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CONSTITUTION of Brahamkshatriya Mandal of United Kingdom

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Article I. Name, Organisation and Purpose and Objectives

1 Name of Organisation

- 1.1 The name of the organisation shall be BRAHAMKSHATRIYA MANDAL UK, hereinafter referred to as the "BMUK".
- 1.2 At the time of adoption of this Constitution, there are no official premises for the BMUK. The documented premises will be considered the same as the primary residence of the Secretary of the BMUK.

2 Purpose

2.1 The purposes of the BMUK are the following:

- i. To bring together and benefit the people of a common heritage; the heritage referred to herein refers to the natives, descendants, or persons whose heritage is rooted in the Brahamkshatriya caste or community originating from India, and who are now residing in the UK.
- ii. To promote, support, nurture and sustain a cohesive and social community which not only benefits its members, but also engages in and helps improve society locally, nationally and internationally.
- iii. To endeavour to protect, preserve and promote the Hindu religion, culture, identity and traditions.

3 Objectives

3.1 The Objectives of BMUK are:

- i. To actively promote and nurture awareness, good relations and integration among members through events which are charitable, educational, religious, cultural, social and recreational and that provide a common meeting ground for BMUK members;
- ii. To celebrate the BMUK distinct heritage and cultural identity
- iii. To engage in activities that help to:
 - a. alleviate poverty and/ or suffering;
 - b. support those in need;
 - c. further education; and
 - d. promote social harmony, equality and diversity

- 3.2 The BMUK Trustees, Committees and Members undertake to act and carry out projects and activities necessary to achieve the aforementioned objectives in accordance with the purposes of the BMUK.

- 3.3 In pursuant to these activities, the Committee and Trustees, and those delegated to, shall abide by the following:
- i. In arranging social, cultural, religious and educational events, plan and implement them in accordance to the tenets of the Hindu Religion.
 - ii. Make efforts, where possible, to choose suppliers of services or products that are environmentally friendly and/or have ethical business practices.
 - iii. When arranging social, cultural, religious and educational events, ensure that any consumable supplied is pure vegetarian¹ and that no BMUK funds or funds collected by BMUK contribute towards the use, supply or consumption of non-pure vegetarian consumables and alcohol.
- 3.4 The “Executive Committee” comprises of all elected and co-opted members tasked with managing all BMUK affairs, but not including the Trustees.
- 3.5 The Trustees will be known as the “Trustee Committee” and any reference to ‘Trustees’ refers to all the Trustees.
- 3.6 The “Full Committee” comprises of the Executive Committee and the Trustees.
- 3.7 The General Body will be constituted of all fully paid up members of BMUK.
- 3.8 Unless otherwise stated all, decisions by the Executive Committee or Full Committee must be made when the Committee is in quorum: two-thirds (2/3) present.
- 3.9 When fully paid up members vote in a meeting of the General Body, a majority vote, of whatever stipulated proportion, shall be determined by counting the votes cast.

Article II. Membership

4 Eligibility, Membership Benefits and Membership Fees

- 4.1 Any person who seeks membership of BMUK or is a member of BMUK is bound by this Constitution for the purposes of their involvement in and contribution to BMUK.
- 4.2 Membership of the BMUK is open to any persons whose heritage is rooted in the Brahamkshatriya lineage or community, or who has some family connection, including through marriage, and who is willing to uphold the purposes and objectives of the BMUK.
- 4.3 Persons referred to in 4.1:
- a. who have paid their subscriptions in full, up to and including the current running year, shall be referred to as “fully paid up members”; and
 - b. person who have not paid their subscriptions in full, up to and including the current running year, shall be referred to as “non-paid up members”

Unless otherwise stated, reference in the Constitution to “member” refers to both categories in 4.2(a) and 4.2(b)

¹ For the purposes of this Constitution, pure vegetarian means without containing meat, fish or eggs or their by-products.

- 4.4 Dependents of members who are below the age of eighteen (18) at the start of the membership year shall be extended the same member status and benefit as their parents, with the exception of having no voting rights.

