



Charity number 1197599

Constitution Policy for Brereton Big Local CIO

Aims and Objectives

- We strive to generate opportunities to bring the community together.
- We will ensure we maximise value for money when considering how to use the community's £1,000,000, always putting Brereton and Ravenhill residents first.
- We act with integrity, honesty and commitment and take pride in our work.
- We will listen to and respect other persons contributing to the project.
- We will take ownership of issues where appropriate and are accountable to our residents.
- We will work hard to improve our physical environment and upgrade public spaces.

Trustee Membership and voting

- Membership to join Brereton Big Local CIO is open to any resident who lives, works or is highly active in Brereton.
- Membership of Brereton Big Local CIO is open regardless of personal beliefs, gender, age, nationality, race, sexual orientation, health condition, disability, social status, level of wealth, or any other individual differences.
- Each member has one vote per issue put to the group.
- The Trustee must keep an up-to-date list of the members and publish on its website who those members are and what their subgroup responsibilities are.
- Any Councillors who wish to join must declare this status and not sit as a resident regardless of if they live, work or are active in the area.
- There must always be at least 51% residents on the Board of Trustees at any one time.
- There must be at least 51% residents on the Board of Trustees for an agreement to be passed.

The Board of Trustees

- The group shall be managed by a Board of Trustees of not less than 8 and not more than 12 members.
- Trustee members and officers shall stand from the end of the AGM that they were elected at until the end of the next AGM.
- Nominated members may only be proposed and subsequently elected from the Trustee membership from those who have attended trustee meetings on a regular basis for six months prior to an AGM.
- Regular is determined as 3 meetings within a 6-month period.
- The officers shall include a Chair, a Secretary and a Treasurer elected and any other officers that the Trustee decides.
- A Trustee member can only fill one main position.
- The Trustee shall meet a minimum of six times a year and must keep a formal record of all meetings through accurate minutes. Confidential meetings do not require minutes to be taken.
- The Quorum for a Trustee meeting is five members. Each member has one vote, per issue and if the vote is tied, the chair has a second casting vote.



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- The Trustee has the power to co-opt up to three members on to the Trustee to fill vacant places until the next annual general meeting. Each co-opted member has one vote.
- If a crisis arises for whatever reason, the Board of Trustees can call an extraordinary general meeting, giving suitable warning, and ensuring a quorum is present for any decision that may need to be made in the interest of the group. This can be done within a 24-hour timeframe if capability arises.
- All person's resident within, or in any way representing the designated area may attend the AGM and be entitled to a vote.
- All Partnership meetings will be minuted and to be held in public save for when contractual or other necessary items are discussed.
- Only current Board Trustee members may comment during AGM business.
- Members must have been to 3 meetings before becoming voting Trustee members - this also applies in a new term of election.

Conduct of Trustee Members

- Attend regular meetings – continuity is important to ensure trustees make a full contribution.
- Let the Partnership know in writing if they wish to resign from the group. A failure to attend three meetings in a row will revoke Trustee membership if no contact has been made.
- All Trustee members should understand that the group is required to reach decisions and attempt to reach consensus decisions. Where reluctant assent is given to reach a consensus decision, dissenting opinions may be officially noted for future reference. Bear in mind that the group serves the interest of their community, and not just those of individuals or their own special interest group.
- Respect the final decision of the vote and be prepared to support it outside of the meeting.
- Be prepared to promote Brereton Big Local CIO for community engagement and for change within the area.

Finance

- All funds belonging to or raised by the Brereton Big Local CIO must be used in furthering the aims/powers of the group for the benefit of the whole area within the agreed boundary.
- Brereton Big Local CIO will ensure an appointed LTO maintains the accounts and provides audited accounts each year with a paper trail, which is transparent for all members to see.
- Trustee members may claim reasonable out-of-pocket expenses on terms approved by the Board of Trustees.

Changes to the Constitution

This constitution can only be changed at a Trustee meeting. The Secretary or Chair must give 21 days' notice of the meeting to all members, along with details of the proposed change to the constitution. For the constitution to be changed, over half of the trustees present at the meeting must agree.



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- No changes are to be made to the member's section in this constitution without a Big Local representative present.

Dissolution

- Brereton Big Local CIO can only be dissolved at a general meeting. The Secretary/Chair must give 28 days' notice of the meeting to all members, along with the proposed dissolution. For the group to be dissolved, over half the members must be at the meeting and must agree.
- If the Brereton Big Local CIO agree that the group should be dissolved, any assets remaining after the clearing of all debts and liabilities shall be returned to Big Local – Local Trust. Any income generated by the Trustee Group will be given to a group with similar aims in Brereton, or, if this cannot be done, to any charitable purpose in Brereton.
- ARRANGEMENTS UNTIL THE FIRST ANNUAL GENERAL MEETING. Until the first annual general meeting takes place, this constitution shall take effect as if references in it to the Partnership group were references to the people whose signatures appear at the bottom of this document.

A COPY OF THIS CONSTITUTION SHALL BE AVAILABLE TO ALL MEMBERS.

