



Devizes for EU Constitution

1. NAME

The name of this association is Devizes for EU.

2. FOUNDING BELIEFS AND OBJECTS

Devizes for EU is a diverse non-party-political group of individuals from the Devizes parliamentary constituency or nearby campaigning to maintain the UK's membership of the European Union and, in the event of departure, to safeguard as far as possible the benefits of membership. They recognise the European Union as the world's greatest peace project working towards security, prosperity, fairness and championing a healthy environment at home in Europe and around the world. We value the European Union's commitment to human rights, the free movement of people, social policy, workers' wellbeing and its many shared political, historical, scientific and cultural institutions.

We are affiliated to and supported by Britain for Europe, the European Movement and Open Britain.

3. MEMBERSHIP

Membership of Devizes for EU is open to anyone who:

- a. Lives in, nearby or has an interest in the Devizes parliamentary constituency
- b. Supports the aims of Devizes for EU
- c. Is on the mailing list of Devizes for EU held by the Membership Secretary

Membership is free but we welcome donations by members. Membership donations are not refundable.

Membership will begin as soon as an application is received or the applicant has subscribed directly on line.

Members may resign at any time in writing to the Group Secretary or by 'unsubscribing' from the newsletter or mailings.

Members may be removed from the membership list where a member:

- a. Does not support the founding beliefs or objects of Devizes for EU

- b. Exhibits behaviour that is offensive to other members
- c. Contravenes the equality policy (#4 below)

A member will be notified if the Steering Group considers that there are grounds for removing a member from the list. The member will be given an opportunity to provide an apology or explanation in writing to the Chair for consideration by the Steering Group before a final decision is made.

4. EQUALITY POLICY

Devizes for EU does not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. STEERING EXECUTIVE GROUP

- a. The Executive Group will consist of three elected officers:
 - A Chair who will chair meetings and set the agenda
 - A Vice-Chair
 - A Treasurer who will be responsible for recording and maintaining accounts
- b. The officers will be elected at an Annual General Meeting.
- c. If an officer stands down during the year or fails to attend more than five Committee Meetings without an apology, the remaining members of the Executive Group may agree another member to replace that officer until the next Annual General Meeting.
- d. The Steering Group will carry out the business of Devizes for EU. The Steering Group may form such sub-groups and include other members in those sub-groups as is expedient for its work.
- e. The Steering Group will consist of such members of the Group as wish to attend a meeting.

6. MEETINGS

6.1 Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified at least two weeks before the date of the meeting, giving the venue, date and time. Notification may be by email, post or phone. The quorum for the AGM will be 30% of the membership or twenty members, whichever is the lower number.

At the AGM the Executive Group will nominate an officer to present:

- a report of the work of Devizes for EU over the year
- a financial report of Devizes for EU over the previous year

The officers of the Executive Group for the next year will be elected at the AGM by the members. Nominations for the Executive Group must be made to the Chair at least 3 days before the AGM.

A plan of work for the next year will be presented and adopted at the AGM by the members.

6.2 Special General Meetings The purpose of Special General Meetings will be to address, as a matter of urgency, matters that would usually be considered at an Annual General Meeting or urgent matters of significance to Devizes for EU.

The Chair will call a Special General Meeting at the request of the Executive Group or at the request of least twenty members giving a written request to the Chair stating the reason for their request.

The meeting will take place within twenty-one days of the request. All members will be given seven days' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

6.3 Steering Meetings Steering Group Meetings will be held to make day-to-day decisions as to the business of Devizes for EU. Steering Group Meetings will take place as often as required but at least every two months. Steering Meetings will be open to any member of Devizes for EU wishing to attend but there will be no votes at Steering Group Meetings.

7. RULES OF PROCEDURE FOR ALL MEETINGS

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

The Chair, or another officer nominated by the Chair, will chair meetings.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

8. FINANCES AND AUTHORITIES

All money raised by or on behalf of Devizes for EU is only to be used to further the founding beliefs and objects of the Devizes for EU group, as specified in item 2 of this Constitution.

An account will be maintained on behalf of Devizes for EU at a bank agreed by the Executive Group. Protocol:

- The three members of the Executive Group will be cheque signatories and bank card holders.
- All signatories will have access to the on line bank account.
- Cheques and transfers will be managed by the treasurer.
- Claims and invoices are copied to the three signatories.
- Any amount over £100 is agreed with the Steering group.
- Accounts will be presented at each meeting or once a month.

Devizes for EU shall not be permitted to borrow, to charge against its assets or to loan any money.

Any financial expenditure of funds held by Devizes for EU requires prior approval of the Executive Group. The Executive Group may provide prior approval by setting a budget for the Group or individual Committee members to manage and spend.

The Treasurer will be responsible for recording approvals of budgets and the Treasurer will report to the Executive Group any instances of non-compliance.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Steering Group Meeting.

The entry into contracts (other than for purchasing goods) for the benefit of Devizes for EU and the terms of those contracts shall be approved by the Steering Group. Without prejudice to any other insurance policies that may be desirable in respect of the activities of Devizes for EU, the Steering Group may approve the provision of officer insurance to cover the personal liability incurred by the officers in respect of their duties.

9. AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the Constitution must be given to the Chair in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the Constitution will require a two thirds majority of those present and entitled to vote

10. DISSOLUTION

If the Steering Group decides that it is necessary to dissolve Devizes for EU, it may call a Special General Meeting to do so. The sole business of the meeting will be to dissolve Devizes for EU.

If it is agreed to dissolve Devizes for EU, all remaining money and other assets will be donated to a Devizes charitable organisation to be agreed at the meeting which agrees the dissolution.

12. ADOPTION OF THIS CONSTITUTION

This Constitution was proposed by the officers of the Executive Group and agreed and adopted by the membership at the inaugural general meeting on

DATE 9 April 2019 **Signed by the Chair** *Kate Freeman*

Amended 24 April 2019

Amended 29 May 2019