5 Membership Benefits

- 5.1 Whilst “membership” of BMUK refers generally to both fully paid up members and non-paid up members, The Committee may, from time to time and as it sees fit, grant benefits and privileges to fully paid up members, these include, but are not limited to
- i. Reduced prices or concessions for events
 - ii. Entry to events or participation therein
- 5.2 The Committee may, from time to time and as it sees fit, grant benefits and privileges to classes of members to help achieve BMUK objectives, these include, but are not limited to:
- i. Reduced prices or concessions for the elderly or youth
 - ii. Reduced prices or concessions for those with a disability

6 Voting Rights and Formal Decisions

- 6.1 During a meeting of the General Body, the Executive Committee shall decide and announce if a vote is for a Formal Decision, or whether it is an informal vote for members to participate in.
- 6.2 A Formal Decision is a decision on a matter made during a meeting of the General Body through a majority vote.
- 6.3 Each fully paid up member, including members of the Full Committee, shall be entitled to have one vote either at election time or when a vote is put to the General Body to make a Formal Decision. Anyone under eighteen (18) for the purposes of a Formal Decision shall not be entitled to vote.
- 6.4 The results of a Formal Decision are binding on BMUK members under collective responsibility, subject to compliance with the English Law, this Constitution or until another Formal Decision amends or overturns it.
- 6.5 Prior to a meeting of the General Body:
- 6.5.1 A member of the General Body may submit a request to the Executive Committee to place a matter to the General Body at a forthcoming meeting for a Formal Decision, such requests must:
- i. be made in writing, specifying what course of action or decision is preferred;
 - ii. be made at least four (4) weeks prior to the date of the meeting of the General Body; and
 - iii. be seconded by five (5) fully paid up members.

- 6.5.2 The Executive Committee decide to accede to or reject the request, giving their decision in writing within five (5) days of receipt of request.
- 6.5.3 If a refusal is given in 6.5.2, the member can, at a meeting of the General Body, request a Formal Decision to overturn the refusal. Upon such a request a vote will put to the General Body:
- i. If a two-thirds (2/3) majority of the General Body overturns the refusal, the original matter will be put to the General Body for a Formal Decision.
 - ii. If the refusal is not overturned, then the request fails.
- 6.6 Unless otherwise explicitly permitted elsewhere in this Constitution, voting in absentia or by proxies is not allowed.

7 Subscriptions

7.1 Membership Period

- 7.1.1 Annual membership period shall be from January 1 to December 31 of the same year; January 1 being the 'due date'.
- 7.1.2 Each person above eighteen (18) years of age at the start of the membership period, the due date, will pay annual subscriptions in the amount set forth by the Full Committee.
- 7.1.3 General membership benefits will be extended to a member's dependents who are below the age of eighteen (18) at the start of the membership year.

7.2 Changes in Membership Subscriptions

- 7.2.1 Prior to the Annual meeting of the General Body, The Full Committee, with a two-thirds (2/3) vote, can change the membership subscriptions. Such changes shall become and remain effective for subsequent years until altered.

7.3 Application for Membership

- 7.3.1 All applications for membership shall be made on an official BMUK form and submitted to the Executive Committee along with appropriate subscriptions.
- 7.3.2 The Executive Committee may reject any application by a two-thirds (2/3) vote if the applicant does not meet the eligibility requirements detailed in Paragraph 4.1. If an application is rejected, the Secretary, on behalf of the Executive Committee will set out the reasons in writing.

7.4 Refunds

- 7.4.1 Membership subscriptions, once paid, shall not be refundable.

7.5 Transfer of Membership

- 7.5.1 Membership in the BMUK shall not be transferable or assignable to any other person.

7.6 Lapse of Membership

- 7.6.1 Membership will lapse if it is not renewed annually on the due date or at the AGM prior to the due date.
- 7.6.2 Upon non-payment of membership subscriptions, the Executive Committee may take appropriate steps to encourage members to renew or pay outstanding subscriptions
- 7.6.3 Where a member does not pay their subscription upon written request of the Executive Committee, the Executive Committee has the discretion to impose sanctions, including, but not limited to:
 - i. restricting member benefits
 - ii. loss of membership for such period the Executive Committee deems appropriate.

7.7 Obligations of Members

- 7.7.1 When engaging in BMUK related work or events, all members shall abide by the rules and procedures stated in this Constitution and shall act in accordance with Article 1
- 7.7.2 All members will be required to pay the correct subscription at the appropriate time.
- 7.7.3 No member shall engage the funds, property or income of the BMUK for any purpose other than towards the purpose and objectives as covered by Article I.
- 7.7.4 All members shall respect the privacy and data protection of other members and the information shared in the Directory and other shared documents.

