

THE BAPTC CONSTITUTION

1. NAME

- 1.1. The name of the association will be **Babergh Alliance of Parish & Town Councils** (subsequently referred to as 'BAPTC').

2. AIMS

The aims of **BAPTC** are to: -

- 2.1. Provide a forum for Parish & Town Councils in the district of Babergh to work together to highlight & resolve issues of mutual concern
- 2.2. Share relevant & useful information, particularly in relation to the policies & decisions of Babergh District Council
- 2.3. Offer advice & support to the Parish & Town Councils in BAPTC. Provide a mechanism to raise issues of concern to Babergh
- 2.4. Provide a channel for regular communication with Babergh to influence their policy & decision making
- 2.5. Raise public awareness of issues of concern
- 2.6. Engage and lobby relevant individuals and public bodies on the issues of concern to BAPTC

3. MEMBERSHIP

- 3.1. Full membership of BAPTC is open to any Parish/Town Council in the district of Babergh and Associate membership to any individual that is i) interested in helping BAPTC achieve its aims, ii) willing to abide by the terms of the Constitution & iii) willing to pay a minimal subscription to cover the running costs of BAPTC (e.g. room hire, postage, printer ink, paper)
- 3.2. Each Council has one vote at General Meetings; an associate member does not have a vote.

4. MANAGEMENT

- 4.1. BAPTC will be administered by a Chair, Vice-Chair, Secretary and Treasurer elected at BAPTC's Annual General Meeting (AGM).
- 4.2. A quorum of 5 members is required at general meetings and 8 for AGMs to enable a binding decision.
- 4.3. If there is a tied vote then the Chair will have a casting vote.
- 4.4. If the Chair considers that immediate action needs to be taken, then the Chair in conjunction with the Vice Chair, Secretary and Treasurer may take action provided that it is reported at the next BAPTC meeting.
- 4.5. A record of all transactions and meetings must be kept.
- 4.6. BAPTC should hold an AGM within 12 months of the date of the adoption of this Constitution and each year thereafter. All members must be given at least 21 days' notice.

5. FINANCE

- 5.1. Any money obtained by BAPTC shall be used only for the purposes of BAPTC in furtherance of its Aims.
- 5.2. Any bank accounts opened for BAPTC will be in the name of BAPTC.
- 5.3. The account will be operated by the Treasurer.
- 5.4. Any cheques issued shall be signed by the Treasurer and one other nominated member. There must be a total of four authorised signatories in case of absence of the Treasurer or signatories.
- 5.5. A current record of all income, funding & expenditure will be kept and published in compliance with the Transparency Code.

6. ALTERATIONS TO THE CONSTITUTION

- 6.1. Any changes to the Constitution must be agreed at an AGM.
- 6.2. Proposals to change this Constitution must be given in writing to the Secretary at least 14 days before a General Meeting. The revised constitution must be circulated to members.

7. DISSOLUTION

- 7.1. BAPTC may be wound up at any time if agreed at a quorate General Meeting by two-thirds of those members present & entitled to vote at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another body with similar aims or charity within 12 months of the date of cessation.

This Constitution was adopted at a general meeting of BAPTC on 2019.