

# CONSTITUTION OF: THE BRISTOL HOMELESS FORUM

ADOPTED ON 8<sup>th</sup> SEPTEMBER 2016

## 1. Name

The name of the organisation shall be The Bristol Homeless Forum (also referred to as BHF).

## 2. Aims

The Bristol Homeless Forum aims to be an inclusive group of those organisations and individuals working with homeless people in and around Bristol which enables its members to provide support, encouragement and resources to each other in their work.

## 3. Powers

In order to achieve its aims the organisation may:

- a. Raise money
- b. Collect subscriptions
- c. Open and administer bank accounts
- d. Take out insurance
- e. Recruit volunteers
- f. Organise training and events
- g. Maintain a web and social media presence
- h. Work with other groups and exchange information
- i. Do anything that is lawful which will help it to fulfil its aims

## 4. Membership and voting rights

- a. Membership of the BHF shall be open to any person over 18 (individual membership) or any organisation (corporate membership) living or located in the Bristol area who is interested in helping the BHF to achieve its aims, willing to abide by the policies and protocols of the organisation and willing to pay any subscription agreed by the members.
- b. Membership shall be made available without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- c. Every individual and corporate member who is properly registered on the BHF Membership List shall have one vote each at General Meetings, provided that any subscriptions legitimately requested have been paid.
- d. Every corporate member shall appoint a lead point of contact and notify the Core Management Team of that person's name, who in elections will cast one vote on behalf of the Corporate Member.
- e. If it appears to the Chairperson that an anomalous result has been produced in a vote by show of hands as a result of the number of individual and corporate members present and belonging to the same organisation, he/she may demand that the vote takes place by a poll of the full membership. Attempts by a Corporate Member to register additional individual members to increase their voting capacity may render their votes invalid.

- f. The membership of any member may be terminated at the discretion of the Core Management Team provided the member has a right to be heard by the membership before a decision is made.

## 5. Management

- a. The BHF shall be administered by a Core Management Team of no more than 7 members of the BHF elected at the organisation's Annual General Meeting (AGM).
- b. The Core Management Team shall appoint 3 Officers from their midst, namely the Chairperson, the Treasurer and the Secretary.
- c. The Core Management Team shall meet at least 3 times a year.
- d. The Chairperson or a nominated deputy shall chair all meetings of the organisation.
- e. The Quorum for the Core Management Team shall be half of its members, 1 of whom must be an Officer.
- f. Voting at Core Management Team meetings shall be by show of hands and votes will be carried by a simple majority of votes cast by those in attendance. Members may send a proxy to vote on their behalf, or may submit their ballot by email in which case the Chair will act as their proxy.
- g. In the event of a tie the Chairperson or nominated deputy shall have a casting vote.
- h. The Core Management Team may by a two thirds majority vote and for a good and proper reason remove any other Core Management Team member, provided that person has the right to be heard before a final decision is made.
- i. The Core Management Team may appoint another member to fill a vacancy provided the maximum number is not exceeded.
- j. The Officers' duties may be shared between the Core Management Team or delegated as required, though the named Officers will be ultimately responsible for the carrying out of the duties assigned to their role .
- k. The Core Management Team may co-opt volunteers from the general membership to assist them as required.
- l. Members of the Core Management Team will be elected for terms of 2 years each, following which a new member may be elected by the membership at the next Annual General Meeting.

## 6. Duties of the Core Management Team and its Officers

- a. The duties of the Chairperson are to:
  - Strategically direct the organisation
  - Chair meetings of the Core Management Team and General Meetings
  - Act as spokesperson for the BHF when appropriate to do so
  - Act as an authorised signatory
- b. The duties of the Secretary are to:
  - Prepare the agenda for meetings
  - Take and keep minutes of meetings
  - Maintain the membership list
  - Act as an authorised signatory

- c. The duties of the Treasurer are to:
  - Supervise the financial affairs of the organisation
  - Keep proper accounts that show all monies received and paid out by the organisation
  - Where relevant, request and collect subscriptions to the organisation
  - Act as the primary authorised signatory
- d. The shared duties of the Core Management Team are to:
  - Maintain appropriate policies and protocols
  - Maintain the organisation's web and social media presence
  - Respond to enquiries properly received from the membership and the general public
  - Collect and circulate relevant information within the organisation
  - Initiate, organise and/or facilitate networking and other events

## 7. Finance

- a. Any money obtained by the organisation shall only be used to further the aims of the organisation.
- b. Any bank accounts opened for the organisation shall be in the name of the organisation.
- c. Cheques/payments up to £250 shall be signed out by the Treasurer.
- d. Cheques/payments over £250 shall be signed out by the Treasurer and one other Officer.

## 8. Annual General Meeting

- a. The organisation shall hold an Annual General Meeting (AGM) in or around the month of July.
- b. All members shall be given at least 14 days' notice of the meeting and shall be entitled to attend and vote.
- c. The Quorum for an AGM shall be one tenth of the membership.
- d. Voting at Annual General Meetings shall be by show of hands and votes will be carried by a simple majority of votes cast by those in attendance, subject to "Membership and voting rights" clause (e) above. Members may send a proxy to vote on their behalf, or may submit their ballot by email in which case the Chair will act as their proxy.
- e. In the event of a tie the Chairperson or nominated deputy shall have a casting vote.
- f. The business of the AGM shall include:
  - Receiving a report from the Chairperson on the organisation's activities over the year
  - Receiving a report from the Treasurer on the organisation's finances
  - Electing members of the Core Management Team
  - Considering any other matter as may have been communicated in advance
- g. A vote shall be required to introduce monetary membership subscriptions or increase said subscriptions by more than 10% per annum. (For the avoidance of doubt, a vote shall not be required for the Core Management Team to request voluntary donations).

## 9. Special General Meeting

- a. A Special General Meeting (SGM) may be called by the Core Management Team or by a quarter of the membership to discuss an urgent matter.

- b. All members shall be given at least 14 days' notice of the meeting and the business to be discussed, and shall be entitled to attend and vote.
- c. The Quorum for an SGM shall be one tenth of the membership.
- d. Voting at Special General Meetings shall be by show of hands and votes will be carried by a simple majority of votes cast by those in attendance, subject to "Membership and voting rights" clause (e) above. Members may send a proxy to vote on their behalf, or may submit their ballot by email in which case the Chair will act as their proxy.
- e. In the event of a tie the Chairperson or nominated deputy shall have a casting vote.

#### 10. Alterations to the Constitution

Any changes to this constitution must be voted upon and carried in the usual way at an Annual or Special General Meeting.

#### 11. Dissolution

The organisation may be wound up at any time if voted upon and agreed in the usual way at an Annual or Special General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another group with similar aims selected by the Core Management Team.

This constitution was adopted by the founder members of the Core Management Team on 8<sup>th</sup> September 2016.

Signed by:

**Richard Drake**  
Chairperson

**Paul Hazelden**

**Lindsey Jones**