Article III. Management of BMUK

8 Functions, Powers and Responsibilities of the Managing Body

- 8.1 The management of BMUK shall consist of
 - a. Trustees
 - b. Executive Committee

8.2 Trustees

- 8.2.1 To be eligible to be a Trustee of the BMUK, a person must be born of the Brahmakshatriya lineage, over eighteen (18), of sound character and have been a fully paid up member for five (5) years consecutively up to the date of application and thereafter.
- 8.2.2 If eligibility is contended, the matter shall be decided by the current Executive Committee and Trustees on a majority vote.
- 8.2.3 There shall be between three (3) and five (5) Trustees serving at any one time.
- 8.2.4 Trustees shall be appointed by majority vote of the General Body, and shall serve for a term no longer than 5 years.
- 8.2.5 Any Trustee who breaches the Constitution or acts in any way contrary to the purposes or objectives of the Constitution shall be asked to resign by the Executive Committee. If resignation in such a circumstance is not tendered, the Executive Committee can recommend the Trustee's dismissal to the General Body, who shall decide by a Formal Decision with a two-thirds (2/3) majority vote.
- 8.2.6 Three (3) years from the date incorporation of the Constitution, two Trustees must resign and two (2) new Trustees appointed. If the required resignations are not forthcoming, the Trustees and the Executive Committee can decide who will resign by majority vote. Henceforth, Trustees shall serve on a rolling basis up to the five (5) year limit.
- 8.2.7 Upon reaching the five (5) year limit, the tenure for that Trustee can be extended by the Executive Committee and Trustees on a unanimous vote.
- 8.2.8 In the event of a Trustee position becoming vacant:
- i. the vacancy shall be advertised to the General Body;
 - ii. all candidates will be vetted by the remaining Trustees and the Executive Committee for eligibility.
 - iii. All eligible candidates for Trusteeship must stand for election at a meeting of the General Body, in quorum, the winner requiring a simple majority.

8.3 Duties and Responsibilities of Trustees

- 8.3.1 No person may serve as a Trustee unless they sign a declaration² that they shall abide by this Constitution and work to further the purposes and objectives of BMUK in the manner and spirit set out in the Constitution.
- 8.3.2 The Trustees shall:
- i. Make efforts to ensure that this Constitution is followed and adhered to by the members of BMUK and the Executive Committee.
 - ii. Ensure that there shall be at least one Trustee at the meetings of the Executive Committee or General Body
 - iii. Advise and support the Executive Committee in carrying out their Constitutional responsibilities to achieve BMUK purposes or objectives

² See Appendix A for Declaration for Executive and Trustees Committee Members

- 8.3.3 If a Trustee believes that the Executive Committee when carrying out its duties, following procedures or making decisions, is not acting in accordance with this Constitution, they may direct the Chairperson to call special Full Committee meeting to address the issue.
- 8.3.4 No member of the Trustee Committee shall receive any salary or compensation for serving on the Trustee Committee.
- 8.3.5 A Trustee must resign from the trusteeship if he or she becomes a member of the Executive Committee.

8.4 Violations of the Constitution

- 8.4.1 A Trustee may raise any matter which he or she deems has violated this Constitution; upon this event, the following applies:
- i. The Trustee must set out in writing what the violation is, with supporting evidence and/ or explanations and submit the Proposal to the Chairperson of the Executive Committee.
 - ii. Upon receipt of such a Proposal, the Chair Person shall call a Full committee meeting.
 - iii. At the meeting, a decision will be made if the Proposal stands or fails, upon a two thirds (2/3) vote.
 - iv. Should the proposal pass, and a violation be deemed to have occurred, action will be taken to make good any result or effect of the violation, and all actions, deliberations or decisions emanating from or concerning such a violation shall be inadmissible and/ or void.

8.5 Executive Committee

- 8.5.1 To be eligible to be a member of the Executive Committee, the member must be over eighteen (18), of sound character and have been a paid up member for five (5) years consecutively up to the date of application and thereafter.
- 8.5.2 If eligibility is contended, the issue is to be decided by the current Executive Committee and Trustees on a majority vote.
- 8.5.3 The Executive Committee shall consist of no more than nine (9) Officers and no less than five (5) Officers.

