



CONSTITUTION

1. Name.

The name of the Group is **Campaign for Justice in Social Care**, referred to as 'the Group' throughout this document

2. Aims/purpose

The primary aim of the Group shall be to...

To campaign for the establishment of a National Social Care Service funded by general taxation.

3. Formal Membership

- a) The members of the organisation will be the members of the management committee and each will have one vote.
- b) Any committee member who ceases to be a committee member automatically ceases to be a member of the organisation.
- c) Committee membership is not transferable to anyone else.

4. Registered Supporters

- a) Those over the age of eighteen, and interested in supporting and furthering the aims of the group will be offered an opportunity to
 - i. register as a supporter of the campaign through signing up to an email list.
 - ii. to receive, on request, updates on the campaign, copies of the minutes from committee meetings, and financial reports.
- b) Registered supporters shall not have voting rights.
- c) Any registered supporter can be proposed as a committee member in the event of a vacancy.
- d) Registered supporter status is not transferable to anyone else.

5. Management Committee (referred to in the document as 'the committee')

- a) All aspects of running the Group will be governed and managed by a committee of no less than three and no more than seven individuals.

- b) The first committee will be the people decided upon at the meeting where this governing document is adopted.
- c) The Officers of the Committee shall be:
 - I. Chair
 - II. Treasurer
 - III. Secretary.
- d) Apart from the first committee members, every committee member shall be elected by a majority vote at a properly convened committee meeting.
- e) The committee members may co-opt up to three individuals to the committee in an advisory and non-voting capacity to help to fulfil the aims of the Group.
- f) Where there are vacancies on the committee a registered supporter may be proposed as a committee member.
- g) Committee members can be removed if:
 - i. They cease to be a member of the Group or formally resign.
 - ii. By a minimum two-thirds majority and acting reasonably and properly, the committee consider it to be in the best interests of the Group, and provided that the individual concerned has the opportunity to be heard by the committee, accompanied by a friend or representative, before a final decision is made.

6. Powers and Responsibilities

- a) The committee has ultimate legal responsibility for the Group.
- b) The committee can act in any lawful way to fulfil the aims of the Group.
- c) The committee can establish policies and procedures outside this document to assist with the day to day running of the organisation, as long as they do not contradict anything in this document.

7. Duties of the Officers

- a) The duties of the Chairperson shall be to:
 - i. chair meetings of the committee
 - ii. represent the Group at functions/meetings that the Group has been invited to
 - iii. act as the spokesperson of the Group when necessary.
- b) The duties of the Secretary shall be to:
 - i. keep a list of registered supporters.
 - ii. prepare in consultation with the Chair the agenda for group and committee meetings
 - iii. take and keep minutes of all meetings
 - iv. collect and circulate any relevant information within the Group.
 - v. Ensure compliance with policies and procedures.

- c) The duties of the Treasurer shall be to:
 - i. supervise the financial affairs of the Group and
 - ii. keep proper accounts that show all monies received and paid out by the Group.
- d) By consensus, the committee may agree that individual officer's responsibilities can be delegated to other members of the committee as and when this is considered appropriate, and in consideration of skills and experience.

8. Conflicts of Interest

- a) Committee members shall declare any conflict between their personal interests and the interests of the Group.
- b) Where a conflict of interest has been declared the Chair will determine whether exclusion from the meeting or the decision-making process is necessary.
- c) If the Chair declares a conflict their role will be delegated to one of the other committee members to chair the agenda item.

9. Committee Meetings and Proceedings

- a) The committee shall meet at least twice a year (excluding the AGM)
- b) At least three committee members must be present for a meeting, and no decision may be made by a meeting of the committee unless a quorum of three is present.
- c) If it is not possible to have a quorate meeting, additional members may be appointed to the committee by unanimous vote.
- d) Committee meetings may take place in person or via an appropriate virtual platform.
- e) Minutes of all committee meetings will be kept and shared with the committee after the meeting.
- f) Where decisions or discussions are required outside scheduled committee meetings, a committee member may request an additional meeting or, if appropriate, the committee may make collective decisions via email. Any such decisions shall be reported and minuted at the next committee meeting.
- g) Except in circumstances as stated in Clauses 5gii, 12, and 13, where a two-thirds majority is required, voting at committee meetings and the Annual General Meeting shall be by simple majority on a show of hands or by ballot as the meeting may decide. In the event of a tied vote the Chair of the meeting shall have a second vote.

10. Annual General Meeting (AGM)

- a) The first AGM shall be called within 18 months of this governing document taking effect.
- b) All subsequent AGMs shall be within 6 months after the end of the financial year.

- c) Committee members will be invited with a minimum of fourteen days notice.
- d) AGM's may take place in person or via an appropriate virtual platform.
- e) As a minimum, the secretary, chair, and treasurer shall be present for an AGM. If any of the officers are unable to attend, they may delegate their role to another committee member.
- f) The AGM will include an open section to which all registered supporters will be invited, with a minimum of fourteen days notice.
- g) The business of the AGM shall include:
 - i. Chair's report on the year's activities
 - ii. Treasurer's report on the finances of the Group
 - iii. Any other matters.

11. Finance

- a) All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- b) Any bank accounts opened for the group shall be in the name of the Group.
- c) Any cheques issued shall be signed by the Treasurer.
- d) Any payments of over £100 or to a committee member shall be authorised by at least two committee members.
- e) The Group shall ensure that its accounts are audited or independently examined every year.
- f) The Group may pay reasonable out of pocket expenses to committee members.
- g) The financial year will run from 1st April until 31st March.

12. Alterations to the Constitution

- a) Any changes to the Constitution must be agreed by at least two-thirds of those committee members present.

13. Dissolution

- a) The Group may be wound up at any time if agreed by two-thirds of the members of the committee.
- b) Any assets remaining after all debts have been paid shall be donated to another not-for-profit group/organisation or charity with similar aims, as decided by a vote of the remaining committee members. No assets will be distributed to committee members or registered supporters.

14. Adoption of the Constitution.

Until the first AGM takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.