

Constitution of Brighton and Hove for EU

1. Name:

The name of the Group shall be **Brighton and Hove for EU (BHforEU)**.

2. Aims and activities

Brighton and Hove for EU's aim is to stop Brexit. We are a non-party political group that brings together people with a range of views who are united in their desire for the United Kingdom to remain part of the European Union. We believe 'Brexit' is not in the interests of this country from an economic, cultural or political point of view, and we celebrate the ways in which our membership of the EU has enriched British society. We speak for the 69% of our city's population who rejected 'Brexit' and seek to reach out to the 31% who voted in favour of it, exposing the divisive and dangerous myths on which the 'Leave' campaign was built. We condemn the rise of racist incidents, including those targeting EU nationals, since the referendum of 24 June 2016, and we work to promote inclusivity. We co-ordinate our activities with national groups and other regional groups around the UK that share our aims.

3. Membership

- a) Membership will be open any person aged 16 or over that support the above stated aims and objectives of BHforEU and are willing to pay an annual subscription of £10 waged, £5 low waged, £1 unwaged, or as may be agreed by a subsequent AGM.
- b) Membership will be available to anyone without regard to gender, race, nationality, disability, sexual preference, social-economic class or religious belief.
- c) All members will both be encouraged, and have the right to, attend and participate in all committees and meetings of BHforEU.
- d) Application for membership can be made either in person, at a general meeting or at a meeting of the Organisation Committee, or by written communication to the Secretary of BHforEU. If the application for membership is made in writing, the secretary should report the application for approval to the next meeting of the Organisation Committee.
- e) Unless good reason is given to reject the application, membership will come into effect after the elapse of seven days.
- f) The membership of any member may be terminated for good reason through the following procedure:
 - i) If the Organisation Committee is in agreement that there is *prima facie* good reasons to terminate a member's membership, then they may suspend that person's membership.
 - ii) The secretary will then inform the member of the suspension of their membership and offer them the opportunity to present their case to a subsequent Organisation Committee meeting.
 - iii) If the opportunity to present their case is declined or having heard the case, the Organisation Committee may then decide either to overturn the suspension of

membership or terminate the membership of the member. The Secretary should then inform the member of the meetings decision as soon as is possible.

iv) The member may appeal against this decision at the next Annual General Meeting by writing to the secretary within a fortnight of receiving notification of the termination of membership.

4. Powers

In order to achieve its aims BHforEU may:

- a) Raise money.
- b) ii) Open bank accounts
- c) iii) Take out insurance
- d) iv) Organise events
- e) v) Work with other groups and exchange information.
- f) vi) Do anything that is lawful which will further its aims.
- g) vii) Collect and process personal details in accordance with the laws on data protection.

5. Annual General Meeting

- a) BHforEU should hold an **Annual General Meeting (AGM)** within nine months of the end of each accounting period.
- b) All members should be given at least fourteen days notice of an AGM.
- c) The quorum of an AGM is 10 members or 10% of the membership – whichever is the greater.
- d) The business of an AGM shall include:
 - i) Receiving the annual accounts and a report of the treasurer.
 - ii) The election of the officers of BHforEU – **Chairperson, Secretary and Treasurer.**
 - iii) Discussion and determination of the plans and strategy for the coming year.
 - iv) Approving any subscription payable by members.
 - v) Consideration of any other matters of concern accepted for discussion.
 - vi) Appeals concerning termination of membership.
- e) All members are entitled and encouraged to attend and each member will have one vote.
- f) Decisions will be made by a simple majority of those present (except for matter relating to the constitution that will require two thirds majority of those present).

6. Special General Meeting (SGM)

- a) A **Special General Meeting** may be called to discuss and decide on important strategic or constitutional matters of interest to all members of BHforEU.
- b) A **Special General Meeting** may be called by the **Organisation Committee** or by 10 members or 10% of membership whichever is the greater.
- c) The Secretary should give at least fourteen days notice of a SGM to all members together with the issues to be discussed.
- d) All members are entitled and encouraged to attend and each member will have one vote.