8.6 Duties and Responsibilities of the Executive Committee

- 8.6.1 No person may serve as an Executive Committee member unless they sign a declaration³ that they shall abide by this Constitution and work to further the purposes and objectives of BMUK in the manner and spirit set out in the Constitution.
- 8.6.2 The Executive Committee shall:
- i. Manage all affairs of the BMUK, including the day to day operations.
 - ii. Make efforts to ensure that this Constitution is followed and adhered to by the Executive Committee and Members of BMUK, including making all efforts necessary to achieve the purposes and objectives set out in Article 1.

³ See Appendix A for Declaration for Executive and Trustees Committee Members

- iii. Appoint various special purpose committees or working groups to perform the tasks necessary for achieving and furthering BMUK purposes and objectives.
 - iv. Organise at least one Meeting of the General Body per annum, whether Election year or not.
- 8.6.3 The positions within the Executive Committee shall consist of, but not be limited to, the following Officer positions:
- 1. Chairperson
 - 2. Secretary
- These Officers shall be agreed by consensus or majority vote by the Executive Committee.
- 8.6.4 The position of Treasurer, whilst sitting in the Executive Committee may be taken by either an Executive Committee Member or a Trustee, however for the purposes of decision making or voting, the Treasurer will act within the rights conferred upon him or her as per the original Committee they sit upon.
- The Treasurer shall be agreed by consensus or majority vote by the Executive Committee.
- 8.6.5 No member of the Executive Committee shall receive any salary or compensation in for serving on the Executive Committee.

8.7 Term of Office for the Executive Committee Officers

- 8.7.1 An Election will be held every other year through a meeting of the General Body to determine the membership of the Executive Committee.
- 8.7.2 The term of the Executive Committee Officers will be for two (2) years, unless extended as per below.
- 8.7.3 When Elections are held:
- i. Four (4) of the Executive Committee members shall continue their term for a further year and all remaining Executive Committee members shall resign. The decision regarding who continues should be by consensus or by majority vote.
 - ii. Elections shall take place for the remaining places and nothing shall preclude resigning or retired Executive Committee members standing for re-election.
 - iii. Should there be vacant positions on the Executive Committee, either after elections or otherwise, the Executive Committee members may, by majority vote, invite any fully paid up member, or previous member of the Executive Committee, to join the Executive Committee.

8.8 Duties of Committee Members

- 8.8.1 The following duties are not exhaustive and the Executive Committee by a two-thirds (2/3) vote has the right to add duties or amend them for any Committee Member; such duties are binding on the Committee Member and must be indexed in Annexe B.
- 8.8.2 The Chairperson of the BMUK shall, at a minimum:
- a. lead the Executive Committee meetings and General Body meetings;

- b. be the official liaison between the Executive Committee and the General Body;
- c. be the official custodian of the BMUK constitution;
- d. cast a tie breaking vote at the meetings of the Executive Committee; and
- e. Two (2) weeks prior to handover to a newly constituted Executive Committee, gather all relevant documents and records relating to the BMUK, including from the Secretary and the Treasurer, and hand over the documents to the new Executive Committee.
- f. Carry out any day to day activities required for the proper functioning of BMUK
- g. Ensure there is always momentum to achieve the purpose and objectives set out in Article 1

8.8.3 The Secretary of the BMUK shall, at a minimum:

- a. perform the duties of the Chairperson in the absence of the Chairperson, unless the Executive Committee agrees otherwise.
- b. call and organise Committee Meetings and send appropriate notices to the members;
- c. attend and keep the minutes of all the Executive Committee meetings and the General Body meetings;
- d. Circulate Minutes at least two (2) weeks before any meeting held by the Executive Committee
- e. perform all the duties reasonably assigned to him or her by the Executive Committee; and
- f. Two (2) weeks prior to handover to a newly constituted Committee, assist the Chairperson to transfer the relevant documents and records relating to BMUK to the new Executive Committee.
- g. Carry out any day to day activities required for the proper functioning of BMUK
- h. Ensure there is always momentum to achieve the purpose and objectives set out in Article 1

