

## CONSTITUTION OF THE BISHOPS WALTHAM ACTION GROUP

### 1. NAME

The name of the Group shall be the Bishop's Waltham Action Group (hereafter known as BWAG).

### 2. AIM AND OBJECTS

The aim and objects of BWAG shall be to oppose the proposed Sainsbury's supermarket at Abbey Mill in Bishops Waltham, and to address issues relating to the proposal. BWAG shall have the right to confer and liaise with such persons, agencies, organisations, Government departments or local authorities as may be required to further its aim and objects.

### 3. MEMBERSHIP

Membership of BWAG will be open to all who support the aim and objects of BWAG, irrespective of political party, nationality and religious opinion, gender or sexual preference, and as further defined by the Committee.

### 4. THE COMMITTEE

a) The policy, finance and general management of the affairs of BWAG shall be conducted by the Committee who shall be responsible to the general meeting of BWAG.

b) The Committee shall consist of up to 15 people elected at the Inaugural General Meeting and subsequent Annual General Meetings.

c) The Committee may co-opt further members who shall not exceed 1/3 of the total membership of the Committee as defined above. If vacancies occur amongst its members, the Committee shall have the power to fill these from amongst the members of BWAG without seeking further approval.

### 5. OFFICERS

The Committee shall appoint the following officers from amongst its membership:

Chairperson

Vice-Chairperson

Secretary

Treasurer

Any other officers (such as publicity officer) as it may from time to time determine.

In the event of a vacancy occurring amongst the officers, the Committee shall have the power to fill such vacancies from members of BWAG.

## 6. PRESIDENT

The Committee may, at its discretion, appoint a President and Vice-President(s).

## 7. TERMINATION OF MEMBERSHIP

The Committee shall have the right, for good and sufficient reason, to exclude from meetings an individual member, provided that the individual member shall have had the right to be heard by the Committee before such a decision is made.

## 8. WORKING GROUPS

The Committee may, from time to time and at its discretion, identify the need to establish a working group to undertake particular tasks. Any working group formed to undertake tasks will remain accountable to the Committee who will agree their powers and terms of reference.

## 9. ANNUAL GENERAL MEETING

The Committee shall convene an Annual General Meeting of BWAG to be held a year from the date of signature of this document for the purpose of receiving the Annual Report of the Committee and the statements of accounts. The meeting shall be open to all members of BWAG and shall elect members to serve on the Committee. The meeting shall consider whenever necessary proposals to amend the constitution and other business of which due notice has been received. The Committee shall ensure that due notice of the date and time of the AGM will be given to members of BWAG.

## 10. SPECIAL GENERAL MEETING

The Chairperson of BWAG or the Secretary may at any time at their discretion, and shall within 21 days of receiving a written request to do so signed by not less than 10 members having the power to vote and giving reason for the request, call a Special General Meeting (SGM) of BWAG. A Special General Meeting may consider any matter that has been referred to it. The Committee shall ensure that due notice of the date and time of the SGM will be given to members of BWAG.

## 11. VOTING RULES/PROCEDURES

- a) No member shall exercise more than one vote but in the case of equality of votes at any meeting the Chairperson shall have the casting vote.
- b) Fifteen BWAG members shall constitute a quorum at general meetings. For Committee meetings 1/3 of the Committee members shall constitute a quorum.
- c) Minutes of all Committee meetings and general meetings shall be taken and having been approved by the Committee, retained as a true record of proceedings.

12. FINANCE

- a) BWAG may, or may not, charge a membership fee which will be agreed at a general meeting.
- b) The Treasurer shall keep proper account of the finances of BWAG and shall open a bank account in the name of BWAG. The Treasurer shall report to the Committee on a regular basis so that all Committee members shall be aware of BWAG’s financial position.
- c) No expenditure shall be incurred in relation to any project, no contract entered into or tender accepted unless the Committee is satisfied that the necessary funds are available.
- d) Cheques drawn on the bank account shall be signed by any two of the five signatories authorised with the bank.
- e) BWAG shall not maintain any form of cash float. All cash received must be banked intact.
- f) Any authorised payment made by a BWAG member shall be refunded provided a relevant receipt has been received.

13. DISSOLUTION

If a general meeting, by a simple majority, decides at any time to dissolve BWAG, it shall call a Special General Meeting of all members of BWAG who have the power to vote. The Meeting shall be called with 21 days notice and dissolution shall be confirmed if a 2/3 majority of members present votes for dissolution. In the event of dissolution being agreed then all assets held in the name of BWAG shall be disposed of in a fit and proper way to be agreed at the same Meeting.

14. ALTERATIONS TO THE CONSTITUTION

This constitution may be changed at any General Meeting with any proposals to alter this constitution being delivered in writing to the Secretary at least 14 days in advance. An alteration shall require the approval of 2/3 majority of individual members being present and voting at the general meeting.

NAME .....	Chairperson
SIGNED .....	Dated .....

NAME .....	Secretary
SIGNED .....	Dated .....