



## **Constitution – approved at the AGM on 3 November 2022**

### **1. Name**

The organisation shall be known as Riverside Community Voice (RCV).

### **2. Area of Interest and Aims**

Its aims shall be to:

- a. Establish and promote the interests of people living in Bath's Western Riverside (the area developed by Crest Nicholson);
- b. Exchange opinions and communicate information which might affect residents;
- c. Represent agreed collective views to outside organisations;
- d. Improve local amenities and environment and promote good neighbourliness.

### **3. Membership**

- a. All households in the Bath Western Riverside area shall be eligible to join RCV and may exercise one vote. Non-resident owners of properties in the area shall also be eligible to join and may exercise one vote irrespective of the number of properties owned.
- b. Members shall be admitted on payment of the due subscription.
- c. Honorary or Affiliated Membership may be proposed to the Committee by any member for other persons who support the aims of RCV, on terms to be agreed, but Honorary or Affiliated members shall not be eligible to vote at General Meetings or to sit on the Committee.

### **4. Powers**

RCV is a membership organisation and in representing its members, the Officers and Committee may engage with individuals and organisations for the purpose of:

- a. Lobbying on behalf of members' interests;
- b. Working to promote the community interests of the members;
- c. Operating a website and newsletter for informing members and the Riverside community about its activities and efforts;
- d. Raising and managing funds for the purposes of RCV.

### **5. General Meetings**

- a. General Meetings shall be held to hear and understand the opinions of all members and to approve policies proposed by the Committee. They shall be convened by the Secretary when directed by the Committee or requested by 12 members.
- b. 14 days' notice of a General Meeting and of the business to be discussed shall be given to members, electronically as far as practicable, but using other methods for members who are not online.
- c. Decisions at a General Meeting shall be taken by simple majority of members present and voting, except that any decision to amend the Constitution shall be taken only by two-thirds majority of members present and voting. A quorum of 20 members must be present within 15 minutes or the business will be referred for action to the Committee.

### **6. Annual General Meeting**

An Annual General Meeting (AGM) shall be held each year in order to:

- a. Receive an Annual Report from the Chairman and Committee and approve Annual Accounts from the Treasurer for the year just ended;
- b. Receive the Report of the Auditor or Examiner of Accounts;

- c. Elect a Chairman and a Committee of not fewer than 4 nor more than 8 members in all, and appoint an Auditor or Examiner of Accounts. Nominations must be submitted to the Secretary not less than 10 days ahead of the date of the AGM;
- d. set a subscription for the ensuing year; and
- e. Consider any issues which members wish to raise. Seven days' prior notice must be given to the Secretary of any matters on which a vote is to be sought.

## 7. Committee

- a. The Chairman and Committee members shall be elected at an AGM.
- b. The Committee shall manage the affairs of RCV on behalf of the wider membership and, given a quorum of 4, determine any matter not reserved for a General Meeting.
- c. Between AGMs the Committee may fill any vacancy or co-opt up to 2 additional members to provide particular expertise. Co-opted members shall be subject to election at the following AGM.
- d. The Committee shall appoint a Secretary, Treasurer, Communications Manager and Membership Coordinator.
- e. To further the work of RCV the committee may designate persons, who may or may not be Committee members, to take the lead on particular issues or to represent different parts of Western Riverside estate. These people may attend the Committee when their issue is to be discussed.
- f. Anyone with a personal interest in a matter to be discussed by the Committee shall declare it before the discussion begins. The Chairman shall decide at his/her discretion whether the person may join in the discussion, and may vote on the issue.
- g. In reaching decisions and in responding to Local Authority and other proposals, the Committee and Office-holders shall use reasonable endeavours to act impartially on the merits of the case and to avoid religious or party political bias.
- h. No Committee member may receive financial benefit from or in respect of the work of RCV. This does not preclude reimbursement of out of pocket expenses necessarily incurred on behalf of the organisation.

## 8. Duties of Office-holders

- a. **The Chairman** shall normally chair all General and Committee meetings and may exercise a casting vote in the case of a tie, act as the public face of RCV, and give a lead in conducting activities consistent with the views expressed by the members.
- b. **The Secretary** shall be responsible for issuing advance notice of all meetings, ensuring that accurate records are kept of the Association's business and making these available to members electronically or on paper when appropriate, and for handling external RCV correspondence.
- c. **The Treasurer** shall keep accounting records and maintain a bank account in the name of RCV, reporting regularly to the Committee, and may veto any proposed expenditure for which there are insufficient funds. The Treasurer shall also ensure that the organisation holds suitable insurance cover for its responsibilities.
- d. **The Communications Manager** shall maintain a website and other social media and advise on public relations, within RCV and outside.
- e. **The Membership Coordinator** shall maintain a register of supporters and members: All personal data will be processed securely, lawfully and fairly in accordance with the Data Protection Act 2018 in order to satisfy their reasonable expectations of details being recorded – for example, to understand their views, to give them news and information about upcoming events and matters of community interest. No personal data will be passed to any outside body without consent; and they may opt out of our communications at any time.

## 9. Communications

Between meetings, communications with members shall normally be done electronically. The Secretary must be informed where this is not practicable and alternative arrangements shall be made.

## 10. Winding up

RCV may be wound up only at a General Meeting called for that purpose by a two-thirds majority of those members present and voting. Any residual funds shall be donated to a charitable purpose decided by the members at the meeting.