8.8.4 The Treasurer of the BMUK shall, at a minimum

- a. maintain accounts and custody of all the funds, property and securities of BMUK;
- b. make appropriate payments or make funds available for payment for goods or services necessary for functioning of the BMUK community, including events, in line with agreed budgets;
- c. make reimbursements to members upon receipt of a valid receipt, or make payments for necessary goods and services ensuring a valid receipt will be obtained;
- d. make the accounts and accounting records available for inspection within a reasonable time, with consent from the Executive Committee, when requested by a paid up member in writing to the Committee Chairperson.
- e. prepare annual financial reports BMUK income and expenditure, and present them to the Executive Committee for approval and at the annual meeting of the General Body;
- f. make the annual financial report available to the Executive Committee two (2) weeks prior to the meeting of the General Body;

- g. make every effort to settle all the accounts related to an event within one month of the event;
- h. Two (2) weeks prior to handover to a newly constituted Committee, hand over all the relevant documents and records relating to BMUK to the Chairperson or newly appointed Treasurer;
- i. Carry out any day to day activities required for the proper functioning of BMUK;
- j. Ensure there is always momentum to achieve the purpose and objectives set out in Article 1

8.8.5 Executive Committee Officers shall, at a minimum:

- a. Attend the Executive Committee meetings and participate in the decision making process;
- b. Carry out any day to day activities required for the proper functioning of BMUK;
- c. Ensure there is always momentum to achieve the purpose and objectives set out in Article 1.

8.9 Resignation or Removal from the Executive Committee or Trustee Committee

8.9.1 Any member of the Executive Committee or Trustee Committee may resign after giving at least four (4) weeks written notice to the Chairperson.

8.9.2 Such a member may be removed by two-thirds (2/3) majority vote of the Executive Committee and Trustees under the following circumstances:

- i. Breaching the Constitution
- ii. Behaviour that undermines the Constitution or brings BMUK into disrepute
- iii. Neglecting his or her duties and responsibilities
- iv. Failing to attend three (3) consecutive Executive Committee meetings without sufficient explanation.

8.9.3 Where such a removal as per 8.9.2 is proposed, a Proposal must be delivered in writing to the Chairperson and Secretary setting out:

- i. the name and signature of member of the Executive Committee or Trustee proposing such action;
- ii. the name and signature of member of the Executive Committee or Trustee seconding such action; and
- iii. the reasons for the Proposal, including any evidence in support.

8.9.4 Upon receipt of a Proposal as per 8.9.3, the Chairperson shall call an Emergency Meeting of the Executive Committee and Trustees to determine the matter. In such a meeting:

- i. The proposers shall set out the reasons and evidence for removal, and the member concerned will have a right of reply.
- ii. Every member will be given a chance to discuss the matter and speak for or against the Proposal.
- iii. A vote will be taken whether to find for the Proposal or against it such a vote being binding.

- iv. A clear record will be kept of the proceedings.
- 8.9.5 Upon removal from the Executive Committee or Trustee Committee under this Article, the Officer will resign forthwith and deliver all documents and records in his or her possession to the Chairperson.
- 8.9.6 Upon removal from the Executive Committee or Trustee Committee under this Article, the removed Officer is precluded from holding a position on the Executive Committee or as Trustee Committee for a period of 3 years from the date of removal.

8.10 Management Breakdowns

- 8.10.1 Upon a vote of no confidence in the ability of the Executive Committee to carry out its duties or responsibilities, made by 2/3 majority of the General Body, the full Executive Committee shall resign.
- 8.10.2 Upon the event in 8.10.1, the Trustees shall take over the role of the Executive Committee and carry out all the functions of the Executive Committee until a new Executive Committee is elected. In such an event, elections will be held in accordance with the normal election procedure outlined in Article IV.

Article IV. Election Procedure

9 Elections

- 9.1 The Executive Committee shall be responsible for holding and managing all elections for the BMUK, including:
 - i. Inviting eligible, paid up BMUK candidates for open positions on the Executive Committee;
 - ii. Setting deadlines for accepting candidates;
 - iii. Preparing appropriate ballots;
 - iv. Informing the General Body of the location, date and time of the Election;
 - v. Establishing and enforcing proper and fair Election and hustings procedures;
 - vi. Preparing a register of Eligible voters;
 - vii. Counting ballots and submitting the results to the General Body.

9.1.1 If there are insufficient candidates for the open positions, the Executive Committee may solicit eligible BMUK members for nomination and/ or invite or co-opt members into the Executive Committee.