- e) The quorum of an SGM is 10 members or 10% of the membership – whichever is the greater.

7. Officers and their Responsibilities

- a) The AGM shall elect three officers: a Chairperson, a Secretary and a Treasurer for a year.
- b) If for any reason an officer steps down either an 'acting' officer can be appointed by the **Organisation Committee** to serve until the next **AGM** or a **SGM** can be called to elect a new officer.
- c) The decision-making body is the **Organisation Committee**. The officers have no special or additional decision-making powers.
- d) The responsibilities of the **Chairperson** are as follows:
 - i) **The Chairperson** is responsible for chairing and preparing the agenda for **AGMs, SGMs** and **Organisation Committee** meetings.
 - ii) **The Chairperson** should ensure that the agenda for the **Organisation Committee** meetings are drawn up and sent out at least 48 hours before meetings.
 - iii) **The Chairperson** should attend meetings of the **Organisation Committee**.
 - iv) **The Chairperson** should support the work of the **Secretary** and **Treasurer**.
- e) The responsibilities of the **Secretary**:
 - i) The **Secretary** should maintain an up-to-date register of members.
 - ii) The **Secretary** should ensure that members are notified of **AGMs, SGMs** and **Organisation Committee** meetings.
 - iii) The **Secretary** should ensure that minutes of all meetings are taken, kept and distributed.
 - iv) The **Secretary** should regularly attend Organisation Committee meetings.
- f) The responsibilities of the Treasurer:
 - i) The **Treasurer** should keep proper accounts that show all monies collected and paid out by BHforEU.
 - ii) The **Treasurer** should prepare annual accounts of BHforEU and arrange for a suitably independent qualified person to examine them.
 - iii) The **Treasurer** is responsible for preparing and presenting the Financial Report to the **AGM**.
 - iv) The **Treasurer** should regularly attend Organisation Committee meetings.

8. The Organisation Committee

- a) The **Organisation Committee** is responsible for the organisation of actions and events necessary for the furtherance of the aims and objectives of BHforEU, for its policies, messages and communications and for all financial decisions.

- b) The **Organisation Committee** should help the Officers in ensuring the efficient administration of BHforEU.
- c) The **Organisation Committee** is open to *all* members who wish to be actively involved in the organisation of the activities and events that seek to further aims and objectives of BHforEU.
- d) The **Organisation Committee** should meet at least once a month. The quorum will be 6 members.
- e) Whenever possible, the **Organisation Committee** should make decisions by consensus.
- f) If decisions cannot be made by consensus then decisions must be made by a qualified majority of 80% of those present.
- g) In making decisions, the **Organisation Committee** should also take into account the views and opinions of members unable to attend its meetings. Any member is invited to submit their views prior to the scheduled date/time of a meeting.
- h) The **Organisation Committee** should encourage the sharing of skills and responsibilities through the setting up of specific **Teams** for organisational and administrative tasks e.g. fundraising, press/media liaison, Website administration, social media etc. The **Organisation Committee** will appoint a **leader** for each working group, who has the responsibility to report on their Team's work at meetings.
- i) If BHforEU is invited to a function/meeting/conference, the **Organisation Committee** will elect a **delegate** to represent BHforEU at that specific event, and will agree on the information and messages that the delegate will have the duty to convey.

9. Finance

- a) Any money obtained by BHforEU shall be used only in furthering the aims of BHforEU.
- b) Any bank accounts opened for BHforEU shall be in the name of Brighton and Hove for EU.
- c) Any payments made shall be appropriately authorised by at least two authorised regular attendees of the **Organisation Committee**.
- d) BHforEU's accounts and bank statements will be open to all members of BHforEU for scrutiny at any time.

10. Alterations to the Constitution

Any changes to the Constitution must be agreed by at least two thirds majority of those members present and voting at either an AGM or a SGM

11. Dissolution

BHforEU may be wound up at any time if agreed by at least two-thirds of the members present and voting at an AGM or SGM. In the event of winding up, any assets remaining after all debts have been paid shall be given to another organisation with similar aims.

Adopted at the AGM dated 18 July 2017

