

# Constitution



Reading & Mid-Berkshire  
Campaign for Real Ale

Branch Constitution  
Adopted 27 August 2019

## THE CONSTITUTION OF THE READING AND MID BERKSHIRE BRANCH OF CAMRA LTD

### 1. INTERPRETATION

Words importing the one gender include all other genders and words importing the singular include the plural and vice-versa.

### 2. NAME

The name of the Branch shall be the "*Reading and mid Berkshire Branch*" hereinafter called "the Branch".

### 3. OBJECT

The objects shall be to support the aims and objectives of "*The Campaign for Real Ale Limited*", hereinafter called "CAMRA", within the geographical area of Reading and mid Berkshire as agreed by CAMRA via the Regional Director and adjoining branches.

### 4. REGULATIONS

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

### 5. MEMBERSHIP

Any member of CAMRA living within the geographical area of the Branch is allocated to that branch. 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. If any member of the Branch shall cease to be a member of CAMRA his membership of the Branch shall automatically terminate.

### 6. ANNUAL GENERAL MEETINGS

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

- (i) The approval of the audited Accounts of the Branch;
- (ii) The election of Officials (being the Branch Committee and such other posts as the meeting deems appropriate, all of whom shall be members of the branch); and
- (iii) Appointment of Auditors

At least 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 e-mail or by a CAMRA publication which in the ordinary course of events will give sufficient notice. A quorum for the Branch Annual General Meeting shall be seven members present (who are entitled to vote) unless otherwise previously approved by 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 5 members of the



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Branch or by one tenth of the Branch membership (whichever is the greater), or by the National Executive. At least 21 clear days notice of such a Special General Meeting shall be given to all members of the Branch and the Directors of CAMRA by post or by e-mail or by a CAMRA publication which in the ordinary course of events will give sufficient notice. Only persons entitled to vote at the 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 Pubs Officer, a Membership Secretary, a Beer Festival Organiser, a Campaigns Officer and not less than one other, 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. Officials 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.

The Branch Committee shall be empowered to fill by co-option from the Branch membership any casual vacancy which 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. BUSINESS MEETINGS

The Branch Committee shall meet not less than once in every two calendar months and the quorum for such a Business meeting shall be not fewer than four members of the Branch Committee. These meetings are open to any CAMRA member. Only the National Executive or their duly authorised representatives or members of the Branch shall be entitled to vote at a Business Meeting.

## 10. ELECTIONS

Nominations for Officials must be proposed and seconded by members of the Branch and accompanied by evidence of the willingness of the nominee to stand. Newly-elected Officials are effective in post from the close of the meeting at which they were elected.

## 11. CHANGES TO OFFICIALS

The Chairman shall notify CAMRA of any changes to Branch Officials.

## 12. FINANCES

The financial year of the Branch shall commence on the first day of December 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 mainland of the United Kingdom.

Branch funds, if deposited in interest paying accounts, will be made only in institutions where UK tax is deducted at source.



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All cheques and other orders relating to the Bank Account shall be signed by the Treasurer and one of two 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 authorised representative on demand, on seven clear days notice being given to the Branch.

## **13. AUDIT**

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 the Branch Committee nor a Director of CAMRA.

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.

A copy of the audited Accounts shall be lodged with CAMRA at its Registered Office and a further copy shall be lodged with the Regional Director in whose region the Branch is situated within one month of the date of the Annual General Meeting.

## **14. BYE-LAWS**

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

## **15. 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 stipulated 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. 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.

## **16. ALTERATION 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. Any such alteration shall only become effective once it has been approved by the Directors of CAMRA or their duly authorised representative.

## **17. NOTICE**

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

## **18. VOTING RIGHTS**

At both Business and General Meetings, the person chairing the meeting shall have a casting vote in addition to a deliberative vote. The right to vote as a member of CAMRA shall be for those whose membership is current both on the day on which minimum notice of the meeting has to be given and on the day of the meeting itself.

## **19. ORDER OF CHAIR**

The Branch Chairman shall chair Business and General Meetings. If the Chairman is not present within 15 minutes after the time appointed for holding a meeting, the members of the Branch Committee present may choose one of their number to be Chairman of that meeting.