9.2 Eligibility and Method of Voting

9.2.1 Only fully paid up members of BMUK, eighteen (18) or over on the date of the Election are eligible to vote on a one person, one vote basis.

9.2.2 Proxies shall not be allowed, nor votes from those not able to attend the Election.

9.2.3 The Election shall be by secret ballot by the eligible voters.

9.2.4 Where the number of vacant positions is equal to or greater than the total number of eligible candidates, the Executive Committee may waive the need for an Election and ask the General Body to endorse, by majority vote for each candidate, inclusion into the Executive Committee.

9.3 Final Authority

9.3.1 Any question of procedure or any matter raised pertaining to the Election, shall be decided by a majority of the Full Committee and shall be binding.

Article V Meetings

10 Meetings of different Bodies

Trustees:

10.1 Meetings of the Trustee Committee shall be conducted as frequently as needed to carry out the duties assigned to the Trustees and further the purposes and objectives as set out in this Constitution.

10.2 Written minutes of every meeting shall be maintained and shared with the Executive Committee Secretary.

Executive Committee:

10.3 When an Executive Committee Meeting is held, there must be at least one (1) Trustee present to achieve quorum

10.4 Regular meetings of the Executive Committee shall be conducted as frequently as needed to carry out the duties assigned to the Officers and further the purposes and objectives as set out in this Constitution. Written minutes of every meeting shall be maintained.

10.5 A meeting of the Executive Committee shall be held at least once every two months at a time and date to be decided by the members of the Executive Committee, with at least two (2) weeks' notice of the said meeting.

10.6 A meeting of the Executive Committee shall be quorate when there is a simple majority of Executive Committee members in attendance, subject to a minimum of 5 (five) attendees.

10.7 Where the Chairperson or Secretary or both are absent, Officers present will elect a stand-in who will carry out the absentees duties for the purposes of that meeting

- 10.8 Every matter shall be determined by a majority of the members present, in the event of a tie, the Chairperson will have a casting vote.
- 10.9 Any resolution or decision by the Executive Committee may be rescinded or varied from time to time by the Executive Committee by 2/3 (two thirds) majority vote.
- 10.10 The Executive Committee shall provide and keep minutes of every meeting, containing a note of those present and absent and a summary of matters discussed and decisions made.
- 10.11 The approved Minutes Executive Committee or Trustee Committee shall be available for inspection to any fully paid up member upon written request to the Secretary, the latter acceding the request within reasonable time of receipt.
- 10.12 The Executive Committee shall keep and maintain proper accounts of all monies received and paid respectively by or on behalf of the Executive Committee in the conduct of BMUK affairs in accordance with this Constitution.

General Body:

- 10.13 Every year there shall be at least one (1) General Body meeting, facilitating the following:
- i. annual reports presented from Chairperson or Secretary
 - ii. the previous year's accounts presented by the Treasurer.
 - iii. if scheduled, an election of Executive Committee members.
 - iv. proposals, resolutions or discussion points raised by members discussed and, if appropriate, decided upon.
- 10.14 A General Body meeting may be requested in writing to the Executive Committee by one-fourth (1/4) of the BMUK members.
- 10.15 For all General Body meetings a minimum of four (4) weeks written notice shall be given to the entire membership.
- 10.16 The quorum for a General Body meeting shall consist of the number of fully paid up members in attendance.
- 10.17 Decisions on any proposal, including Formal Decisions, are decided by majority vote of the fully paid up members, with the Chairperson having a casting vote. Any decisions taken at the General Body shall be binding under collective responsibility and made public to the entire membership.

Article VI Finance

11 Distribution of Funds

- 11.1 All funds shall be collected and managed by the Executive Committee or those expressly delegated.
- 11.2 The authorised Officers may make reasonable payments for goods and services that further the purposes and objectives set out in Article I or are necessary for the proper functioning of BMUK.

12 Bank Accounts

- 12.1 The Treasurer and Officers shall maintain BMUK accounts and deposit funds in banks registered in the UK and regulated by the appropriate Regulator. The bank accounts shall be under the control of the current Executive Committee and shall be operated by the Treasurer and at least one other appointed member of the Executive Committee or Trustee Committee.
- 12.2 All cheque-books, bank cards, account access information, including online access, and account details shall be managed securely and safely by the Treasurer and at least one other appointed member of the Executive Committee or Trustee Committee.

