

## **CAMRA DURHAM - BRANCH CONSTITUTION**

### **1. Name**

1. The name of this branch of the Campaign for Real Ale shall be "CAMRA Durham", hereinafter called "the Branch".

### **2. Object**

1. The object shall be to support the aims and objectives of the Campaign for Real Ale Limited, hereinafter called 'CAMRA'.

### **3. Geographical area**

1. The geographical area of the Branch shall be denoted by the pink and purple lines shown on the map at Appendix A.

### **4. Regulations**

1. The Branch shall observe the Regulations for Branches laid down from time to time by the CAMRA National Executive. Decisions of a general meeting of CAMRA or its Directors shall be binding on the Branch.

### **5. Membership**

1. Any member of CAMRA living within the geographical area of the Branch is entitled to be a member of the Branch.
2. Any other member of CAMRA may apply to become a member subject to the approval of the Branch Committee who may refuse membership without assigning any reason.
3. If any member of the Branch shall cease to be a member of CAMRA their membership of the Branch shall automatically terminate.

### **6. Branch Committee**

1. The Branch Committee shall undertake the general conduct of the affairs of the Branch.
2. The decisions of the Branch Committee will be binding on the Branch, unless they are opposed at an Annual General Meeting or Extraordinary General Meeting.
3. Composition
  1. The Branch Committee shall consist, at minimum, of:
    1. Chair
    2. Secretary
    3. Treasurer
    4. Membership Secretary
    5. Pub Campaigns Coordinator
  2. In addition to those positions in 6.3.1, the Branch may also appoint
    1. Minutes Secretary
    2. Public Affairs Officer
    3. Pub Protection Officer
    4. Club Campaigns Coordinator
    5. Social Secretary
    6. Publications Co-Ordinator
    7. Website Officer
    8. Beer Festival Director
    9. Young Members' Officer
    10. Apple Representative
    11. Women's Officer
    12. Campaigns Officer
    13. Technical and Equipment Officer
    14. LocALE Co-Ordinator
    15. NBSS Coordinator
    16. Pub Database Coordinator
4. A Branch Member may only hold one of the positions listed in 6.3.1 at any one time. A Branch Member may hold any number of positions listed in 6.3.2 and in addition to any positions held listed in 6.3.1
5. A Committee Member who holds more than one role shall only be entitled to one vote and shall only constitute one Committee Member for the purposes of Quorum.

6. Election and Term of Office
  1. The Committee members shall be elected at the Branch Annual General Meeting.
  2. Committee members shall hold office from the time the AGM at which they are elected at is closed until the closure of the following AGM.
  3. Committee members may stand for re-election to any position without limit to the number of terms of office.
  4. Nominations for posts on the Branch Committee shall be submitted in writing to the Chair of the Annual General Meeting, 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.
  5. Nominations must be received before the item of business on the agenda during which the positions will be elected.
  6. Any member of CAMRA who is a member of the Branch may serve on the Committee provided that they are not already on the committee of any other Branch of CAMRA.
  7. Elections shall be run using the 'First Past the Post' method.
  8. Vacancies
    1. The Branch Committee shall be empowered to fill by co-option from the Branch membership any casual vacancy that arises during the year.
    2. In the event of the resignation of an entire Branch Committee, the CAMRA National Executive will appoint such interim officers as may be necessary to manage the affairs of the Branch until an Extraordinary General Meeting of the Branch can be properly convened.
7. Branch Committee Meetings
  1. The Branch Committee shall meet formally not less than twice in every calendar year, and ideally at a greater frequency.
  2. Quorum for such a Committee meeting shall be 4 members of the Branch Committee.
  3. Electronic conduct of business (email, video-conferencing, etc.)
    1. The Committee may conduct the business of the Committee electronically, providing all of the membership of the Committee is happy to do so.
    2. Decisions can be taken in this way, providing the discussion is quorate, as specified in Article 6.6.2
7. **Sub-committees**
  1. The Branch Committee may establish such sub-committees as it deems necessary at any time.
  2. The constituency and Terms of Reference shall be as defined by the Branch Committee when convening such sub-committee.
8. **Open Meetings**
  1. The Branch shall hold open meetings at least once in every two calendar months.
  2. Any member of CAMRA shall be free to attend such meetings and vote on any resolutions put forward at the meeting whether they are members of the Branch or not.
  3. All resolutions passed or approved at such meetings shall be considered by Branch Committee prior to action being taken.
  4. No resolutions passed or approved at such a meeting shall be in any way binding on the Branch, Branch Committee or Branch officials.
9. **Annual General Meetings**
  1. An Annual General Meeting shall be held once in every year.
  2. Not more than fifteen months shall elapse between one Annual General Meeting and the next.
  3. Only members of the Branch and the CAMRA National Executive or their duly appointed representatives shall be entitled to vote at the Branch Annual General Meeting. Non-members may attend and speak with the permission of the meeting, but may not vote.
  4. The business to be conducted at the Annual General Meeting shall include:
    1. The approval of the Accounts of the Branch.
    2. The election of the Committee and Appointment of Auditors.

