

# *Penrith and Eden Refugee Network*

## **CONSTITUTION**

### **September 2019 agreed at AGM**

#### **TITLE**

The organisation shall be called Penrith and Eden Refugee Network.  
The organisation is a not-for-profit unincorporated association.

#### **AIMS**

The aims of the organisation are:

- Awareness-raising, education and campaigning on global and UK refugee and asylum seeker matters.
- Welcoming refugees and asylum seekers by helping them to participate in and belong to the local community.
- Enabling Penrith and Eden to be an inclusive community and to welcome all minority groups and new comers.
- Fund raising for refugee and asylum related causes.

#### **MEMBERSHIP**

Membership of the organisation will be open to anyone who supports the aims of the organisation and is aged 18 years or over.

The organisation will keep an up-to-date membership list and control this information in compliance with General Data Protection Act requirements.

Dependant on the nature of certain projects and initiatives and the extent of their individual direct involvement, members may be required to hold a current Disclosure and Barring Scheme (DBS) certificate.

A person's membership may be cancelled if it is in the best interests of the organisation. The member has the right to be heard by two officers before the decision is made and can be accompanied by a friend.

#### **OFFICERS**

There shall be three voluntary officers appointed each year at the annual meeting, from and by the members of the organisation to serve as part of a steering group.

The officers are to be Chairperson, Secretary and Treasurer.

All officers are elected for a period of one year but may be re-elected to the same or another office the following year.

#### **STEERING GROUP**

The affairs of the organisation shall be conducted by a steering group comprising the officers of the organisation, together with those members willing to assist with management and implementation of current project(s).

While the officers comprise 3 people, the total number on the steering group will vary at any given time up to a maximum of 10 persons. Steering group

members will be appointed each year at the annual general meeting. During the year the Steering Group may co-opt additional members.

Members of the steering group may be refunded for reasonable out of pocket expenses. A member of the steering group may be paid for agreed work but the following must apply. They cannot be part of the decision and no more than one Officer and less than 25% of the Steering Group may be paid.

To achieve the organisation's aims, the steering group has the power to:

- raise funds, receive grants and donations
- use funds to carry out the work of the organisation
- co-operate and work in partnership with other charities, organisations and associations with similar purposes
- do anything which is lawful and necessary to achieve the aims.

Members and sub-committees of Penrith and Eden Refugee Network will seek approval in writing from the steering group before undertaking projects which go beyond the aims of the organisation.

## **MEETINGS**

**ANNUAL** - The Annual General Meeting of the organisation must be held each year so that a full report and statement of accounts can be presented by the steering group to members. The secretary shall circulate or give notice of the date and meeting agenda not less than fourteen days before the meeting. Every member has one vote. Notice by email is acceptable using the last known email address provided to the Officers

**STEERING GROUP** - These meetings shall be held at such times as there are project or business needs to be discussed or transacted.

At steering group meetings a quorum shall consist of 3 people, two of whom must be officers. Records of all meetings are to be maintained by the secretary, shared with the steering group and made available to a member on request.

## **GENERAL MEETINGS -**

If the officers consider it necessary to change the constitution, or wind up the organisation, they must call a General Meeting so that the membership can make decisions. Officers must also call a General Meeting if they receive a written request from the majority of members or at least 20 members, whichever is fewer. All members must be given 14 days notice and told the reason of the meeting. Decisions require a two thirds majority of those attending the meeting. Minutes must be kept.

## **FINANCES**

The organisation shall maintain a bank account to which the 3 officers of the organisation will be signatories. Cheques will be signed by any two of the three officers. A primary person will be nominated to operate on-line banking. The Treasurer will keep up-to-date accounts that may be seen by members on request.

Money and assets of the organisation shall only be used for the aims of the organisation, as listed above.

### **DISSOLUTION**

Should the organisation cease to be active in meeting its aims or the Members decide it is appropriate for another reason then, dissolution of the organisation can occur at a specially convened General Meeting or an Annual General Meeting by a two thirds majority vote.

Any money or property remaining after payment of debts must be given to an organisation with similar aims to this one.

### **ESTABLISHING Penrith and Eden Refugee Network**

This constitution was approved and adopted for Penrith and Eden Refugee Network by the steering groups members on 10<sup>th</sup> April 2018. (They were Julia Aglionby (Treasurer), Sara Braithwaite , Sue Castle-Clarke, Ruth Harvey , Tara Jones, Rebecca Neal , Ali Ross (Secretary) , Sarah Wilson (Chairperson))

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