13 Approval of Expenditures by Members of the Full Committee

- 13.1 The Full Committee shall not spend more than one quarter (1/4) of the remaining cash balances in the BMUK account on a single transaction without obtaining prior approval by a simple majority of the fully paid up members of the General Body.
- 13.2 The Treasurer shall keep accurate records of all incoming and outgoing finances, including receipts and invoices for the procurement of goods and services.
- 13.3 The Treasurer shall make re-imburements for all legitimate expenses for which invoices or receipts are provided. A legitimate expense is one made in accordance with the Constitution and to further the purpose and objectives, including those necessary for the day to day management of BMUK.
- 13.4 Expenditures by the Executive Committee Officers or Trustees must be in accordance with the spending guidelines and limits as agreed by the Executive Committee.
- 13.5 The Executive Committee or Trustees shall not borrow any monies on behalf of or in the name of the BMUK prior to an approval by a two-thirds (2/3) majority of the fully paid up members in a meeting of the General Body.

14 Assets and Liabilities

- 14.1 Assets and liabilities of the BMUK shall be administered by the Executive Committee. No Executive Committee Officer shall be held personally responsible for any liability of the BMUK, unless he or she negligently or recklessly acts outside of their role or responsibility.
- 14.2 All BMUK assets and monies shall remain the property of BMUK. The safekeeping of assets and equipment belonging to BMUK may be entrusted to the Executive Committee or duly nominated person.

Article VII Amendments to the Constitution

15 Amendments to the Constitution

15.1 A Proposal for an amendment to the Constitution may be made in the following ways:

- i. A Proposal is presented to the Trustees in writing by one fifth (1/5) of the General Body; or
- ii. A Proposal is presented through a Formal Decision of the General Body; or
- iii. A Proposal is agreed by unanimous decision of the Full Committee.

15.2 Upon there being a Proposal to amend the Constitution, under 15.1, a temporary 'Constitution Committee' will be formed, consisting of no less than nine (9) fully paid up members, including two (2) Trustees and an Officer of the Executive Committee.

15.3 The Constitution Committee shall review the Proposal and deliver a Report to the Executive Committee; such a Report must consider and assess the following:

- i. the purposes and objectives BMUK
- ii. effects and consequences on BMUK as a Community
- iii. impact on the rest of the Constitution
- iv. merits
- v. risk
- vi. legality

15.4 The Constitution Committee in their Report shall summarise their analysis and make its Recommendations, which may include rejecting the Proposal, Accepting the Proposal or amending the Proposal

15.5 If an amendment is recommended, any alternative wording must be clearly drafted.

15.6 The Report and Recommendations shall be made available and discussed with fully paid up members at the next Meeting of the General Body. The fully paid up members present will form the quorum and a two-thirds (2/3) majority of the votes cast will be required if any amendments are to be made to the Constitution.

Article VIII Dissolution

16 Dissolution through the fully paid up members

16.1 Proposal for dissolution of BMUK can be made if one-third (1/3) of the fully paid up members propose in writing they wish for the dissolution of BMUK, such a Proposal shall be delivered to the Trustees.

16.2 Upon receipt of the Proposal, the Trustees shall place the matter for a vote at the next meeting of the General Body.

16.3 If the Proposal is approved by a three-fourths (3/4) vote of the fully paid up members present at the General Body meeting, the BMUK shall stand dissolved.

16.4 Upon dissolution of BMUK, the Full Committee shall liquidate all the assets of BMUK, settle all debts, make provisions for all liabilities of BMUK and thereafter distribute any

surplus funds equally amongst the fully paid up members of the BMUK or by unanimous vote, donate the funds to a registered charity in the UK or abroad.

17 Dissolution through the Trustees

17.1 If no fully paid up members of BMUK are willing to stand for the Executive Committee positions either through election or by invitation, the Trustees shall send a Notice to all fully paid up members. Such Notice must:

- i. invite eligible fully paid up members to form an Executive Committee; or
- ii. state the intentions of the Trustees to dissolve BMUK

17.2 If within four (4) weeks of the Notice no eligible or sufficiently eligible members come forward, then the Trustees may dissolve BMUK by unanimous vote.

