



Biggin Hill Residents Association

Working for the community - Founded in 1934

www.bigginhillresidentsassociation.com

CONSTITUTION - 2015

1. TITLE

The name of the Association shall be the 'Biggin Hill Residents Association'.

2. AIMS & OBJECTIVES

The aims and objectives of the Association are.

- a. To promote good community relations within Biggin Hill
- b. To provide practical assistance to our members in matters likely to affect their rights as residents of Biggin Hill.
- c. To promote interest in local affairs.
- d. The Association shall be non-political.
- e. To administer the Community Fund which is to be used for projects that can be seen to benefit the community of Biggin Hill.

3. MEMBERSHIP

All residents who live in Biggin Hill shall be eligible for membership.

4. MANAGEMENT

- a. Management of the Association shall be by a Committee who shall seek to do all things necessary to promote the aims and objectives of the Association.
- b. The Committee shall consist of Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer and up to eight ordinary members. All Committee Officers and Members shall be elected to serve for one year at the Annual General Meeting (AGM).
- c. All members of the retiring Committee shall be eligible for re-election.
- d. The Councillors elected to represent the Biggin Hill Ward and the Darwin Ward in the London Borough of Bromley shall be invited to become ex-officio members of the Committee.

- e. Any member of the Committee who is absent for four consecutive meetings of the Committee, without reasonable excuse may, at the discretion of the Committee, be deemed to have resigned from the Committee.
- f. The Committee shall have the power to fill any vacancy arising prior to the next AGM.
- g. The Committee shall meet at least eight times each year.

Seven members, including two officers of the committee, shall form a quorum at a Committee meeting.
- h. The Committee may appoint from its members such sub-committees as it deems necessary to undertake/investigate a particular issue. This includes inviting a member with special expertise to assist with a special purpose. The quorum for a Sub-Committee shall be three members of the Sub-Committee.
- i. The Chairman shall have a casting vote in the event of equal numbers of votes being cast for and against a specific proposal.

5. OFFICERS OF THE ASSOCIATION

The officers of the Association shall be.

Chairman: the principal role of the Chairman is to be first amongst equals, he/she shall facilitate such discussion as is deemed necessary to arrive at a decision(s).

Vice Chairman: the role of Vice Chairman is to deputise for the Chairman in the event of his/her absence.

Honorary Secretary: the Honorary Secretary shall be responsible for all formal correspondence of the association including the production of minutes, agendas etc.

Honorary Treasurer: the Treasurer shall be responsible for the day-to-day administration of the Association's finances, including the presentation of an up-to-date brief statement of accounts to all committee meetings and the annual audited statement of accounts which shall be submitted to the AGM for approval. The Treasurer shall receive and bank in the name of the Association all funds belonging thereto, and by order of the Committee pay all accounts and expenses relating to the Association. The Treasurer's role will include the maintenance of an up-to-date membership roll.

President: the Committee may at its discretion recommend the appointment of a President to the AGM. This honour being in recognition of special service(s)

to the Association, such appointment to be renewed annually at the Associations AGM.

Honorary Life President: in exceptional cases the Committee may recommend to the Association's AGM, that the Association bestow the rank of Honorary Life President on one who has given outstanding service to the Association over many years.

6. SUBSCRIPTIONS AND FINANCE

- a. The annual subscription which shall be set by the Committee from time to time, currently £5.00 per annum for a joint membership covering one household. Subscriptions shall be payable on the anniversary of first joining.
- b. Only fully paid-up members shall be eligible to vote at the Annual General Meeting of the Association.
- c. The Association's financial year shall run from September 1st till August 31st each year.
- d. All cheques shall be signed by two of the three named signatories.
- e. An Auditor shall be appointed at each AGM. The Auditor shall check and agree the annual account prior to their presentation at the AGM.

7. MEETINGS OF THE ASSOCIATION

- a. The AGM of the Association shall be held in the month of October. The Chairman shall present a report outlining the work of the Association over the past year the AGM will be asked to adopt the report. The Treasurer shall present the audited accounts for the past financial year for the approval of the Membership.
- b. The quorum for the AGM shall be 12 paid up members including three officers of the Association.
- c. The Association may hold Open/Public Meetings when appropriate.
- d. An Extraordinary General Meeting of the Association may be requisitioned on receipt of a request signed by [not less than fifteen] paid-up members of the Association. On receipt of such a requisition the committee shall take all reasonable steps to comply with the request.
- e. Where a quorum is not achieved, No Formal Meeting may be held, and no business transacted. Where deemed necessary those present may hold an informal gathering, but no business of a binding nature shall be transacted.

- f. Fourteen days' notice of the Annual General Meeting shall be given to all paid up members of the Association. A similar period of notice will be required in the case of a Special/Extraordinary General Meeting being called.

8. ALTERATIONS TO THE CONSTITUTION

These rules may be added to or amended by resolution at any AGM provided that no such resolution shall be regarded as passed unless it is carried by a majority of at least two thirds of the members present and voting. Fourteen Days' notice of such proposed changes to this constitution shall be given to all paid-up members of the Association, such notice may be included in the formal notice of the meeting.

The Committee is the sole authority for the interpretation of this constitution, and its decision shall be final and binding.

Pursuant to Clause 8 — Alteration to the Constitution (AGM October 2025)

ADDENDUM 1.01

DETERMINING IF AN ISSUE RAISED BY AN INDIVIDUAL OR GROUP OF INDIVIDUALS MAY BE ADOPTED AND PROMOTED AS HAVING THE SUPPORTED BY THE ASSOCIATION

Where a member of the Biggin Hill Residents Association (BHRA) wishes to draw a specific matter to the attention of the Committee of the Association, with the intention of soliciting the active support of the Association, the lead partitioner shall first submit a partition, (either to the Secretary or Chairman), setting out the details of the specific issue of concern, such partition must contain not less than 30 signatures from residents living within the Biggin Hill Electoral Ward.

On receipt of such qualifying partition, the Committee of the BHRA will undertake to discuss the matter(s) raised, not later than the date of the following scheduled committee meeting. The lead Partitioner will be invited to attend that meeting where they will be invited to address the committee members on the substance of their partition.

The Committee of the BHRA, having given due consideration to the issues raised by the lead partitioner, will consider whether the partitioner has advanced a sufficiently strong case to warrant the direct support and/or intervention of the Association in actively supporting the partitioners.

Should the Committee find that the case raised, doesn't have sufficient support to warrant the active support of the BHRA, this shouldn't preclude individual members of the Association from adding their support for the issue raised.