

Constitution of the Springfield Berth Holders Association

1. Name and Purpose

1.1. The name of the Berth Holders' Association shall be the 'Springfield Berth Holders Association', hereinafter referred to as the Springfield BHA or BHA. Words not defined here should be given their everyday meaning.

1.2. The purposes for which the Springfield BHA is formed are:

- To represent, promote and support the needs and interests of berth holders at Springfield Marina
- To provide constructive communication channels between berth holders, Springfield Marina and other relevant organisations
- To act as a recognised forum for positive discussion, consultation and collective dialogue on matters affecting berth holders
- To support inclusivity and diversity within Springfield Marina's community of berth holders
- To support the wellbeing, safety and enjoyment of Members and the wider marina community
- To encourage responsible, respectful and enjoyable use of the marina and surrounding waterways
- To support responsible use of and improvements to marina facilities, services and amenities
- To circulate news and information within the community of berth holders
- To encourage participation in berth-holder community events both on and off the water
- To further the social wellbeing and cultural activity of Members
- Support sustainability and long-term environmental stewardship of the marina environment
- To further the ability of Members to enjoy the recreational, sporting and leisure activities that are implied by a berth-holding at Springfield Marina, including social and recreational activities on and off the water

2. Structure of the BHA

2.1. The Springfield BHA consists of:

- Members
- General Meetings
- Neighbourhood Representatives
- Two co-chairs and two co-secretaries (the Officers)
- The Committee, made up of Neighbourhood Representatives, two co-chairs and two co-secretaries
- Working Groups

2.2. General Meetings are the primary decision-making space of the BHA.

2.3. The Committee is elected by Members to coordinate the activities of the BHA and act as the recognised liaison body between the BHA and other organisations.

2.4 The elected Officers, two co-chairs and two co-secretaries, are part of the Committee and are the main contacts with Marina Management, Lea Valley Regional Park Authority, Springlea Cruising Club (SLCC) and other relevant bodies as required.

2.5. Neighbourhood Representatives support communication and participation across the marina and are part of the Committee.

2.6. Working Groups may be formed by Members to develop activities, proposals and projects connected with the aims of the BHA.

3. Officers

3.1. The Officers of Springfield BHA shall be members of the BHA and are:

- Two co-chairs
- Two co-secretaries

3.2 No Treasurers shall be appointed at present.

3.3. Officers of the BHA shall be elected at the Annual General Meeting (AGM) and shall hold office for one year, retiring at the next AGM in the following year. Any Officers of the BHA shall be eligible for re-election.

3.4. Co-chairs, with the support of the committee or other members, shall

- Represent the BHA in meetings with Marina Management, Lea Valley Regional Park Authority, SLCC and other relevant bodies as required
- Coordinate meeting agendas
- Support the facilitation of General Meetings and any meetings of the Committee meetings
- Chairs may serve for a maximum of four consecutive years

3.5. Co-secretaries with the support of the committee or other members,

shall:

- Represent the BHA in meetings with Marina Management, Lea Valley Regional Park Authority, SLCC and other relevant bodies
- Keep a GDPR compliant, password-protected register of BHA Members' names and email addresses
- Maintain BHA records and documents
- Keep full minutes of all meetings of the BHA which shall be confirmed and signed by a Chair, or the Committee at the next following meeting of the BHA
- Share meeting agendas, calls for agenda items, minutes, etc, via the website and other channels
- Administer such insurance policy or policies as may be needed fully to protect the interests of the BHA, its Officers and its Members

Springfield BHA does not currently intend to collect membership fees or hold funds, and therefore no Treasurer shall be appointed at present. A Treasurer may be appointed in future if required. Any funds held by the BHA shall only be used to support the aims and activities of the Association and shall not be distributed to Members.

4. Neighbourhood Representatives

4.1. Each neighbourhood area of the marina shall elect representatives at the AGM.

4.2 A total of 12 neighbourhood representatives: two representatives for every area of the marina (i.e. Riviera and Pontoons, Island, Wall, Marshside, Leyton Marsh)

4.3. Neighbourhood Representatives exist to:

- support communication across the marina
- encourage participation in the BHA
- bring views, concerns and proposals from their neighbourhood to General Meetings and the Committee
- help share information and updates with Members

- contribute to the work of the Committee

4.4. Representatives are expected to attend General Meetings where reasonably possible.

4.5. The number and boundaries of neighbourhood areas may be reviewed by Members at an AGM.

4.6. Neighbourhood representatives shall be appointed at the AGM and shall hold office for one year, retiring at the AGM in the following year. Neighbourhood representatives are voted in by their neighbourhood. All Officers of the BHA shall be eligible for re-election. Members can review the number/allocation of neighbourhood representatives at the AGM.