17.3 Upon dissolution of the BMUK under this section, the Trustees shall liquidate all the assets of the BMUK, payoff or make provision for all liabilities of the BMUK and distribute any surplus funds equally amongst the fully paid up members of the BMUK or by unanimous vote, donate the funds to a registered charity in the UK or abroad.

END

Appendix A Declaration for Executive and Trustees Committee Members

To be signed by any fully paid up member of BMUK prior to taking up his or her position as a member of the Executive Committee, the Trustee Committee or any other Committee or body formed for the purposes of carrying out the purposes or objectives of the BMUK, as per this Constitution

Declaration:

I, _____, am a fully paid up member of BMUK, and I declare that upon joining the Executive Committee, Trustee Committee, or other appointed committee or body, I shall:

- Uphold the Articles of the Constitution to the best of my ability, following any rules or guidelines and working within the spirit of the Constitution.
- Pursue the Purpose and Objectives of BMUK with honesty and integrity
- Fulfil my responsibilities on the Committee; work collaboratively with other members and at all times act with appropriate behaviour and within the Law.
- Resign from my position if I am no longer able to support the Constitution or BMUK generally, or if an appropriate vote determines my status in any Committee or body.
- Resign from my position if I am no longer a fully paid up member

Signed _____

Printed _____

Date _____

Witness _____

Printed _____

Position _____

Date _____

Appendix B: Duties of Committee Members

The Chairperson of the BMUK shall, at a minimum:

- a. lead the Executive Committee meetings and General Body meetings;
- b. be the official liaison between the Executive Committee and the General Body;
- c. be the official custodian of the BMUK constitution;
- d. cast a tie breaking vote at the meetings of the Executive Committee; and
- e. Two (2) weeks prior to handover to a newly constituted Executive Committee, gather all relevant documents and records relating to the BMUK, including from the Secretary and the Treasurer, and hand over the documents to the new Executive Committee.
- f. Carry out any day to day activities required for the proper functioning of BMUK
- g. Ensure there is always momentum to achieve the purpose and objectives set out in Article 1.

The Secretary of the BMUK shall, at a minimum:

- a. perform the duties of the Chairperson in the absence of the Chairperson, unless the Executive Committee agrees otherwise.
- b. call and organise Committee Meetings and send appropriate notices to the members;
- c. attend and keep the minutes of all the Executive Committee meetings and the General Body meetings;
- d. Circulate Minutes at least two (2) weeks before any meeting held by the Executive Committee
- e. perform all the duties reasonably assigned to him or her by the Executive Committee; and
- f. Two (2) weeks prior to handover to a newly constituted Committee, assist the Chairperson to transfer the relevant documents and records relating to BMUK to the new Executive Committee.
- g. Carry out any day to day activities required for the proper functioning of BMUK
- h. Ensure there is always momentum to achieve the purpose and objectives set out in Article 1

The Treasurer of the BMUK shall, at a minimum

- a. maintain accounts and custody of all the funds, property and securities of BMUK;
- b. make appropriate payments or make funds available for payment for goods or services necessary for functioning of the BMUK community, including events, in line with agreed budgets;
- c. make reimbursements to members upon receipt of a valid receipt, or make payments for necessary goods and services ensuring a valid receipt will be obtained;
- d. make the accounts and accounting records available for inspection within a reasonable time, with consent from the Executive Committee, when requested by a paid up member in writing to the Committee Chairperson.

- e. prepare annual financial reports BMUK income and expenditure, and present them to the Executive Committee for approval and at the annual meeting of the General Body;
- f. make the annual financial report available to the Executive Committee two (2) weeks prior to the meeting of the General Body;
- g. make every effort to settle all the accounts related to an event within one month of the event;
- h. Two (2) weeks prior to handover to a newly constituted Committee, hand over all the relevant documents and records relating to BMUK to the Chairperson or newly appointed Treasurer;
- i. Carry out any day to day activities required for the proper functioning of BMUK;
- j. Ensure there is always momentum to achieve the purpose and objectives set out in Article 1

Executive Committee Officers shall, at a minimum:

- d. Attend the Executive Committee meetings and participate in the decision making process;
- e. Carry out any day to day activities required for the proper functioning of BMUK;
- f. Ensure there is always momentum to achieve the purpose and objectives set out in Article 1.

END