

# Maldon & Dengie CAMRA Branch Constitution

## MALDON AND DENGIE

### Branch Constitution

8<sup>th</sup> October 2023

1. **Name** The name shall be the MALDON AND DENGIE BRANCH OF THE CAMPAIGN FOR REAL ALE Branch herein after called “the Branch”.
2. **Objectives** The objectives shall be to support the aims and objectives of the Campaign for Real Ale Limited (hereinafter called 'CAMRA’) within the boundaries of the Maldon District, as well as the adjoining towns and villages of South Woodham Ferrers, Woodham Ferrers, Tiptree, Burnham-on-Crouch and Southminster, hereinafter called “the Branch area”, as agreed with neighbouring branches.
3. **Regulations** The Branch shall observe the Regulations for Branches laid down from time to time by the National Executive. Decisions of a General Meeting of CAMRA or the National Executive shall be binding on the Branch.
4. **Membership** Any member of CAMRA living within the geographical area of the Branch is allocated to that branch. Any member may request to change branch, the committee of the branch in which the member does not reside has the right to refuse the change without assigning a reason.
5. **Open Meetings** The Branch shall hold an open meeting at least once in every two calendar months. Any member of CAMRA shall be free to attend such open meetings and vote on any resolutions put forward at the meeting whether they are members of the Branch or not. No resolutions passed or approved at such a meeting shall be in any way binding on the Branch, Branch Committee or Branch officials. A quorum for an open meeting shall be five members present.
6. **Annual General Meetings** An Annual General Meeting (“AGM”) shall be held once in every year, and not more than fifteen months shall elapse between one AGM and the next. At least 28 clear days’ notice shall be given to all members of the Branch and the National Executive by post, electronic communication or in a CAMRA publication which in the ordinary course of events will give sufficient notice. Only members of the Branch and the National Executive or their duly appointed representatives shall be entitled to vote at the Branch AGM. A quorum for a Branch AGM shall be seven members present, unless otherwise previously approved by the Regional Director or the National Executive. The business to be conducted at the AGM shall include:
  - a. The approval of the examined Accounts of the Branch
  - b. The election of officials
  - c. The appointment of an Examiner of Accounts. “
7. **Special General Meetings** A Special General Meeting (“SGM”) of the Branch may be called only on the decision of the Branch Committee, on written request signed by five members of the Branch, by one tenth of the Branch membership (whichever is the greater), or by the National Executive. At least 28 clear days’ notice of a SGM shall be given to all members of the Branch



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and the National Executive by post, electronic communication or in a CAMRA publication which in the ordinary course of events will give sufficient notice. Only persons entitled to vote at a Branch AGM shall be entitled to vote at a SGM. A quorum for a Branch SGM shall be seven members present, unless otherwise previously approved by the Regional Director or the National Executive. The notice of a SGM shall specify the business to be transacted at the meeting and only such business of which notice has been given shall be admissible for discussion at the meeting.

8. **Notice of Meetings** The accidental omission to give notice of any meeting to any person entitled to such notice shall not invalidate any proceedings at the meeting.
9. **Byelaws** Subject to the approval of the Regional Director, the Branch Committee shall have the power (unless and until overruled by the Branch in a General Meeting) to adopt Bye-Laws for the better furtherance of the objectives of the Branch.
10. **Branch Committee** The Branch Committee shall consist of the Essential roles of Branch Chair, Secretary, Treasurer (not required for a sub-branch), Membership Secretary, Pub Data Co-ordinator, Good Beer Guide Submissions Co-ordinator, Pub Protection Officer, Pub Promotions and Awards Co-ordinator and any discretionary Important or Desirable roles as listed on the CAMRA website as agreed by Committee, subject to such other guidelines for membership of the Committee as laid down by the National Executive or at a General Meeting of CAMRA. Roles may be shared at the discretion of the Branch. Committee members shall be elected at, and hold office from, one AGM to the next when they may be eligible for re-election. Any member of CAMRA who is a member of the Branch may serve on the Committee. A quorum for a Branch Committee meeting shall be five members present.

Should any changes to committee members roles occur (at any time), full handover of duties should take place where possible between the incumbent and outgoing committee member, which should include but is not limited to, handover of important documents, emails, works pending, and contacts within organisations the branch has been working with. Along with access information to any internet sites.

