

Constitution of Adur Ukraine Support Association

1. Name

The name of the group shall be **Adur Ukraine Support Association**.

2. Aims

The aims of the group will be:

- To support the community of displaced Ukrainians in the Adur area
- To understand and strive to support the needs of those Ukrainians and their hosts
- To raise funds and apply for grants to finance such support
- To preserve and promote Ukrainian culture and heritage
- To promote a mutually beneficial cultural and recreational relationship between Ukrainians and host communities
- To promote the benefits of Ukrainians' skills to enhance host societies and ensure the Ukrainians feel valued
- To work with other groups, exchange information, collaborate and be part of a wider support network
- To review and revise these Aims from time to time to reflect the needs of the local community.

3. Membership

Membership is open to anyone who:

- Is aged 18 and over; and
- lives in Adur or the surrounding areas; and
- supports the aims of the group

There will be an annual membership fee, initially of £1 minimum, payable by all Members. Ongoing fees will be agreed at the Annual General Meeting (AGM). The full annual membership fee applies regardless of when during the year the Member joins the group. Membership renewal will be 1st September each year.

Membership will begin as soon as the membership form and first annual fee have been received by the Secretary.

Members living within Adur will be given priority when events and activities have limited capacity

A list of all Members will be kept by the Secretary.

Under 18s are welcome to attend General and Committee meetings and speak at them, but must be accompanied by a parent or guardian at all times and will not be able to vote.

Under 18s must be accompanied by a parent or guardian at all times at events, activities or any other group gatherings.

3.1 Ceasing to be a member

Members may resign at any time in writing to the Secretary.

Any Member who has not paid their membership fee for one year will be contacted by the committee, who will then decide whether that member is deemed to have resigned.

The membership of any Member may be terminated for good reason by the Committee but the Member has a right to be heard by the Committee before a final decision is made.

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4. Officers and Committee

The business of the group will be carried out by a Committee elected at the AGM. The Committee will meet as necessary and not less than four times a year.

The Officers' roles are as follows:

- Chair: who shall chair both general and committee meetings and represent the group at functions that the group has been invited to and act as a spokesperson for the group when necessary
- Secretary: who shall be responsible for the taking of minutes and the distribution of all group information and keeping Membership records
- Treasurer: who shall be responsible for maintaining accounts

The Committee will consist of 6 members, and be composed of the 3 officers and 3 additional committee members, one each being and representing the following groups:

- Locally resident UK citizen
- Locally resident Ukrainian displaced person
- Locally resident Ukrainian diaspora

Additional Members may be co-opted onto the Committee at the discretion of the Committee to perform specific tasks or manage specific projects identified as being beneficial within the Aims of the group.

The Committee may appoint a replacement Committee Member at any time should a Member resign.

In the event of an officer standing down during the year a replacement will be elected by the next General Meeting of Members.

Any Committee Member not attending a meeting without apology for 6 months will be contacted by the Committee and asked if they wish to resign.

5. Meetings

All meetings may be virtual if circumstances require.

Members may attend any meeting but will not be able to vote at Committee meetings.

5.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All Members will be notified by telephone or email at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for Officers and Committee Members must be made to the Secretary at least 7 days before the AGM.

The quorum for the AGM will be 10% of the membership or 10 Members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of Adur Ukraine Support over the year.
- The Committee will present the accounts of Adur Ukraine Support for the previous year.
- The Officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

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5.2 Extraordinary General Meetings

The Secretary will call a Extraordinary General Meeting at the request of the majority of the Committee or at least eight other Members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 21 days of the request.

All Members will be given 2 weeks notice of such a meeting, giving the venue, date, time and agenda.

The quorum for the Extraordinary General Meeting will be 10% of the membership or 10 Members, whichever is the greater number.

Only the matter requested will be considered during the meeting.

5.3 General Meetings

General Meetings are open to all Members and will be held at least once every 3 months or more often if necessary.

All Members will be given 2 weeks' notice of such a meeting, giving the venue, date, time and agenda.

The quorum for a General Meeting shall be 10% of the membership or 5 Members, whichever is the greater number.

5.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee Members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is 4 Committee Members.

The Committee meetings will be open to any Member of the group wishing to attend, who may speak but not vote.

5.5. Rules of Procedure for 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.

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 is equal, the Chair of the meeting shall have an additional casting vote.

The Secretary will record all matters decided.

6. Equal opportunities

The group will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

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7. Finances

Any bank account opened for the group will be in the name of the group.

An account will be maintained on behalf of the group at a bank agreed by the Committee. Three signatories / approvers will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor Members of the same household.

All payments will need approval from 2 of the signatories.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each Committee meeting.

All money raised by or on behalf of the group is only to be used to further the Aims of the group, as specified in item 2 of this constitution.

8. Amendments to the Constitution

Amendments to the constitution may only be made at the AGM or a Extraordinary General Meeting.

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

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

9. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call an Extraordinary General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local association or charitable organisation with similar Aims. The organisation will be agreed at the meeting which agrees the dissolution.

This version of the constitution was agreed by majority committee consensus on 12th September 2022

Name:

Name:

Position in Group:

Position in Group:

Signed

Signed