

THE CAMPAIGN FOR REAL ALE LTD. RICHMOND & HOUNSLOW BRANCH

BRANCH CONSTITUTION

1. NAME

The name shall be the “Richmond & Hounslow Branch” hereinafter called ‘the Branch’.

2. OBJECTS

The objects shall be to support the aims and objectives of the ‘Campaign for Real Ale Ltd.’ (hereinafter called ‘CAMRA’) within the geographical area of the London Boroughs of Richmond-upon-Thames and Hounslow.

3. REGULATIONS

The Branch shall observe the Regulations for Branches laid down from time to time by the National Executive of CAMRA (hereinafter called ‘the National Executive’). Decisions from a general meeting of CAMRA or the National Executive shall be binding on the Branch.

4. MEMBERSHIP

Any member living within the geographical area of the Branch is allocated to that branch. Any other member of CAMRA may apply to become a member of the Branch subject to the approval of the Branch Committee which may refuse membership without assigning any reason.

4A.

If any member of the Branch shall cease to be a member of CAMRA her/his membership of the Branch shall automatically terminate.

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 a member 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.

6. ANNUAL GENERAL MEETINGS

An Annual General Meeting shall be held once in every year and fifteen months shall not elapse between one Annual General Meeting and the next. Only members of the Branch and National Executive or their duly appointed representatives shall be entitled to vote at the Branch Annual General Meeting.

The business to be conducted at the Annual General Meeting shall include:-
the approval of the examined Accounts of the Branch
the election of Chairman, Secretary, Treasurer, Membership Secretary, and other Branch Committee members
the appointment of Examiners of Accounts.

At least twenty-eight [28] days notice of the Annual General Meeting shall be given to all members of the Branch and to the National Executive either by post or by a CAMRA publication which in the ordinary course of events will give sufficient notice. A quorum for the Annual General Meeting shall be seven [7] members present, unless previously approved by the Regional Director of CAMRA (hereinafter called 'the Regional Director') or the National Executive.

7. **SPECIAL GENERAL MEETINGS**

A special General Meeting of the Branch may be called only on the decision of the Branch Committee, on written request signed by five [5] members of the Branch or by one tenth of the Branch membership (whichever is the greater), or by the National Executive. At least twenty-one [21] clear days notice of such a Special General Meeting shall be given to all members of the Branch and the National Executive by post or by a CAMRA publication which in the ordinary course of events will give sufficient notice.

Only persons entitled to vote at a Branch Annual General Meeting shall be entitled to vote at a Special General Meeting.

8. **BRANCH COMMITTEE**

The Branch Committee shall consist of a Chairman, a Secretary, a Treasurer, a Membership Secretary and up to five [5] other members, subject to such other guidelines for membership of the Committee as shall have been laid down by the National Executive or at a General Meeting of CAMRA. The Committee members shall be elected at and hold office from one Annual General Meeting to the next, when they shall be eligible for re-election. Any member of CAMRA who is a member of the Branch may serve on the Committee provided that he is not already on the Committee of any other Branch of CAMRA.

The Branch Committee shall be empowered to fill by co-option from the Branch membership any casual vacancy that arises during the year.

The Branch Committee shall undertake the general conduct of the affairs of the Branch.

In the event of the resignation of the 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.

9. **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 four [4] members of the Branch Committee.

10. **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.

In the event of a shortfall in nominations, proposals can be made and seconded by any member of the Branch at the Annual General Meeting.

Where the nominee is not present, written evidence or some other evidence of willingness of the nominee to stand is required.

11. FINANCES

The financial year of the Branch shall commence on the first day of April in each year. The assets of the Branch shall be under the control of the Branch Committee and no payments shall be made out of the Branch monies except by authority of the Branch Committee. The Branch Committee shall ensure that the Treasurer keeps proper books of account and that all monies received are placed to the credit of an account in the name of the Branch at such bank as the Committee may from time to time select.

Branch funds shall not be deposited or held in bank or other accounts (whether interest bearing or not) located outside the United Kingdom. Branch funds deposited in interest paying accounts will be made only in institutions where UK tax is deducted at source.

All cheques and other orders relating to the Bank Account shall be signed by the Treasurer and one of two or more other members of the Committee appointed by the Committee for that purpose.

All books relating to the finances of the Branch shall be produced to the National Executive or their duly appointed representative on demand, on seven [7] clear days notice to the Branch.

12. EXAMINATION OF ACCOUNTS

The Accounts of the Branch in each year shall be independently examined either by a professional accountant or by two [2] members of CAMRA, neither of whom shall be a member of any Branch Committee nor a member of the National Executive.

The Accounts drawn up shall include combined income and expenditure accounts and balance sheets indicating all monies received, paid and held by the Branch or on behalf of the Branch relating to all activities including beer festivals and publications run by the Branch.

Two [2] copies of the examined Accounts shall be lodged with CAMRA at its registered office and with the Regional Director in whose region the Branch is situated, and one copy with the Regional Finance Officer of CAMRA, within one month of the date of the Annual General Meeting.

13. BYE-LAWS

Subject to the approval of the Regional Director the Branch Committee shall have power (unless and until overruled by the Branch in General Meeting) to adopt Bye-Laws for the better furtherance of the objects of the Branch.

14. WINDING UP

The Branch may be wound up at any time by the National Executive or by a Special General Meeting called for that purpose, the business having been notified in the notice convening the same, and upon a resolution to that effect having been passed by a majority of at least two-thirds of those present and entitled to vote.

Upon dissolution the assets of the Branch shall be used firstly to pay off all proper liabilities of the Branch and any surplus thereafter shall be paid to CAMRA.

The Branch may be wound up if the Branch membership falls below twenty-five [25].

15. ALTERATIONS TO CONSTITUTION

This Constitution may be altered only at an Annual General Meeting or Special General Meeting called for that purpose, with the specific alteration having been stipulated in the Notice convening the same and subject to the approval of at least two-thirds of those present and entitled to vote. Before any such alteration shall become effective it shall be approved by the National Executive or their duly appointed representative.

16. NOTICE

The accidental omission to give notice of a meeting to any person entitled to such notice shall not invalidate any proceedings at that meeting.

The Richmond & Hounslow Branch of CAMRA
22nd April 1991, amended 28th April 2011,
26th April 2012, 16th May 2013, and 5th
December 2017