



[www.BritsAbroadShanghai.com](http://www.BritsAbroadShanghai.com)
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**Constitution**

Brits Abroad

Shanghai 上海

# OBJECTIVES

The Organisation is established to:

1. Provide a forum where members can participate in social activities, including some events of a traditionally British character, on a non-profit basis.
2. Help members get to know, and offer support to each other.
3. To raise money for charitable causes within China via functions and events.

# THE COMMITTEE

1. The Committee will be made up of the **Executive Board:** President, two (2) Vice Presidents, Secretary, Deputy Secretary, Membership Secretary, Deputy Membership Secretary, Treasurer, Deputy Treasurer, Newsletter/The Wire Editor, Public Relations Coordinator, and Website Co-coordinators. **Head Coordinators:** Charity Coordinator, Social Coordinator, Walks Coordinator, and Meeter and Greeter Coordinator.
2. The Executive Board and Sub-Committee positions will be voted in at the Annual General Meeting (AGM) in March.
3. Members of the Executive Board must be Full members and must hold British passports. At the discretion of the Executive Board, other non-British passport holders may be appointed to any position with the exception of the President and Vice-President(s) positions.
4. Members of the Sub-Committees and their supporting teams may be Full or Associate members.
5. If any Executive Board or Sub-Committee members resign during the course of the year, the vacancy will be advertised and elections held, except in the case of the President when the longest serving Vice President will replace him/her and the Vice-President position will be advertised. If either of the Vice-Presidents do not wish to take up the role of President, that position should then be advertised.
6. If any Executive Board or Sub-Committee member cannot fulfill their duties for a period in excess of four (4) Weeks, they should inform the Executive Committee, and temporarily hand over their responsibilities to a designated member. If the President or Vice President(s) are absent from their responsibilities for an extended period of time of twelve (12) consecutive weeks then their positions will be open for re-election.
7. In the event of any Committee member not fulfilling their duties in accordance with their role, or carrying out activities which brings the name of Brits Abroad into disrepute, that member can be voted off the Committee on a 2/3 majority by the Executive Committee and Sub-Committee.
8. Any member of the Committee must declare if they have a vested interest in, or a connection with, any company or other association which Brits Abroad does business with. In these circumstances that member will be asked to withdraw from any associated voting which may occur. All members on the Committee must remain impartial at all times.
9. The President may not serve on the Executive Board as President for more than three (3) consecutive years but may take on a different position on the Committee.
10. Ex-officio former Board members may attend committee meetings by invitation on an advisory, non-voting capacity, and for a handover period of a minimum of one (1) month and maximum of three (3) months to share knowledge with the new committee and to offer help if required.
11. Committee members may enlist the help of other members to assist them in the execution of their duties.
12. The new Committee member should have a handover of information of position, documents and duties from Outgoing Committee member.

# Executive Board Positions and Responsibilities

## President

* Represent and promote Brits Abroad in the community and to be a point of contact for our members and outside organisations.
* Develop positive and active relations with the British Consulate General and the British Chamber of Commerce.
* To ensure that all committee members, existing and new, fully understand the content of the constitution within one month of their appointment.
* Address members at our social gatherings and chair the monthly committee meetings.
* Communicate with companies and other organisations when looking for sponsorships or donations.
* Oversee and liaise with all committee members to ensure the smooth running of the organisation.
* Problem solves any issues within the organisation.
* Write monthly article for newsletter and updates President’s Message on the Website
* Prepare Annual Report for the AGM

## Vice-President(s)

* Assist the President in all Presidential roles where necessary.
* Deputise for the President in their absence.
* Liaise with coffee morning vendors, and ensure payment received for vendor tables.
* Support all Sub-Committee Coordinators.
* Oversee the organisation of the annual events.

## Secretary

* Take minutes at the monthly committee meetings, prepare and issue to all committee members.
* Keep diary of events and holiday calendar up to date, distribute monthly with the minutes.
* Distribute newsletter at the coffee morning venue
* Take coffee money from attendees at the coffee morning venue and submit to treasurer.
* To ensure that all committee members receive a copy of the Constitution when they are appointed.
* Prepare the Agenda for the committee meetings.
* Prepare Agenda and associated notices for the Annual General Meeting for distribution to the membership.