11. **Sub-branch Committee** The Committee shall consist of the roles described for the Branch Committee, above. The Sub-branch Chair is also automatically an ex-officio member of the parent Branch committee. Unfilled committee posts may be filled by the appropriate committee member from the parent Branch. Committee members shall be elected at, and hold office from, one AGM to the next when they may be eligible for re-election.
12. **Elections** Nominations for posts on the Branch Committee shall be in writing, signed by a proposer and seconder, both of whom shall be members of the Branch, and accompanied by evidence of the willingness of the nominee to stand. Should no nominations in writing be received, at the time of the AGM, nominations for posts can occur during the AGM with a proposer and seconder, both of whom shall be branch members.
13. **The Branch Committee** shall be empowered to fill by co-option from the Branch membership any vacancy that arises during the year. The Committee shall undertake the general conduct of the affairs of the Branch.



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14. In the event of the resignation of an entire Branch Committee the National Executive will appoint such interim officers as may be necessary to manage the affairs of the Branch until a General Meeting of the Branch can be properly convened.
15. **Committee Meetings** The Branch Committee shall meet not less than once in every two calendar months and the quorum for such a Committee meeting shall be not less than five members of the Branch Committee.
16. **Finances** The Branch shall abide by all financial practices stated in the CAMRA Branches Financial Policy ("BFP"). The financial year of the Branch shall commence on 1st November or such other date as advised by CAMRA nationally. Any change of date will require the approval of the Committee and shall be reported to the next Branch meeting.
17. A Sub-branch may not hold a Sub-branch account. It may hold a Beer Festival account which shall be used only for the purpose of financing a Branch beer festival. Apart from the beer festival the parent branch is entirely responsible for financing the campaigning activities of their Sub-branch. The Sub-branch may not spend any money without the agreement of the parent branch Treasurer.
18. The financial year of a Sub-branch shall commence on the same day as that of the parent branch in each year. The Beer Festival assets of a Sub-branch shall be under the control of the Sub-branch Committee and no payments shall be made out of the Sub-branch monies except by authority of the Sub-branch Committee.
19. All payments from a Branch or CAMRA Festival bank account shall be authorised by the Treasurer and one of two other members of the Committee appointed by the Committee for that purpose.
20. All payments from a Branch or Sub-branch, beer festival or other such CAMRA event must follow the policy as laid out in the BFP.
21. Expenses may only be paid as described in the BFP.
22. Events for members shall not be subsidised except in circumstances described in the BFP.
23. All books relating to the finances of the Branch shall be produced to the National Executive or their duly authorised representative on demand, on seven clear days' notice to the Branch.
24. **Accounts** The Accounts shall include combined Income and Expenditure accounts and Balance Sheets showing all monies held by the Branch or on behalf of the Branch relating to all activities including publications and Beer Festival/s run by the Branch. The Branch Committee shall ensure that the Treasurer keeps proper books of account as required by the BFP.
25. The Accounts of the Branch shall be examined as specified in the BFP. The Examiner of Accounts will be appointed at the AGM on the recommendation of The Committee. Any changes to the Examiner subsequent to the AGM will be reported to a Branch meeting.



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26. Having been examined, the accounts must be presented for formal approval at the Branch AGM.
27. Copies of the examined Accounts and the Examiner's Report shall be sent to CAMRA's Central Finance Team, to the Regional Director in whose region the Branch is situated and to the Regional Treasurer within one month of the date of the AGM.
28. **Winding Up** The Branch may be wound up at any time by the National Executive or by a SGM called for that purpose, the business having been notified in the convening notice, and upon a resolution to that effect being passed by a majority of **at least** two thirds of those present and entitled to vote. Upon dissolution the assets shall be used firstly to pay off all proper liabilities of the Branch and any surplus thereafter shall be paid to CAMRA. If the Branch membership falls below 25, the Branch may be wound up.
29. **Alteration to Constitution** This constitution may only be adopted or altered at a Branch AGM, or a EGM/SGM (Emergency General Meeting/Special General Meeting) called for that purpose, with the specific alterations having been stipulated in the notice convening it and subject to the approval of at least two thirds of those present and entitled to vote.
30. Before any such alteration becomes effective, it shall be approved by the National Executive or its duly authorised representative.

Version 8<sup>th</sup> October 2023