5. At least 28 days' notice of the Annual General Meeting shall be given to all members of the Branch and to the CAMRA National Executive either by post or by a CAMRA publication (including electronic publications and official social media outlets) which in the ordinary course of events will give sufficient notice.
6. Quorum for the Branch Annual General Meeting shall be seven members present, unless otherwise previously approved by the Regional Director or the CAMRA National Executive.

#### **10. Extraordinary General Meetings**

1. An Extraordinary General Meeting of the Branch may be called only:
  1. on the decision of the Branch Committee,
  2. on written request signed by 5 members of the Branch or by one tenth of the Branch membership (whichever is the greater),
  3. or by the CAMRA National Executive.
2. At least 21 clear days' notice of such an Extraordinary General Meeting shall be given to all members of the Branch and the CAMRA National Executive by post or by a CAMRA publication (including electronic publications and official social media outlets) which in the ordinary course of events will give sufficient notice.
3. Only persons entitled to vote at a Branch Annual General Meeting shall be entitled to vote at an Extraordinary General Meeting.
4. Quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting.

#### **11. Finances**

1. The financial year of the Branch shall commence on the first day of January in each year.
2. The assets of the Branch shall be under the control of the Branch Committee
3. No payments shall be made out of the Branch monies except by authority of the Branch Treasurer or other account signatory in the absence of the Branch Treasurer.
4. The Branch Committee shall ensure that the Treasurer keeps proper books of Account and that all monies received, less a suitable amount retained as petty cash, 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.
5. Branch funds shall not be deposited or held in Bank or other Accounts (whether interest bearing or not) located outside of the United Kingdom, e.g. not to be in IOM or Channel Island Bank Accounts.
6. Branch Funds, if deposited in interest paying accounts, will be made only in institutions where UK tax is deducted at source
7. Signing of cheques shall be carried out as follows:
  1. All cheques up to the value of £200 shall be signed either by the Treasurer alone or, where the Treasurer is unavailable, by any 2 members of the Committee appointed by the Committee for that purpose.
  2. All cheques valued at £200 or greater shall be signed by the Treasurer and one of the other members of the Committee appointed by the Committee for that purpose.
8. All books relating to the finances of the Branch shall be produced to the CAMRA National Executive or their duly authorised representative on demand, on seven days clear notice to the Branch.

#### **12. Audit**

1. The Accounts of the Branch in each year shall be audited either by a professional auditor or by two members of CAMRA, neither of whom shall be a member of any Branch Committee nor a Director of CAMRA.
2. The Accounts drawn up shall include combined Profit and Loss accounts and Balance Sheets indicating all monies held by the Branch or on behalf of the Branch relating to all activities including Beer Festivals and publications run by the Branch.
3. Two copies of the audited Accounts shall be lodged with CAMRA at its Registered Office and with the North East Regional Director within one month of the date of the Annual General Meeting.

**13. Bye-Laws**

1. 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**

1. The Branch may be wound up at any time by the CAMRA National Executive or by an Extraordinary General Meeting called for that purpose, the business having been notified in the notice convening the same, and upon a resolution to that effect being passed by a majority of at least two thirds of those present and entitled to vote.
2. 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.
3. If the Branch membership falls below 25 the Branch may be wound up.

**15. Amendments to the Branch Constitution**

1. This Constitution may be altered only at an Annual General Meeting, or Extraordinary 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.
2. Before any such alteration shall become effective it shall be approved by the CAMRA National Executive or their duly authorised representative.

**16. Notice**

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

This constitution was accepted by the Annual General Meeting of the 12th April 2016 at The Ship Public House, Middlestone

Peter Lawson (Chairman)

John Collinson (Secretary)

Appendix A