## Membership Secretary

* Keeps sufficient stock of membership packs and prepares them for each coffee morning.
* Signs up new members, enters them on the database, bulk email, sends out welcome email, and prepares membership card.
* Maintains membership database and bulk email – adding and deleting members where appropriate.
* Responds to email enquiries about membership.
* Arrange renewal subscriptions at end of year.

## Treasurer

* Receives and disburses funds.
* Settles bills with all accounts.
* Holds coffee money float.
* Keeps accurate accounting record and receipts.
* Settle bills from all coffee mornings after the event.
* Prepares monthly financial statement for committee meeting.
* Issues invoices to sponsors/advertisers and ensures payment received

## Newsletter/The Wire Editorial Team

* Collates information and prepares articles for newsletter.
* Prepares layout of newsletter in Microsoft Publisher or similar.
* Liaises with printers.
* Prepares layout within deadlines.
* Liaises with sponsors and advertisers jointly with Website Coordinator and PR Coordinator, make sure that Advertisers receive copies of the printed Newsletter in which their advert appears.
* Answers phone and email queries about the newsletter.

## Public Relations Coordinator

* Promote Brits Abroad via Shanghai publications and websites, schools and relocation companies to attract new members.
* Communicate with companies and other organisations when looking for sponsorships or donations plus Vendors.
* Make available membership packs.
* Design and arrange printing and distribution of our posters.
* Updating local free magazines ensuring all relevant details are up-to-date.

***Website & Email Communications Team***

* Upload monthly magazine to website
* Maintain information on website including information pertaining to Events, Book Club, Shanghai Gems, Walks, Discounts, Useful Links, With Thanks To and Community Outreach
* Send weekly bulletin email to subscribers
* Response to enquiries about email and website problems
* Upload revised Membership Application Forms to website

# Sub-Committee’s Positions and Responsibilities

## Charity Coordinator

* Head up Charity supporting team
* Liaise with the Charities who Brits Abroad sponsors.
* Initiate fundraising ideas.
* Write update articles for the newsletter.
* Ensure a member of support team attend charity events on behalf of Brits Abroad.

## Socials Coordinator

* Head up Socials supporting team
* Organise events for Brits Abroad to host.
* Plan and organise the annual events.
* Send details to Newsletter Editor.
* Take bookings both at coffee mornings and via the email – confirm with attendees.
* Arrange payment for event.

## Luncheon Coordinator Social Sub committee

* Seek out venues and organise monthly luncheons.
* Send details to Newsletter Editor.
* Take bookings both at coffee mornings and via the email – confirm with attendees.
* Arrange payment to the venue.

## RWB Ball Coordinator

* To head up the Ball Organizing Committee

## Walks Coordinator

* Head up Walks supporting team.
* To plan and decide the route for the monthly walks.
* Send details to Newsletter Editor.
* Take bookings via the email – confirm with attendees.
* Ensure one of the support team attends and host the walk.
* Submit any charitable contribution to Treasurer.

## Librarian

* Organise the library for coffee mornings.

## Book Club

* Welcome and advise newcomers to the club.
* Organise monthly meetings.
* Annually coordinate new book list.
* Advise Newsletter Editor of any information changes and new reviews.

## Meeters and Greeters

* Attend coffee mornings.
* Welcome newcomers and introduce them to Brits Abroad, and other members.

# MEMBERSHIP

1. Full membership (‘F’ members) is open to all British expatriates who live in or near Shanghai where at least one family member holds a British passport.
2. Associate membership (‘A’ members) is open to expatriates of any nationality, provided the number of ‘A’ members does not exceed 40%of the total membership base. In the event of this happening, a waiting list will be introduced, unless otherwise agreed by the Committee.
3. One membership, Full or Associate, includes the whole family where that applies.
4. Membership runs from January – December annually.