4.7. If any Officer was to not be able to complete their term, the Organising Committee will decide a mechanism to appoint an interim replacement until the next General Meeting.

5. Committee

5.1 The Committee shall consist of:

- Two co-chairs
- Two co-secretaries
- Neighbourhood representatives

5.2 The Committee is elected by Members to coordinate the activities of the BHA and act as the recognised liaison body. The committee shall:

- coordinate the activities of the BHA
- support and encourage participation of all BHA members in meetings, decisions and activities
- carry out decisions made by Members at General Meetings in line with the BHA's purposes

- The Committee shall manage the affairs of the BHA but does not replace the decision-making authority of Members through General Meetings

6. Membership

6.1. A Member is a berth holder of the Springfield Marina who has joined the BHA and shall have one vote. A Member can designate a proxy for voting purposes. Voting will take place in person.

6.2. There will not be fees required of Members joining the BHA. Membership fees may only be introduced or amended by a decision at an AGM.

6.3. Every Member shall provide co-secretaries with an up-to-date email address which shall be recorded in the register of Members of the BHA for correspondence.

6.4. Berth holders can apply for membership using the online application form on the Springfield BHA website managed by the co-secretaries. The application form includes full name, boat name and email address.

6.5. To retire from Springfield BHA membership, a Member should contact one of the co-secretaries to request their details be removed from the register of Members.

6.6. By becoming a Member, individuals agree to follow this Constitution and consent to the BHA holding relevant personal data for administrative purposes in accordance with GDPR.

7. Meetings of the Springfield BHA

7.1. Springfield BHA shall hold General Meetings at least four per year including an Annual General Meeting (AGM), and shall hold additional meetings where needed. The notice of the date of meetings will be uploaded on the website and emailed to Members and shared via other channels.

7.2. General Meetings are the primary decision-making space of the Springfield BHA. The affairs and direction of the BHA shall be determined by Members through General Meetings. All Members are encouraged to participate in discussions, proposals and decision-making.

7.3. General Meetings exist to:

- discuss matters affecting the marina and berth holder community
- make decisions relating to the activities and direction of the BHA
- review proposals brought by Members, Working Groups, Neighbourhood Representatives or the Committee
- Review the work of the Committee

7.4. An AGM shall be held each year on a date fixed by the Committee. Members shall receive at least 14 days' notice by email, website and other communication channels where practicable.

7.5. Members may submit agenda items or motions to a co-secretary at least 14 days before an AGM or General Meeting.

7.6. The Committee may call a Special General Meeting at any time. A Special General Meeting must also be called if requested in writing by at least 20% of Members.

7.7. Meetings shall be facilitated by one or both of the co-chairs or anyone else appointed to facilitate a General Meeting by the Committee.

7.8. Voting shall normally be by show of hands unless otherwise agreed by the meeting. Votes relating to the expulsion of a Member or elections to the Committee can be made by secret ballot.

7.9. In the case of equal votes, the proposal shall be considered not agreed and may return for further discussion.

7.10. Any proposal to create, remove or amend part of this Constitution must be approved at an AGM (or a meeting called for that purpose) by a two-thirds majority of Members present.

7.11. Minutes of AGMs, General Meetings and Special General Meetings shall be shared with Members in a timely and accessible way, including via the website, email or other channels where practicable.

7.12. Quorum: five people must be present at a meeting in order for the decisions made to become binding.

8. Working Groups

8.1. Working Groups may be formed and dissolved at General Meetings or by the Committee. All members are encouraged to join a Working Group.

8.2. Working Groups shall define their own activities and ways of working, consistent with the aims of the BHA and decisions made at General Meetings. The Committee may coordinate between groups but shall not unreasonably restrict their formation or activity.

8.3. Working Groups are responsible for communicating agenda items to the Committee ahead of meetings and may bring proposals directly to General Meetings for decision by Members.

8.4. Working Groups are responsible for bringing any idea or proposal that could have a significant impact on the BHA as a whole to a General Meeting for discussion.

8.5. Working groups are expected to take on board feedback from all members and shall be bound by decisions of General Meetings.

9. Dissolution of the Springfield BHA

9.1. Springfield BHA is not planning to take subscriptions. At the minute, if the membership votes to dissolve the BHA, there will be no assets, monies, debts or liabilities to resolve or redistribute. This would change if the BHA would decide differently in the future.

9.2. If the membership votes to dissolve the BHA, the Officers remains responsible for deleting any personal information held on the Membership Register, then archiving the BHA's working documents and minutes, and making these documents available and usable for future berth holders who may want to restart a BHA at Springfield Marina.