

# The Constitution of Brent4Europe

## 1. The name of the group shall be Brent4Europe.

## 2. The aims of Brent4Europe will be:

- To support the vision, values and aims of the European Movement UK.
- To campaign for the United Kingdom to remain in the European Union as far as possible.
- To promote the vision of, and partnership with, a peaceful, strong, ethically-bound, European Union.
- To collaborate with other organisations in the U.K. to support the shared European values of:
- Peace, Democracy, Safety, Human rights, worker rights and equality, Freedom of movement; Partnership, collaboration and common interest; Celebration of diversity and other cultures; Respect and tolerance; Environmental protection and Economic certainty.

## 3. Membership

- Membership is open to anyone aged sixteen and over who lives or works in the London Borough of Brent and supports the aims of Brent4Europe.
- There will be a small annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members, with exemption for the unwaged. The initial fee will be £10 [ ten pounds] per annum per individual.
- A list of all members will be kept by the Secretary/ Membership Officer and Chair/Organiser.
- Members may resign at any time in writing to the secretary.
- Any member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

## 4. Equal Opportunities

Brent4Europe will not discriminate on the grounds of sex, gender, race, ethnic or national origin, sexuality, disability, religious or party political belief, marital status or age.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted.

## 5. Data and communications

- The website of the group shall be [brent4europe.uk](http://brent4europe.uk)
- The Twitter account shall be @Brent4Europe.
- Email accounts will include [organiser@brent4europe.uk](mailto:organiser@brent4europe.uk) with additional accounts as agreed.
- All passwords, pins and accounts details will be held securely by two designated officers.
- Members' personal details will be held securely to conform to GDPR.
- A Facebook account will be added to share events and information from Brent4Europe and affiliated groups.

## 6. Officers and Committee

- The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than four times a year.
- The Committee will consist of four members including: Chair/ Organiser, Treasurer, Secretary/ Membership Officer, IT/ Communications Officer, plus co-opted members as agreed by the committee for ad hoc roles.

- In the event of an officer standing down during the year a replacement will be elected by the next meeting of members. Any committee member not attending three consecutive meetings, will be contacted by the committee and asked if they wish to resign.

## **7. Annual General Meeting (AGM)**

- An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.
- All members will be notified in writing or by email, at least 3 weeks before the date of the meeting, giving the venue, date, time and agenda.
- The quorum for the AGM will be 10% of the membership or 6 members, whichever is the greater number.
- At the AGM:-
- Nominations for committee roles may be made to the Secretary before or at the meeting.
- The Committee will present a report of the work of Brent4Europe and the accounts of Brent4Europe for the previous year.
- The officers and Committee and an auditor for the next year will be elected.
- Proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.
- The meeting will be minuted and Minutes distributed in advance of the next AGM.

## **8. General Meetings**

- General Meetings are open to all members and will be held at least once every 2 months
- All members will be given at least one week's notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
- The quorum for a General Meeting shall be 10% of the membership or 6 members, whichever is the greater number.
- All meetings will be minuted and Minutes presented at the next meeting.
- A meeting must be convened if 20% of the membership or 10 members, whichever number is greater, request this in writing, to the Secretary.

## **9. Committee Meetings**

- Committee meetings may be called by the Chair or Secretary.
- Committee members must receive notice of meetings at least 7 days before the meeting.
- The quorum for Committee meetings is three members.
- Meetings will be minuted and presented at the next meeting.

## **10. Rules of Procedure for meetings.**

- All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.
- If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.
- Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

## **11. Finances**

- An account will be maintained on behalf of the Association at a bank agreed by the committee. Four cheque signatories will be nominated by the Committee (one to be the Treasurer). Signatories must not be related nor members of the same household.
- All payments will be signed by two of the signatories.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.
- Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- All money raised by or on behalf of Brent4Europe is only to be used to further the aims of the group, as specified in this constitution.

## **12. Amendments to the Constitution**

- Amendments to the constitution may only be made at the Annual General Meeting.
- Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.
- Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## **13. Dissolution**

- If a general meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting whose sole business will be to dissolve the group.
- If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to the European Movement UK.

This constitution was agreed at the inaugural meeting on Saturday 8<sup>th</sup> December 2018 at 1.30pm held at Mencap Training Office, 379-381 High Road, Willesden, London NW10 2JR.