# ANNUAL SUBSCRIPTION

1. The annual membership subscription will be the amount determined by the Executive Board. The Executive Board reserves the right to review the amount of the contribution on an annual basis and adjust this without reference to the members.
2. Subscriptions will be payable in January or upon application for membership.
3. Half-year membership fees of 50% of the annual fee will be payable from July 1st - October 31st. Half year membership would be 150 rmb.
4. A full Membership fee after November 1st includes membership subscription for all of the following year.
5. Membership will be deemed to have lapsed if not renewed by the end of February .
6. The Executive Board reserves the right to refuse entry to events to any Shanghai residents who persistently attend Brits Aboard functions without paying membership fees or to members who persistently fail to reimburse Brits Abroad for costs incurred on their behalf.

# ANNUAL GENERAL MEETING

1. All positions on the Executive Board and the Head Coordinators are available for election in March annually. They should be advertised in the January and February Newsletters with brief descriptions of what each position entails. Any interested members should make their interest known to a member of the outgoing Committee. The new Committee is voted in at the Annual General Meeting.
2. Voting will be qualified by the 25% vote of the total full membership.
3. Full members may request to vote by proxy.
4. Families with Full membership are entitled to one vote at the AGM.
5. Associate members may not vote at the AGM.

# COMMITTEE MEETINGS AND FUNCTIONS

1. There will be a minimum of nine (9) Committee Meetings each year.
2. Executive Board members and the Head Coordinators must attend Committee meetings on a regular basis. If they are unable to attend, any information required from them should be made available. Apologies for absence must be given to the President or Secretary.
3. Executive Board members and Head Coordinators or their nominated substitute only, are eligible to vote at Committee meetings. In the event of tied votes, the President has the casting vote.
4. The Annual General Meeting (AGM) will take place at the March Coffee Morning each year. Prior notice will be given to members in the January and February Newsletters. The Executive Board reserves the right to make alternative arrangements providing sufficient notice is given to members.
5. At the AGM the President’s Annual Report will be presented, the new Committee will be voted in, and any other business may be raised.
6. Extraordinary General Meetings may be called as the Executive Board sees fit with at least one (1) week’s notice given to all Full members.

# INCOME AND EXPENDITURE

1. Money raised by any means under the Brits Abroad name is the property of Brits Abroad, and is to be disbursed only at the discretion of the Committee. Disbursement will include donations to the supported charities and expenditure on such items as printing and publicity costs, expenses involved in organising an event, and incidental and refreshment costs incurred by the Committee during the execution of official Committee duties.
2. No financial commitment will be made on behalf of the members without prior approval of the Committee.
3. All income must be handed to the Treasurer with accompanying details of how the money was raised, and the total handed over. A note of any expenses deducted should be supported with till receipts if possible. The income will be counted by the Treasurer in the presence of the remitter.
4. Any ad hoc expenses will be reimbursed by the Treasurer, and must be supported with till receipts if possible. If no receipt is available, the Treasurer may still reimburse the amount at his/her discretion. The Treasurer can give expense advances, for which a receipt should be signed by both the Treasurer and the receiving member, and must be reconciled as soon as possible.
5. The Bank Account remains the responsibility of the Treasurer at all times. In the absence of the Treasurer for a long period of time, the President or Vice-President should be given access to the Bank Account, unless otherwise agreed with the Executive Board Committee.
6. The Treasurer shall present a financial report at each Committee meeting quoting any major expenditure incurred in the previous reporting month.
7. All monies must be accounted for and passed to the Treasurer by February 15th for inclusion in the AGM Financial Report.

# THE CONSTITUTION

The Constitution should be reviewed by the new Executive Board Committee upon their election at the AGM in March. Any amendments made at that time must be made known to the members. A copy of the Constitution should be made available to any member on request.

The Constitution may also be amended after written notice by 25% vote of the full membership, or by 25% vote of the full members present at the AGM. All amendments’ suggestions from the membership must be presented to the Executive Board a minimum of one month before the AGM for inclusion in the Agenda.

# CLOSURE

In the event of the final dissolution of Brits Abroad, any assets (including cash) and effects will be disposed of as agreed by the Executive Board Committee.

Dated ………………………………………….

Adopted at the Committee Meeting dated ……………………………….