

# CONSTITUTION

## 1 NAME

The organisation's name is Exeter City of Sanctuary known as ExCoS

## 2 THE VISION AND AIMS OF ExCoS ARE:-

Vision: Exeter becomes a genuine City of Sanctuary where all sections of the community are committed to creating a culture of warm welcome to asylum seekers and refugees, ASRs, enabling them to feel safe and supported and to meaningfully participate in the community.

To achieve its Vision, the Aims of ExCos are:

1. To work together with ASRs and the community towards Exeter becoming a recognised City of Sanctuary
2. To raise awareness of issues facing ASRs among all sections of the community
3. Through advocacy and campaigning, to influence the community, local and national policy makers to take the needs, rights and voices of ASRs into account
4. To mobilise all sections of the community to commit to creating a culture of welcome and opportunity for ASRs and to actively include them in their usual activities
5. To recognise and celebrate the contribution of ASRs to the City of Exeter
6. To promote equality and diversity for public benefit by promoting activities to foster understanding between people from diverse backgrounds
7. To involve ASRs and all areas of the community in the activities of ExCos

## 3 MANAGEMENT COMMITTEE

ExCoS shall be managed by a Committee who are appointed at its Annual General Meeting (AGM)

## 4 CARRYING OUT THE VISION AND AIMS

In order to carry out the vision and aims, the Management Committee have the power to:

- (1) raise funds, receive grants and donations
- (2) apply for funds to carry out the work of the ExCos
- (3) open bank accounts and obtain appropriate insurance
- (4) co-operate with and support other organisations with similar vision and aims
- (5) do anything which is lawful and necessary to achieve the vision and aims

## 5 MEMBERSHIP

ExCoS shall have a membership. Members shall be aged over 18 and support the ethos of the City of Sanctuary movement and the Vision and Aims of ExCos and shall volunteer actively to carry out the activities of ExCoS. Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.

Organisations which have pledged active support will be entitled to become members and will have a single representative entitled to vote at General Meetings and AGMs. ExCoS will encourage people and organisations who are committed to its values to become “supporters. Supporters will not have voting rights but may be invited to attend meetings.

The Management Committee reserves the right to refuse an application for membership if the applicant does not support and respect the ethos of the City of Sanctuary [//cityofsanctuary.org/]. Membership lasts for 3 years and may be renewed. The Management Committee will keep an up-to-date membership list.

## **6 THE MANAGEMENT COMMITTEE**

The Committee shall consist of the Treasurer, the Secretary, a representative from each of the working groups plus up to two other members. The positions of Chair and Meeting Secretary shall rotate between the representatives and the other members.

## **7 ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days’ notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 25% of the membership present at the AGM to give a quorum. Decisions will be made by simple majority of eligible voting Members.
- (3) Every member has one vote.
- (4) The Management Committee shall present the annual report and accounts.
- (5) Any member may stand for election to the Management Committee
- (6) Members shall elect people to serve on the Management Committee for the next year. They will retire at the next AGM but may stand for re-election.

## **8 MANAGEMENT COMMITTEE MEETINGS**

- (1) The Committee must hold at least four meetings each year. At their first meeting after the AGM they will elect a Treasurer and Secretary. The Committee shall aim to act by consensus but may fall back on a three quarters majority decision.
- (2) At least 3 Committee members must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If Committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) The Committee may make reasonable additional rules to help run ExCoS. These rules must not conflict with this constitution or the law.

## **9 MONEY AND PROPERTY**

- (1) Money and property must only be used for the purpose and aims of ExCoS
- (2) The Treasurer must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Members of the Management Committee cannot receive any money or property from ExCoS, except to refund reasonable out of pocket expenses.

- (4) No member is allowed to profit from ExCoS e.g. through sharing any surplus money, or through payment for voluntary work. Volunteers can claim reasonable expenses if they have arranged this in advance following administrative arrangements currently in place.
- (5) ExCoS is allowed to buy indemnity insurance for the Management Committee against liabilities but this insurance must not cover:
  - a) fines
  - b) the cost of unsuccessfully defending criminal prosecutions for offences like fraud, dishonesty or reckless misconduct
  - c) liabilities to ExCoS that result from the Management Committee acting in a way that they knew or ought to have known was not in the best interests of ExCoS
- (6) Money must be held in the ExCoS bank account. All cheques must be signed by 2 members of the Management Committee approved by the AGM for this purpose.

## 10 **GENERAL MEETINGS**

General Meetings will be called by the Management Committee on a regular basis, and at least quarterly. The Management Committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 day's notice and informed of the issues to be discussed at the meeting. All decisions require a simple majority of eligible voting Members, and usually 50% of the Management Committee should be present. Minutes must be kept.

If the Management Committee consider it is necessary to change the constitution, or wind up ExCoS, they must call an Extraordinary General Meeting, EGM, giving 14 days notice so that the membership can make the decision. A quorum of 25% of the membership is required to make a decision at an EGM and the decision requires a three quarters majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to an organisation with similar purposes to ExCoS
- (2) **Changes to the Constitution** - can be made at AGMs or an Extraordinary General Meeting.
- (3) **Changes to the Vision and Aims of ExCoS** - can be made at AGMs or an Extraordinary General Meeting

Accepted by those present at the ExCoS meeting on 9<sup>th</sup> June 2016

Signed by

Chair of Meeting .....

Secretary of Meeting .....