must be agreed through an Extraordinary General Meeting where changes are passed by a majority of those present.
- 11.3. Dissolution of The Organisation:
- 11.3.1. BAND may be wound up by a resolution passed by a majority of those present at an Extraordinary General Meeting. Any remaining funds will be dispersed to the benefit of Burnham.
- 11.4. Adoption of this Constitution was by show of hands at a public meeting on **[INSERT DATE]**.