



# AMNESTY INTERNATIONAL UK

## Bromley & Orpington Group

### GROUP CONSTITUTION

#### 1. Name

- 1.1 The name of the organisation shall be the Bromley & Orpington Group of Amnesty International UK (18) (hereinafter called "The Group")

#### 2. Definitions

- 2.1 For the purpose of the Constitution;

"Group shall mean all those attending Ordinary General Meetings from time to time where business is transacted

"Member" shall mean all those from time to time in receipt of monthly newsletters

#### 3. Aims

- 3.1 The aims of the Group shall be to further and support the work of Amnesty International in accordance with the mandate, from time to time amended

#### 4. Membership

- 4.1 Membership of the Group shall be open to all persons

#### 5. Officers

- 5.1 The Officers of the Group shall be the Chair, Secretary and Treasurer; the Secretary or Treasurer may act in the capacity of Chair if required

- 5.2 The Officers of the Group shall be required to be members of Amnesty International UK, or of another recognised International Section of the Amnesty movement, and shall be required to attend Ordinary General Meetings from time to time, in accordance with Clause 7.2

#### 6. Subscriptions

- 6.1 The Group shall have authority to raise, levy and set an annual subscription rate to be a Member, on the recommendation of the Officers

- 6.2 The Group shall equally have authority to waive an annual subscription rate on the recommendation of the Officers
- 6.3 The setting or revision of a subscription rate in accordance with Clause 6.1 may only be effected at an Annual General Meeting

## **7. Meetings**

- 7.1 Ordinary (monthly) and Extraordinary General Meetings may be held at the discretion of the Group
- 7.2 For a meeting to be valid at least one of the Officers and four other members shall be present
- 7.3 Two members may submit to the Secretary (verbally or in writing) an item for consideration at an Extraordinary General Meeting, who shall, within seven days, give notice of the holding of such a Meeting to be convened within fourteen days of the notice being issued. This is in addition to the provisions contained in Clause 9.1 for the holding of an EGM
- 7.4 Voting at all meetings (including the Annual General Meeting) shall be by simple majority of Members present, other than voting for amendments to the Constitution under Clause 12.3. In the event of a tied vote, the Chair shall have a casting vote, save where a vote is held to elect the Chair under Clause 9.4
- 7.5 Minutes of each meeting shall be taken by a Member nominated from time to time by the Chair

## **8. Annual General Meeting (AGM)**

- 8.1 An Annual General Meeting (AGM) shall be called by the Officers and held no more than 60 working days following the end of the financial year. A notice shall be served on all Members with the date of the AGM which shall be issued no less than twenty-eight days prior to the Meeting date
- 8.2 The purpose of the AGM shall be to elect the Officers to serve for the twelve months following the Meeting, to accept the accounts and Treasurer's Report for the previous year, and to appoint an independent examiner
- 8.3 Any Member may submit an agenda item to the Secretary (verbally or in writing) for consideration at the AGM, which shall be received no later than seven days prior to the date of the Meeting

## **9. Election of Officers**

- 9.1 Election of Officers may only take place at an AGM, except where a vacancy occurs during the course of the year, in which case an Extraordinary General Meeting (EGM) may be called to appoint a replacement until the next AGM

- 9.2 Self-nominations, or nominations made by a third party with the nominees consent may be made for the post of Chair, Secretary and Treasurer from persons qualified to be Officers of the Group as defined in Clause 5.2, duly seconded by a Member
- 9.3 Nominations shall be given to the Secretary verbally or in writing no later than seven days prior to the date of the AGM
- 9.4 The Chair shall have a second or casting vote in the election of an Officer in the event of a tied ballot, except where the vote is in respect of the election of the Chair, in which case the Secretary shall have the casting vote
- 9.5 The result of any election shall be recorded in the minutes

## **10. Subgroups**

- 10.1 Subgroups may be formed and dissolved with the consent of the Group
- 10.2 Their remit shall be determined by the Group, to whom they are accountable

## **11. Media**

- 11.1 Officers and members of the Group shall be authorised to speak to the media (local or national). Views expressed should be consistent with the aims and objectives of Amnesty International and/or consistent with the views of the Group (except where 11.3 below applies).
- 11.2 On controversial issues (or where there is doubt) an Officer or member should consult with at least one (and preferably two) other Officers to secure consent.
- 11.3 This policy shall not in any way prevent or inhibit individuals from stating a personal view to the media, so long as it is made clear these do not necessarily represent the views of either Amnesty International or the Group

## **12. Funds**

- 12.1 The Treasurer, on behalf of the Group, shall be responsible for keeping proper books of account (income and expenditure) in accordance with best practice, and for maintaining the Group Bank or Building Society Account, or other such account held by the Group from time to time. The Treasurer shall also be required to present interim financial reports at Ordinary General Meetings at intervals approved by the Group
- 12.2 All moneys held by the Group shall be held in trust on behalf of Amnesty International United Kingdom Section (AIUK)
- 12.3 Donations to AIUK shall be made from time to time on the recommendation of the Treasurer and with the consent of the Group

- 12.4 Where any Member or Subgroup requires the release of funds from Group finances, these may be authorised by an Officer without reference to the Group up to the value of £70 for a single expense, and above this amount with the consent of the Group
- 12.5 The Group shall transfer all or part of the moneys held on behalf of AIUK if so directed by the Board of the UK Section, subject to any contractual liabilities the Group may need to dispense

## **12. Amendment to the Constitution**

- 12.1 Amendment to the Constitution may only be effected at an AGM or EGM
- 12.2 A proposal to amend the Constitution (which may include a proposal to dissolve the Group) must be submitted in writing by at least two members of the Group, and be received by the Secretary no later than seven days before the date of the Meeting
- 12.3 Amendments require a two thirds majority of members present and voting to pass

## **13. Dissolution**

- 13.1 The Group may be dissolved under Clause 12, or by vote in accordance with Clause 7.4 in the event of three successive meetings (including an Annual and Extraordinary General Meeting) where no quorum of five Members is formed
- 13.2 In the event of a dissolution the retiring Officers shall direct all Funds to be transferred to AIUK forthwith, subject to any contractual liabilities the Group may need to dispense

## **14. Adoption**

- 14.1 This Constitution was formally adopted at the Ordinary General Meeting held on 17 October 1996

## **15. Amendment(s)**

- 15.1 This Constitution was amended at the Extraordinary General Meeting held on 25 April 2002
- 15.2 This Constitution was amended at the Extraordinary General Meeting held on 9 October 2007
- 15.3 This Constitution was amended at the Annual General Meeting held on 10 March 2020