



Over Mill Road Bridge - Constitution



1. Name

The name of the group shall be Over Mill Road Bridge. The group is an Unincorporated Association based in Cambridge, UK.

2. Aims

The aims of Over Mill Road Bridge will be:

- To identify significant local issues of concern for both Romsey and Petersfield residents and traders
- To both coordinate and take action with the aim of mitigating the impact of those issues on local people

Over Mill Road Bridge's campaigning will on occasion involve interaction with local politicians, e.g. councillors, and our members and Officers may have party political affiliations. However, the group is not associated with any political party.

3. Members

Over Mill Road Bridge needs active support from the community to be a success. We welcome membership applications from anyone who:

- is aged 16 or over; and
- lives or works in Romsey or Petersfield or the surrounding areas; and
- supports the aims of Over Mill Road Bridge

There will be no formal membership structures or fees. A register of current members will be maintained, and all members will be encouraged to participate in Over Mill Road Bridge meetings and campaigning activities.

4. Equal Opportunities

Over Mill Road Bridge will not discriminate on the grounds of gender, age, race, colour, ethnic or national origin, sexuality, disability, religious or political belief or marital status.

5. Conduct

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking Equal Opportunities rule above 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 management committee, accompanied by a friend, before a final decision is made.

6. Management Committee

The activities of Over Mill Road Bridge will be managed by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than three times a year.

The Committee will consist of 6 people, comprised of 3 officers and 3 members. Up to 2 additional members may be co-opted onto the committee at the discretion of the Committee.

The officers' roles are as follows:

- Chair



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- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers, and for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be determined by voting by the Committee members at the next Committee meeting.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to all members of Over Mill Road Bridge wishing to attend, who may speak but not vote.

7. Meetings

a. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All committee and other members will be notified in writing at least 3 weeks before the date of the AGM, giving the venue, date and time, and notice may be by telephone, email or post.

Nominations for the committee may be made to the Secretary before the AGM, or at the meeting.

In order to be quorate at least 1 officer and 2 other committee members must be present..

At the AGM:-

- The Committee will present a report of the work of Over Mill Road Bridge over the year.
- The Committee will present the accounts of Over Mill Road Bridge for the previous year.
- The Officers and Committee members for the next year will be elected.
- Any agenda items given to the Secretary at least 7 days in advance of the meeting will be discussed.

b. Extraordinary General Meetings

The Secretary will call an Extraordinary General Meeting (EGM) at the request of the majority of the Committee or in response to at least eight members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All Committee and other members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

In order to be quorate all 3 officers and at least 2 other committee members must be present at the EGM.

c. General Meetings

General Meetings are open to all members and will be held at least once every 4 months or more often if necessary.



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All Committee and other members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

In order to be quorate all 3 officers and at least 2 other Committee members must be present at the General Meeting.

8. Rules of Procedure for all 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 Committee members present. If the number of votes cast on each side is equal, the Chair of the meeting shall have an additional casting vote.

9. Finances

An account will be maintained on behalf of Over Mill Road Bridge at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related, nor members of the same household.

All payments will be signed by two of the signatories.

For cheque payments, the signatories will sign the cheque.

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 AGM.

All money raised by or on behalf of Over Mill Road Bridge is only to be used to further the aims of the group, as specified in item 2 of this constitution.

10. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or an Extraordinary 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.

11. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group, it may call an Extraordinary General Meeting to do so. The sole business of this meeting 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 a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.



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This constitution was agreed at the Inaugural General Meeting of the Over Mill Road Bridge group on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed