



**NATIONAL FEDERATION OF EIGHTEEN PLUS GROUPS
OF GREAT BRITAIN**

**NATIONAL CONSTITUTION AND STANDING ORDERS
MODEL CONSTITUTION FOR AREAS
CONSTITUTION FOR MEMBER GROUPS**

**Proposed at the 2006 Annual National Conference
22 April 2006 Coventry**

**National Constitution and Standing Orders
Model Constitution for Areas and Regions
Constitution for Member Groups**

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1999,2001, 2002, 2003, 2006**

ISBN 0 9519569 0 6

Published by
National Federation of 18 Plus Groups,

NATIONAL CONSTITUTION

Article 1: Name

- 1.1 The Federation shall be called "The National Federation of Eighteen Plus Groups of Great Britain".

Article 2: Aims

- 2.1 The Federation is founded on the belief that the art of living can be best learned and practised in a group of men and women who share the desire to understand and serve society, thereby enriching their own lives.
- 2.2 The Federation seeks to assist people between eighteen and thirty-six years of age to:
- (i) Understand and appreciate life to the full.
 - (ii) To develop a personal philosophy and approach to living.
 - (iii) Acquire experience in personal and public affairs.
 - (iv) Act in co-operation with others for the benefit of the community.
 - (v) Provide an opportunity for cultural, social and recreational activity of all types.

The Federation shall not be affiliated to any party political organisation or religious body which would impair its independence of thought and action.

Article 3: Member Groups

- 3.1 The Federation shall consist of self-governing and self-supporting Eighteen Plus Groups (hereafter called "Member Groups") made up of individual members.
- 3.2 The National Executive Council (hereafter called "the NEC") shall have the power to establish Member Groups for the furtherance of the aims of the Federation in accordance with its internal procedures
- 3.3 Each Member Group so established shall comply with and be subject to the following regulations:
- (a) The Member Group shall act in accordance with the aims and policy of the Federation and shall be subject to such conditions as may from time to time be laid down by the Annual National Conference (hereafter call "the ANC") and the NEC (provided that the same are not inconsistent with this Constitution).
 - (b) The name of the Member Group shall be subject to the prior approval of the NEC.
 - (c) The Member Group will be deemed to have adopted the obligatory clauses contained in the Standard Group Constitution for Member Groups as agreed from time to time by the ANC unless it has, with the prior approval of the NEC, adopted other rules.

Such approval will be withheld, if in the opinion of the NEC, the constitution or amendment:

- (i) is in conflict with any provisions of this Constitution; or
 - (ii) is unworkable or defective, or omits or deletes provisions necessary to the proper functioning of the Member Group.
- (d) Each Member Group shall pay to the Federation (via their Area) an annual Membership fee of £5 per member or other in accordance with article 6.1.
- (e) Each Member Group shall pay to their Area an annual Affiliation fee of £20 per member or other in accordance with article 6.2.
- (f) The Member Group may publish literature solely in the name of the Group for local purposes but such literature shall not contain any statement contrary to the objects or policy of the Federation.
- (g) All Member Groups shall include the Area Chairman as a signatory to any Bank or Building Society Account held in their name.
- (h) Subject to these regulations, the Member Group may generally manage its own affairs and shall be solely responsible for its own debts and liabilities. It shall not make pledges on behalf of any other constituent part of the Federation, or member thereof without prior written authorisation.
- (i) The constitution of a Member Group is subject to this Constitution and in the event of any conflict between them, this Constitution shall prevail.
- (j) The name of all Members Groups must include a meaningful local geographical location of that Group
- (k) In the event of any question of interpretation arising, or any question on which the Standard Group Constitution is silent, the NEC shall have power to act according to its interpretation of the Constitution in accordance with Article 14, or at its discretion.

3.4 A member Group may establish a Second Tier Group by a majority vote of its members present and voting at an Extraordinary General Meeting of the Group

Article 4: Membership

- 4.1 Full membership of the Federation is open to all persons over the age of eighteen who agree with its fundamental values and objectives. Persons under the age of eighteen and those who have reached their thirty-sixth birthday may not join the Federation as full members. Persons over the age of thirty-six may join a Second Tier Group and be known as Associated members of the Federation.
- 4.2 Membership shall be through a Member Group but may be via the NEC in accordance with its internal procedures where there is no local group.
- 4.3 A member who holds a valid membership card issued prior to his thirty-sixth birthday shall remain entitled to full membership provided he has not chosen to be an Associated member via a second tier Group.

- 4.4 Full and Associated members shall pay an annual membership fee in accordance with Articles 6.1.1 and 6.1.2.
- 4.6 Full members and associated members may become "Life Members" and be exempt from paying the annual membership fee upon payment of a 'once and for all' fee in accordance with Article 6.1.3.
- 4.7 "Life Membership" is renewable annually by the holder of the Life Membership Card at any Member Group of his choosing, and will be accepted by the Group in lieu of the annual membership fee. Such membership shall be in accordance with Articles 4.3, 4.4 and 4.9.
- 4.8 New members shall be asked to pay the annual membership fee on or before their fourth attendance, or leave the Member Group.
- 4.9 Membership may be refused by a Member Group (by a 67% majority of the full members present and voting at a General Meeting or Extraordinary General Meeting of the Group) or the NEC in accordance with its internal procedures, on one or more of the following grounds:
- (a) material disagreement, evidenced by conduct, with the fundamental values and objectives of the Federation.
 - (b) the admission of the applicant would be likely to bring the Member Group or any part of the Federation into disrepute.
 - (c) the admission of the applicant would be seriously detrimental to the interests of the Member Group or any part of the Federation.
 - (d) the admission of the applicant would hinder the Member Group or any part of the Federation from acting in pursuance of the said aims and policy of the Federation.

Any person aggrieved by such refusal shall, subject to the relevant procedures of the NEC, have the right of appeal as provided by Article 14.

Details of any refusal shall be sent to the Area Executive Council and the NEC.

Article 5: Organisation of the Federation

- 5.1 Great Britain shall be divided into Administrative Areas (hereafter referred to as "Areas").
- 5.2 Each Area shall be created initially by the NEC with "Development Area" status and shall hold an inaugural Area Conference under the supervision of the NEC. The Area Chairman elected at such conference shall be entitled to attend but not to vote at NEC meetings.
- The NEC may place a resolution to the ANC at such time as it considers appropriate that a "Development Area" be given full Area status of the Federation, and such resolution shall require a 51% majority of those delegates present and voting to be passed.
- 5.3 Each Area shall be administered by a Council (hereinafter referred to as an "Area Executive Council").
- 5.4 The members of an Area Executive Council shall be:
-

- (a) Chairman
 - (b) Administrator
 - (c) Treasurer
- And in addition
- (d) Membership Officer

Together with such other officers as the Annual Conference of the Area shall deem necessary.

- 5.5 Any full member under the age of 36 is eligible for election or re-election to the Area Executive Council PROVIDING THAT they shall serve for no more than three consecutive terms in any one position. In their absence a member over 36 may be co-opted until a replacement can be elected.
- 5.6 The Area Executive Council will be deemed to have adopted the obligatory clauses contained in the model Constitutions for Areas as agreed from time to time by the ANC unless it has, with the prior approval of the NEC, adopted other rules.
- Such approval will be withheld, if in the opinion of the NEC, the constitution or amendment:
- (i) is in conflict with any provisions of this Constitution; or
 - (ii) is unworkable or defective, or omits or deletes provisions necessary to the proper functioning of the Area.
- 5.7 Each Area shall hold four quarterly meetings per year, the first in February. The February meeting shall be the Annual Conference of the Area.
- 5.8 Each Area Executive Council shall hold a meeting within four weeks of a NEC meeting.
- 5.9 Every Area shall include the National Chairman as a signatory to any Bank or Building Society account held in their name.
- 5.10 The NEC shall have the power to suspend an Area Executive Council on one or more of the following grounds;
- (a) it is not adhering to this or its own Constitution or;
 - (b) if events have taken place or are about to take place which are or may be seriously detrimental to the Member Groups in such Area or to the Federation as a whole or;
 - (c) there are other reasons that in the opinion of the NEC prevent the proper functioning of the Area Executive Council.

The suspension of an Area Executive Council shall require a 75% majority of those voting NEC members present and voting to be passed.

Within twenty one days of the resolution passed to suspend an Area Executive Council the Honorary General Secretary shall take steps to call a special Area Conference in accordance with the Area Constitution.

A person nominated by the NEC shall chair the special Area Conference, and the NEC shall have the authority to propose that the Area Executive Council be dissolved and call new elections.

Article 6: Finances of the Federation

6.1 ANNUAL MEMBERSHIP FEE

6.1.1 The annual membership fee for full members shall be determined by the delegates at the ANC from time to time, and such resolution shall require a 51% majority of those delegates present and voting to be passed.

Nothing in this Constitution shall prevent a Member Group from setting a annual membership fee which is higher than that agreed by the ANC under this Article.

6.1.2 The annual membership fee for second tier members shall be the same as the fee for full members.

6.1.3 A 'once and for all' payment of ten times the current annual membership fee for full or associated membership entitles a member to exemption from paying the annual membership fee for such category of membership.

6.1.4 Each Member Group shall submit an annual membership fee for each enrolled member to the Area Membership Officer (or his representative) within seven days of receipt and in accordance with the internal procedures of the AEC.

6.1.5 Applications for renewals of membership will be processed on the basis of issuing the membership card as valid from the date of expiry of their previous membership, except when the period of lapsed membership is greater than six months.

6.1.6 Members who join the Federation via the NEC as described in Article 4.2 shall pay the same annual membership fee as full members.

6.1.7 Any Group or Area awarding an Honorary Life Membership must pay ten times the current annual membership fee.

6.2 MEMBER GROUP AFFILIATION FEE

6.2.1 The annual affiliation fee for members of Member Groups shall be determined by the delegates at the ANC from time to time, and such resolution shall require a 51% majority of those delegates present and voting to be passed.

Nothing in this Constitution shall prevent a Member Group from setting a annual membership fee which is higher than that agreed by the ANC under this Article.

6.2.2 Every Member Group that has been open for at least one year shall be required to pay to the Area Executive Council such affiliation fee.

- 6.2.3 Each Member Group shall submit an annual membership fee for each enrolled member to the Area Membership Officer (or his representative) within seven days of receipt and in accordance with the internal procedures of the AEC.

6.3 GENERAL FINANCE

- 6.3.1 The National Finance Officer under the general supervision of the NEC shall keep all such accounts and records as may be necessary to show a true and fair view of the affairs of the Federation.
- 6.3.2 The NEC shall maintain at all times in its full name a current account, a deposit account (hereinafter called "the Reserve Account") and such other account or accounts as the NEC may think necessary or desirable at such branch of such bank as the NEC may determine.
- 6.3.3 All moneys raised by or on behalf of the Federation shall be applied to further the aims and ideals of the Federation and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Federation or the repayment to members of the NEC or of any committee appointed under Articles 7.3.3, 7.3.4 and 8 of reasonable out of pocket expenses.
- 6.3.4 It shall be the duty of the National Finance Officer to receive all annual membership fees payable to the Federation by the Member Groups (via their Areas), and to pay such receipts promptly into the current account of the Federation at its bank.
- 6.3.5 The Federation shall maintain in the Reserve Account such amount as the NEC may from time to time determine, and money shall be transferred to it from the current account of the Federation accordingly.
- 6.3.6 Payments out of the Reserve Account may be made with the authority of the NEC for the purpose of providing financial assistance, whether by loan or outright grant, to any Member Group or Area of the Federation.
- Payments out of the Reserve Account may be made to fund the day to day administration of the Federation.
- 6.3.8 The NEC may invest the moneys of the Federation not immediately required for the said aims in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed by law, subject to a 75% vote in favour of said investment at an NEC meeting.
- 6.3.9 The NEC shall honour any liability entered into on behalf of the Federation by any member of the NEC or any NEC sub-committee PROVIDING THAT such liabilities were correctly authorised in accordance with the financial control procedures of the NEC.

6.4 SIGNATORIES TO BANK ACCOUNTS

- 6.4.1 Subject to Banking Regulations, there shall be not less than four signatories to any National bank account of the Federation, who shall be the National Chairman,

National Finance Officer, Honorary General Secretary, a Vice President, and such other or others as the NEC may determine PROVIDED THAT such list shall contain no more than one member of staff (if any).

- 6.4.2 The bank mandate in respect of each such account shall provide that the signature of one signatory may authorise any payment under £200 and that signatures of two signatories shall be required to authorise any payment over £200 or such lesser amount as the NEC may otherwise determine.
- 6.4.3 It shall be the duty of the National Finance Officer for the time being to ensure that any such bank mandate is amended from time to time as may be necessary.

6.5 APPROVAL OF ACCOUNTS

- 6.5.1 The financial books of the Federation shall be closed on 31st December in each year and submitted to the National Accountants for approval.
- 6.5.2 The National Accountants shall be such firm of accountants or other competent persons (being at least two in number and not being members of either the NEC for the time being or the NEC which succeeds it) as shall have been proposed by the NEC and confirmed as National Accountants at the ANC held in year of account to which the approval relates; and such persons shall be eligible for re-appointment in consecutive years.
- 6.5.3 The National Finance Officer shall prepare a Profit and Loss account for the relevant financial year of the Federation and a Balance Sheet at 31st December in that year. He shall submit the same to the National Accountants for approval who shall be asked to submit their report thereon to the NEC in such time, being not less than fourteen days prior to the ANC, as will enable the National Finance Officer to incorporate them into his report to the ANC.
- 6.5.4 The Treasurer of each Area shall deliver to the National Finance Officer a certified statement of accounts in respect of his Area at 31st December in the preceding year by a date to be determined in accordance with the internal procedures of the NEC.

The National Finance Officer shall deliver to the National Accountants the certified balance sheets received from the Treasurers of the Areas, and he shall inform the delegates attending such ANC any comments expressed by the National Accountants.

- 6.5.5 The Treasurer of each Area shall deliver to the National Finance Officer a copy of the Corporation Tax return in respect of his Area, to 31st December of the previous financial year, by a date to be determined in accordance with the internal procedures of the NEC.

Article 7: Duties and Powers of the National Executive Council

7.0 Preamble

The NEC is the executive body responsible under the Eighteen Plus Constitution for the management of the affairs of the Federation. It has, therefore, to take decisions in the interests of the Federation as a whole.

Each individual NEC member is elected to the NEC to assist in this work on behalf of the whole Federation and a members prime responsibility and loyalty must be to the Federation as a whole, not any individual part of it.

As representative of the Area, the Area Chairmen bring to the NEC the benefit of knowledge of the requirements, opinions and wishes of the Areas and their members and has the responsibility to inform the Area Executive Council and its members and Member Groups of the matters being discussed and decisions being taken collectively by them at National level.

The early fixing of dates for NEC meetings, the detailed agenda and subsequent notes for NEC members are provided to ensure that there is an effective channel of communication between the NEC and the Area.

The purpose of Article 7 is to facilitate the running of the NEC and the management of the National Federation's affairs, and to promote the development and growth in the Federation's aims and ideals.

7.1 The policy and general management of the affairs of the Federation shall be directed by the NEC which shall consist of;

- (a) The National Chairman,
- (b) The Chairman (or, failing him, a representative hereinafter called an "Area Representative", who shall be appointed by the Area Executive Council and approved by the NEC), of each of the Area Executive Councils,
- (c) The Honorary General Secretary
- (d) The National Finance Officer

Only the Area Chairmen (or the Area Representative) shall be entitled to vote at meetings of the NEC PROVIDED THAT the National Chairman shall be entitled to a casting vote in the event of a tie. If an Area Chairman is elected as the acting Chairman of the meeting he shall be entitled to vote in his own right as Area Chairman, and will also be entitled to casting vote in the event of a tie.

7.2 The NEC may do all such things and transact all such business as are not by this Constitution required to be done or transacted by the ANC.

7.3 In particular, and without prejudice to the generality of Article 7.2, the NEC shall have the following powers:

- 7.3.1 The NEC may engage paid staff, who shall not be members of Member Groups or the Federation, to assist in the conduct of the business of the Federation. The number of such staff, the terms of their employment, their remuneration, their appointment and dismissal, shall be at the discretion of the NEC.
- 7.3.2 The NEC may, for the benefit of Eighteen Plus Members, acquire property of any description and subject to such conditions as they shall think fit, and accept gifts of any property or money, and may appoint trustees of such property as they think fit, and may take steps and incur such expenses as may be necessary to vest such property in such Trustees in trust for all Eighteen Plus Members for the time being.

- 7.3.3 The NEC may from time to time appoint a National Advisory Committee to advise it as and when the NEC may think it necessary or expedient to do so.
- 7.3.4 The NEC may from time to time appoint from among its members or other members or from among the staff of the Federation, sub-committees to whom it may delegate such of its powers as it may from time to time think necessary or expedient for the better management of the affairs of the Federation. The NEC shall determine their terms of reference, powers, duration and composition of such sub-committees PROVIDED THAT where the duration of such sub-committee is to be in excess of one year the terms of reference, powers, duration and composition of such sub-committee shall be placed before the next scheduled Annual National Conference for ratification and included in the Standing Orders of the National Constitution.
- 7.3.5 The NEC may delegate such of its powers to any full member, associated member, Honorary Member or member of staff as it may from time to time think necessary or expedient for the better management of the affairs of the Federation PROVIDED THAT where the duration of such delegation of powers is to be in excess of one year the terms of reference, powers, and duration of appointment of such individual shall be placed before the next scheduled Annual National Conference for ratification and included in the Standing Orders of the National Constitution.
- 7.3.6 Subject to Article 6 of this Constitution and to such Standing Orders of the Federation as may from time to time be made by the ANC, the NEC shall have power to regulate its own procedure, including, power to regulate the procedure of any sub-committee.
- 7.3.7 The NEC may delegate such of its powers to Area Executive Councils as it may from time to time think necessary or expedient for the better management of the affairs of the Federation.
- 7.3.8 The NEC may appoint trustees in accordance with Article 12.
- 7.4 Minutes shall be kept by the NEC and all other National sub-committees, and the appropriate secretary shall record all proceedings and resolutions.
- 7.5 The NEC shall prepare and shall submit to each ANC a report on the proceedings of the NEC and any NEC sub-committees during the year prior to such ANC, together with a statement of the principle affairs of each Area Executive Council.
- 7.6 The NEC may act notwithstanding any vacancy in its membership.
- 7.7 The proceedings of the NEC shall not be invalidated by any defect in the election, appointment, co-option or qualification of any member.
- 7.8 The National Chairman, Honorary General Secretary and National Finance Officer, together with any additional National Officers deemed necessary by the NEC, shall be elected at each ANC in accordance with the National Standing Orders and shall hold office until midnight four weeks after the end of their term of office at the ANC where their successor is elected.
- 7.9 Any full member under the age of 36 is eligible for election or re-election providing that:
- (a) They shall not serve for more than three consecutive 2 year terms.

- 7.10 A person elected to the position of National Chairman may not serve concurrently in any other elected office within the Federation.

Article 8: Annual National Conference

- 8.1 There shall be held between the beginning of March and the end of May each year a conference of delegates from each of the Member Groups (in this Constitution referred to as "the Annual National Conference" or "the ANC").
- 8.2 The NEC shall announce in respect of each ANC the date, time and place at which it is intended that it should be held at least nine months prior to such date.
- 8.3 The business of the ANC shall be
- (a) The reception of the Annual Report of the NEC; and
 - (b) The reception of Accounts;
 - (c) The election of the National Chairman and National Officers (excepting National Executive Officers or project co-ordinators);
 - (e) The appointment of the National Accountants;
 - (f) Any other matters which may, consistent with this Constitution be introduced at the ANC.

At the end of each ANC a period of fifteen minutes shall be allowed for urgent matters raised by any member PROVIDED THAT no business may be introduced that requires or affects a change in the National Constitution, Standing Orders, Model Area Constitution or Standard Group Constitution.

- 8.4 The NEC shall place the organisation of the ANC out to tender or shall appoint a sub-committee for the purpose, and shall be responsible for the supervision of the arrangements thereof.
- 8.5 The NEC shall have the power to set and collect a levy from each Area to assist in meeting the administrative costs of the ANC.

Every Area which has been open for at least one year on the date set for the start of the ANC shall be required to pay to the National Finance Officer such levy notwithstanding planned or actual attendance at such ANC.

Every Area Executive Council shall be required to send to the National Finance Officer at least thirty days before the date set for the start of the ANC such amount.

- 8.6 Not less than forty-nine days before the date fixed for the start of the ANC the Honorary General Secretary shall send notice in writing to the address of the Secretary of each Member Group confirming or restating (as the case may be) the date and place at which the ANC is to be held and the time fixed for it to begin and informing him of the general nature of the business to be transacted at the ANC.

If within fourteen days of the dispatch of any such notice no acknowledgement of its receipt is received by the General Secretary, he shall immediately take such further steps as he considers necessary or expedient in order to bring to the attention of the relevant Member Group the contents of such notice.

- 8.7 Each of the Member Groups shall nominate in writing to the General Secretary a maximum of two delegates to attend the ANC, of whom one shall be the Chairman for the time being of the Member Group, or a representative appointed by him, and the other shall be elected by the votes of a majority of the full members of the Member Group voting at a General Meeting or Extraordinary General Meeting of the Group.
- 8.8 To be eligible to represent the Member Group, members must be full members of the Member Group.
New Groups which have not yet elected a committee may be represented by members of the Member Group (or Groups) responsible for developing the new Group PROVIDED THAT the individuals meet the criteria set out in this clause.
- 8.9 The delegates so nominated shall be exclusively entitled to exercise all rights of voting at the ANC on behalf of their Member Group.
- 8.10 Any member of the NEC and any full member, associated member or member of staff who is not a delegate shall be entitled to attend the ANC and speak thereat, but shall not have the right to vote.
- 8.11 Delegates numbering half the number of Member Groups shall form a quorum at the ANC.

If, within half an hour from the time fixed for the ANC to begin, a quorum is not present, business may proceed PROVIDED THAT not more than five delegates present oppose such action.
- 8.12 Subject to any provision of this Constitution which requires a resolution of the ANC to be passed by a majority comprising more than a simple majority of the delegates present and voting, any resolution to be decided by the ANC shall be decided by a simple majority of the delegates present and voting.
- 8.13 Voting upon all motions put to the ANC shall ordinarily be by show of hands; but a division or ballot shall be held at the discretion of the National Chairman, or the acting Chairman, or on the demand of 25% of those delegates present.
- 8.14 Those delegates who register a vote "for" or "against" a resolution shall be regarded as "voting", and those delegates registering an abstention or failing to vote shall be regarded as "not voting", for the purposes of calculating the majority required for a resolution to be passed.
- 8.15 The National Chairman shall preside at all meetings of the ANC which he attends and in his absence from a meeting the ANC shall elect an acting Chairman from among the voting members of the NEC to act in his place during his absence.
- 8.16 If an equal number of votes are cast for and against any motion, the National Chairman or the acting Chairman, shall have a casting vote.
- 8.17 Motions may be moved at the ANC by;

(a) Member Groups,

(b) The NEC

A motion moved by a Member Group must be submitted in writing, signed by the Chairmen (or their representatives) of the Member Groups proposing and seconding the motion, to the Honorary General Secretary at least twenty-eight days before the date fixed for the opening of the ANC.

Motions moved by the NEC do not require a second.

8.18 The Honorary General Secretary of the Federation shall submit a copy of all such motions to the Secretaries of the Member Groups at least fourteen days before the date fixed for the opening of the ANC.

8.19 Any change to the Model Area Constitution and the Standard Group Constitution passed by the ANC shall be deemed to apply to, and be effective for, all existing Areas and Member Group Constitutions immediately at the close of the ANC.

8.20 No business other than that upon the Agenda shall be taken unless urgency be voted by the ANC. An urgency motion must be clearly explained and 67% of the delegates present and voting at the ANC must agree before it can be discussed. No motion sent in on the grounds of urgency shall be accepted by the NEC, or in cases of necessity by the Chairman acting on its behalf, unless the said resolution deals with some development arising after the correct date for sending in motions for the Agenda, and involves action which must be taken at once to be effective.

8.21 The NEC may, whenever they think fit, and they shall upon request in writing to the Honorary General Secretary of the Federation by either 25% of the voting members of the NEC or of the Member Groups, convene a Special National Conference.

If the Chairman does not, within twenty-one days after receipt of the request, proceed to convene such Conference, those making the request or any other members of the NEC, or Member Groups, amounting to a quorum, may themselves convene a Special National Conference.

Article 9: Transfer of Membership

9.1 An enrolled member of a Member Group shall have the right to transfer their membership to another Member Group, in the following circumstances:

- (a) the member's current Group has closed in accordance with the provisions of the Group Constitution PROVIDED THAT such application for transfer is made within one month of the date on which the Group closed. Any member who has not applied to transfer his membership within this time shall be deemed to have resigned.
 - (b) the member's current Group has been closed in accordance with Article 11 of the National Constitution,
 - (c) the member has changed his permanent address such that attendance at his current Member Group is impractical,
 - (d) there are other good reasons why such member should transfer his membership.
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- 9.2 The transfer of membership from one Member Group to another shall require the approval of the group Chairmen and may be refused by the receiving Member Group in accordance with Article 4.9.
- 9.3 An individual who transfers his membership in accordance with this Article shall not be required to pay the annual membership fee until the expiry of their current membership PROVIDED ALWAYS that the Area shall have the right to collect a reasonable levy to cover the administrative costs associated with such transfer.

Article 10: Termination of Membership

- 10.1 Individual membership may be revoked by a Member Group (by a 67% majority of the full members present and voting at a General Meeting or Extraordinary General Meeting of the Group) or the NEC in accordance with its internal procedures, on one or more of the following grounds,
- (a) Material disagreement, evidenced by conduct, with the fundamental values and objectives of the Federation.
 - (b) Conduct that has brought, or is likely to bring, the Member Group or any part of the Federation into disrepute.
 - (c) The continued membership of the individual would be seriously detrimental to the interests of the Member Group or any part of the Federation.
 - (d) The continued membership of the individual would hinder the Member Group or any part of the Federation from acting in pursuance of the said aims and policy of the Federation.

Details of any revocation shall be sent to the Area Executive Council and the NEC.

- 10.2 Membership shall not be revoked unless the member has been notified in writing of the grounds on which revocation is to be considered and has been given a reasonable opportunity to reply.
- 10.3 In case of urgency, the Group Committee or the NEC (by a simple majority of its voting members) may direct that any member may be suspended from the rights and privileges of membership for a period not exceeding one month while the question of termination of his membership is under consideration.
- 10.4 Any person aggrieved by such a revocation shall, subject to the relevant procedures of the NEC, have the right of appeal as provided by Article 14. The revocation shall be suspended while the appeal is heard.
- 10.5 No person whose membership has been revoked shall be eligible to rejoin any Member Group without the prior approval of the NEC who shall consult with the Member Groups concerned before reaching a decision.
- 10.6 Any person whose membership is revoked while they hold any elected or appointed position on any committee within the Federation shall be deemed to have been removed from office from the date that the revocation takes effect.

- 10.7 No member whose membership is revoked shall be entitled to be repaid any part of any membership fee which he shall have paid whether in respect of a period before or after such revocation of membership.

Article 11: Suspension & Closure of Member Group

- 11.1 A Member Group shall automatically cease to be a member of the Federation if it has enrolled no individual members for a period of twelve months.
- 11.2 If it shall appear to the NEC, or shall be represented to them by a statement in writing signed by the Area Chairman or representatives of three or more Member Groups, that any Member Group has engaged in, or is about to engage in, activities inconsistent with this Constitution then the NEC shall investigate such allegations and shall take such action as is deemed appropriate in accordance with the Articles 11 herein.
- 11.3 The rights of a Member Group and its enrolled members under this Constitution may be suspended for a period not exceeding three months by the NEC in accordance with its internal procedures, if
- (a) It is not adhering to this or its own Constitution or;
 - (b) If events have taken place or are about to take place which are or may be seriously detrimental to the Member Group or to the Federation as a whole.
- 11.4 A Member Group shall not while suspended be entitled to representation at the ANC, or any event organised by the NEC or its sub-committees, and its enrolled members shall not be entitled to any rights of membership.
- 11.5 Before suspending a Member Group, the NEC shall draw attention of the Member Group to the grounds on which it is proposed to take this action, and shall give the Member Group a reasonable time to answer any allegations and/or take any necessary corrective action. A Member Group which is suspended under Article 11.3 may appeal from that decision as provided by Article 14. The suspension shall be lifted while the appeal is heard.
- 11.6 The suspension of a Member Group may be lifted if the NEC is satisfied that corrective action has been taken.
- 11.7 A Group may be closed by the NEC in accordance with its internal procedures, if
- (a) It is not adhering to this or its own Constitution or;
 - (b) If events have taken place or are about to take place which are or may be seriously detrimental to the Member Group or to the Federation as a whole.
- 11.8 Before closing a Member Group, the NEC shall draw attention of the Member Group to the grounds on which it is proposed to take this action, and shall give the Member Group a reasonable time to answer any allegations and/or take any necessary corrective action. A Member Group which is closed under Article 11.7 may appeal from that decision as provided by Article 14.
- 11.9 A Group which is dissolved in accordance with the provisions of the Group Constitution shall be deemed closed when the General Secretary has been notified by the Area Executive Council.
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- 11.10 In the case of closure of a Member Group in accordance with Article 11.7 or the provisions of the Group Constitution the Federation shall be entitled to all membership fees paid or accrued due in respect of every year that the Group has been opened including the year in which such cessation occurs.

Article 12: Trustees

- 12.1 Without prejudice to the generality of Article 7.3.2 the NEC may at any time or times by Deed appoint any bank or trust corporation to be a custodian trustee of all or any part of such property or remove or (if requisite) consent to the retirement of any custodian trustee so appointed whether or not a new custodian trustee is appointed in its place.

A custodian trustee so appointed shall (subject as hereinafter mentioned) have the same powers, duties, rights, liabilities and protections as it would have if the NEC were managing trustees and the custodian trustee was a trust corporation appointed as a custodian trustee under Section 4 of the Public Trustee Act 1906 (except as varied by or expressly inconsistent, with the provisions of the Deed of Appointment and any Deeds supplemental thereto) and such other functions, powers, duties, rights, liabilities and protections as may be conferred by or contained in such Deed of Appointment and any Deeds supplemental thereto and shall not be reckoned a trustee for the purposes of section 40 of the Trustee Act 1925 and any such custodian trustee shall be appointed upon such terms and conditions as to remuneration as may be agreed with the NEC and referred to in the Deed of Appointment and any Deeds supplemental thereto and may retire at any time upon giving such notice as may be therein specified and any Bank so appointed shall have power to act by its proper officer or officers and also to act as bankers to the Federation for all purposes upon the terms usual between the Bank and a customer and shall be entitled to any customary share of brokerage receivable by the Bank.

Article 13: Honorary Membership

13.1 PRESIDENT

- 13.1.1 There shall be a President of the Federation who shall be elected by the NEC to hold office for a period of three years.
- 13.1.2 Any prominent figure who is willing to be associated with the Federation and to preside at the ANC for other than business sessions is eligible for nomination as President.
- 13.1.3 Nominations for the office of President shall be made informally in the first instance to the NEC who shall decide which nominees (if any) they should approach and who shall formally elect only such nominee as they consider most suitable for the office and as shall have indicated his willingness to serve .
- 13.1.4 The retiring President shall be eligible for re-election.

13.1.5 If the office of the President is vacant the NEC may appoint any Vice President to the office of President on a temporary basis for such period as it may determine or until a President is elected.

13.2 VICE PRESIDENTS

13.2.1 There may be up to five Vice-Presidents of the Federation, and the title may be conferred on the nomination of the NEC by the ANC by resolution passed by a majority of two-thirds of the delegates present and voting.

13.2.2 Any person who is over 30 and in the opinion of the NEC has given exceptional service to the Federation shall be eligible for nomination as a Vice-President.

13.2.3 Vice Presidents shall serve a one year term of office and a retiring Vice- President shall be eligible for re-election.

13.2.4 The duties of a Vice President shall include deputising for the President, acting as a member of the appeals panel, and other such duties as the National Chairman or the NEC may request them to assume from time to time.

13.3 HONORARY LIFE MEMBERS

13.3.1 The title of Honorary Life Membership may be conferred on the nomination by the NEC to the ANC by resolution passed by a majority of 67% of the delegates present and voting to any current or former full member under the age of thirty-six who, in the opinion of the NEC, has given a minimum of six years continuous stalwart service to the Federation.

13.3.2 Proposals for nomination for election to Honorary Life Membership shall be sent to the National Chairman in writing by 31 December each year together with such information as will enable the NEC to judge their merits.

13.3.3 Honorary Life Members shall not pay any further Membership or Affiliation fees.

Article 14: Resolution of Conflicts

14.1 There shall be an appeals panel of the Federation, which shall consist of the National Chairman, the Area Chairmen, and the Vice Presidents.

14.2 The Appeals Panel shall adjudicate on:

- (a) Any dispute over the interpretation of this Constitution;
- (b) Any claim that the rights under this Constitution of a member or of a Member Group have been infringed;
- (c) Any dispute between a Member Group, an Area or the NEC.
- (d) Any matter expressly so provided by these Articles or by rules made thereunder.

14.3 The members of the Panel to hear a particular case shall be selected by the National Chairman, who shall, if appropriate, consult with the applicant, subject to the following provisos;

- (a) The National Chairman alone may determine any dispute over the interpretation of this Constitution (other than a dispute over the respective powers of the NEC or Area)
 - (b) Any dispute between the NEC and an Area shall be heard by the National Chairman, two other Area Chairman and up to two Vice Presidents;
 - (c) At least three members shall be appointed to hear any other case (and the applicant may refuse to proceed unless at least three members are present), of whom at least one shall be an Area Chairman.
- 14.4 Except with the agreement of all the parties to an appeal, an appeal shall be heard within one month of the receipt of notice of the appeal by the NEC.
- 14.5 The NEC shall have the power to determine the procedures of the panel (provided that the same are not inconsistent with this Constitution).
- 14.6 Any decision of the panel shall be final and binding upon all those concerned.

Article 15: Amendments to the Constitution and Standing Orders

- 15.1 The right to add to, revoke or amend the Constitution and the Standing Orders of the Federation shall be vested in the delegates of the Member Groups at the ANC subject to the following provisions:
- 15.1.1 No proposal for the addition to, revocation or amendment of, the National Constitution, Standing Orders, model Area Constitution and Standard Group Constitution of the Federation shall be considered by the delegates unless it shall first have been submitted in writing to the Honorary General Secretary and placed upon the Agenda of either an ANC or a Special Conference convened for the purpose, which has been submitted to the separate Member Groups in accordance with Articles 8.17 and 8.18.
 - 15.1.2 No addition to or revocation or amendment of the National Constitution, Model Area Constitution or Standard Group Constitution shall be valid unless made by resolution of such ANC or Special Conference passed by a majority comprising at least 67% of the delegates present and voting.
 - 15.1.3 An addition to or revocation or amendment of the Standing Orders of the Federation may be made by resolution of such ANC or Special Conference passed by a simple majority of the delegates present and voting.

Article 16: Standing Orders

- 16.1 Any resolution passed by a simple majority of the delegates attending the ANC concerning the running of the NEC, National sub-committees or the Federation shall be incorporated into National Standing Orders.

Article 17: Notices

- 17.1 Any notice required by the provisions of this Constitution to be given to any person shall be deemed to have been so given if addressed to that person at his last known address in Great Britain or his address as recorded in the records of the Federation and sent by prepaid post,

and if sent by first class post shall be deemed to have been given on the day following its posting

- 17.2 Changes to the National Constitution, Standing Orders, Model Area Constitution and the Standard Group Constitution passed by the ANC shall be circulated to the secretaries of all Member Groups within thirty days of the closure of the ANC.

Article 18: Copies of the Constitution

- 18.1 The Honorary General Secretary shall make available a copy of the National Constitution, Standing Orders and the Standard Group Constitution to the secretary of each Member Group and provide a printed copy on request.
- 18.2 The General Secretary shall deliver to every person on demand a copy of the National Constitution, Standing Orders, Model Area Constitution and the Standard Group Constitution on payment of such reasonable costs as the NEC may determine.

Article 19: Interpretation

- 19.1 In the National Constitution, the Standing Orders, the Model Area Constitution and the Standard Group Constitution words in the singular shall include the plural and words in the plural shall include the singular and words denoting the masculine gender shall be deemed to include feminine.
- 19.2 In any such cases where it shall appear that other Constitutions and Standing Orders current within the Federation are in conflict with the National Constitution and Standing Orders, the National Constitution and Standing Orders will be deemed the definitive document.

--- END OF CONSTITUTION ---

NATIONAL STANDING ORDERS

1. DUTIES OF THE NATIONAL CHAIRMAN

1.1 NATIONAL CHAIRMAN

The duties of the National Chairman shall include:

- (a) giving direction and guidance to the NEC, Member Groups and other elected officers in achieving the aims of the Federation.
- (b) chairmanship of the NEC and the ANC.
- (c) supervision of the NEC and National sub-committees.
- (d) acting as spokesman and representative of the Federation to the press, radio, television and other national organisations.
- (e) selection of suitable candidates for the post of President.
- (f) supervision of the extent and scope of the Federation's co-operation with other organisations, and involvement in sponsorship, grant aid and patronage.
- (g) the selection of recipients for the National Chairman's Merit Award.

2. TERMS OF REFERENCE FOR NATIONAL SUB-COMMITTEES AND NATIONAL APPOINTMENTS

2.1 The National Chairman, HGS and NFO will make up a permanent NEC Sub-committee.

The Sub-committee will be responsible for:

- (a) General administration and management of the day to day affairs of the Federation.
- (b) Employment of any members of staff and the management of their duties.
- (c) Management of any headquarters office.
- (d) Management of the Federation's accounts.
- (e) Implementation and day to day running of the membership fee collection system.

- (f) Production of the annual National Budget for submission to the NEC for approval in consultation with all National Officers and the Chairman of other NEC Sub-committees.
- (g) Implementation and day to day running of financial control procedures for the NEC.
- (h) Provision of financial advice to committees and officers at all levels throughout the Federation.
- (i) Collection of all charity receipts and production of the Charities Booklet for the A.N.C.
- (j) Administration of the NEC and A.N.C.
- (k) Oversight of the activities of the other Sub-committee members on a day to day basis. The other Sub-committee members are the Chairmen of the NEC Sub-committees and any Project Officers running National Activities.
- (l) Liaison with other voluntary organisations and statutory bodies.
- (m) Insurance of all National property and assets, and the maintenance of the Federation's Public Liability Policy.
- (n) Appointment of and liaison with the Federation's Solicitors.
- (o) Application and negotiation for financial and grant assistance from public and private bodies.
- (p) Provision and advice and guidance on all constitutional matters and the review and recommending for acceptance to the NEC of all Area Constitutions.
- (q) Keeping the records of the Federation.

2.2 The ANC will elect the following Officers:

2.2.1 National Chairman

Term of office is two years in duration

The principle duties of the National Chairman shall be:

- (a) Ensure all decisions are recorded and communicated as required; to report regularly to the NEC on the Committee proceedings; to ensure committee business requiring NEC attention or ratification is on the NEC agenda; to bring the concerns of the NEC or delegated tasks to the Committee.

- (b) Ensure communication and liaison between the Federation and external organisations, statutory bodies or individuals as fall within the duties of the committee.
- (c) Ensure that the Federation is represented at meetings with outside bodies as may be required from time to time.
- (d) Ensure that the committee is run in accordance with the provisions of the National Constitution and Standing Orders and the General Purposes Sub-committee Terms of Reference

2.2.2 Honorary General Secretary

Term of office is two years in duration.

The principle duties of the Honorary General Secretary shall be:

- (a) Responsible of all aspects regarding the employment and management of any staff.
- (b) Manage any Headquarters Office.
- (c) Administration of the NEC, A.N.C. and Sub-committee.
- (d) Ensure all legal, constitutional and insurance requirements are met.
- (e) Undertake the duties and responsibilities of the General Secretary as referred to and described in the National Constitution.

2.2.3 National Finance Officer

Term of office is two years duration.

The principle duties of the National Finance Officer shall be:

- (a) Management of all the Federation's finances, including all accounts and budgets.
- (b) Supervision of any employed book-keeper.
- (c) Keep and maintain all financial records as are required by law.
- (d) Prepare and submit VAT and Corporation Tax returns if required.
- (e) Liaise with the Federation's Accountants and submit accounts for annual approval, and presentation of the accounts and the annual financial report for acceptance at the A.N.C.

- (f) Responsible for all aspects regarding payment of salaries and wages for any employed staff.
- (g) Management of all financial control procedures in respect of National finances, accounts and budgets.
- (h) Management of the Federation's membership fee collection system.
- (i) Undertake the duties and responsibilities of the Finance Officer as referred to and described in the National Constitution.

2.2.4 National Development Officer

Term of office is two years in duration

The principle duties of the National Development Officer shall be:

- (a) Provide advice and guidance regarding all aspects of development.
- (b) Accept Groups into the Federation and authorise development grants as appropriate. Receive group closure forms. Advise Finance Officer of all Group openings and closures.
- (c) Manage Area Boundaries.
- (d) Issue development lists to all Area Chairmen.
- (e) Manage the National Development budget.

2.2.5 National Magazine Editor

Term of office is two years in duration.

The principle duties of the National Magazine Editor shall be:

- (a) Encourage submission of articles to the Magazine and edit them into a form suitable for printing.
- (b) Prepare the magazine for printing.
- (c) Seek advertisements for and sponsorship of the National Magazine.
- (d) Manage the budget for the magazine.

2.2.6 National External Public Relations Officer

Term of office is two years in duration.

The principle duties of the National External Public Relations Officer shall be:

- (a) Make and maintain contact with national media, other organisations, major companies, statutory bodies and government departments in order to increase awareness of the Federation.
- (b) Ensure that major events are publicised nationally.
- (c) Provide assistance and guidance, on request, with any aspect of public relations.
- (d) Attend 'outside events' on behalf of the Federation.
- (e) Monitor sources of enquiries to the Office and recommend best outlets for publicity to Areas.
- (f) Manage the National PR. budget.

2.2.7 National Training Co-ordinator

Term of office is two years in duration.

The principle duties of the National Training Co-ordinator shall be:

- (a) Ensure training is provided for Area and Regional Officers in both their specific committee skills and general management skills.
- (b) Ensure training is provided for the NEC to cover roles, responsibilities and management skills.
- (c) Ensure training is provided for all elected training officers, in order to enable them to carry out their roles.
- (d) Run the Self Development Courses.
- (e) Ensure that plans and budgets are prepared and accepted for (a) to (d) above.
- (f) Manage and maintain all National training resources.
- (g) Manage the National Training budget.

2.2.8 National Activities Officer

Term of office is two years in duration.

The principle duties of the National Activities Officer shall be:

- (a) Manage and co-ordinate the National Activities policy.
- (b) Monitor and evaluate National Scale events.
- (c) Ensure National activities take place.
- (d) Provide advice to Areas regarding the running of activities.
- (e) Ratify National and National Scale events and resolve problems with any clashing events.
- (f) Ensure budgets and accounts are presented to the NEC for all National activities, and manage the National Activities budget.

2.2 The NEC shall elect the following officers:

2.3.1 National Executive Officers

There shall be a maximum of four National Executive Officers. Term of office is two years in duration.

The principle duties of the National Executive Officers shall be:

- (a) Advise, assist, troubleshoot, encourage, motivate and facilitate members in their allotted Areas.
- (b) Stimulate and maintain communication between Areas.
- (c) Attend meetings and conferences within their allocated Areas.
- (d) Liaise regularly with the other National Executive Officers and the National Chairman.
- (e) Responsible for the management of any National Officers assigned to them.

3 ANC PROCEDURES

3.1 The NEC shall be responsible for putting into form those motions which involve alterations to the National Constitution, the Model Area Constitution and the Standard Group Constitution of the Federation.

- 3.2 All motions submitted in accordance with Article 8.17 of the National Constitution shall be included on the Agenda Paper but where two or more similar motions are received, the Sub-Committee shall select or formulate a single composite motion which shall become the main motion. Such a composite motion shall be submitted to the original proposers and if approved by them shall be included on the Agenda Paper in place of the original motions. In the event of the original proposers not approving the composite motion, the original motions shall be printed on the Agenda Paper as amendments to the composite motion.
- 3.3 The Sub-Committee shall recommend to the NEC the withdrawal of any motion which it considers unsuitable but the NEC shall not withdraw a motion without the proposers' consent.
- 3.4 The NEC, on the advice of the Sub-Committee, shall be responsible for arranging the motions in order of preference or in order of importance according to current circumstances.
- 3.5 Should the Agenda prove too long for the time available, the Chairman of the meeting shall have the power to move the closure. The latest time for closure of the meeting shall be printed on the Agenda Paper.
- 3.6 If a motion on the Agenda Paper is not moved at the meeting it shall not be included on the Agenda Paper of a subsequent meeting without fresh notice.
- 3.7 The National Chairman, or the acting Chairman in his absence may with the consent of the conference adjourn the Conference to a date and time which he shall specify at the time of such adjournment
- 3.8 No business shall be transacted at the adjourned Conference except business left uncompleted at the time of the adjournment.
- 3.9 Visitors to the ANC may be invited to speak by the Chairman.

4. ELECTION AND REMOVAL OF THE NATIONAL CHAIRMAN

- 4.1 Any Chairman (or his representative) of a Member Group may give to the General Secretary a notice in writing, countersigned by the Chairman (or his representative) of another Member Group, nominating any eligible member as a candidate for election as National Chairman. These nominations must be received by the Honorary General Secretary at least twenty-eight days before the date fixed for the start of the ANC.
- 4.2 The election procedure at the ANC shall be in two parts:
- (a) The candidate's own nomination speech to the Conference and questions from the floor.
 - (b) The casting of votes, by the delegates to the Conference.
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- 4.3 The conclusion of candidates' speeches and the deadline for the casting of votes, shall fall on opposite sides of the longest break in the proceedings of the Conference.
- 4.4 If there are three or more candidates standing for election, voting for the position of National Chairman shall be by the Single Transferable Vote method as described in the National Standing Orders.
- 4.5 The nominations, after having been placed before the ANC, shall be voted upon by paper ballot, without interruption of the Conference's other business.
- 4.6 Each candidate shall be entitled to display notes at the ANC, giving personal details, aims, policies and a photograph.
- 4.7 If it shall appear to a majority of the voting members of the NEC that the National Chairman is failing to fulfil his duties it shall cause to be sent to the National Chairman a statement in writing of his failings and shall afford him a reasonable opportunity of giving an explanation in writing or orally; and if having considered such explanation (if any), the NEC is of opinion that the National Chairman should be removed from office he may be so removed by resolution of the NEC.
- 4.8 In the event of the death, resignation or removal from office of the National Chairman the NEC may appoint any full member (provided that they have not attained their thirty-sixth birthday on the day of the appointment) to fill the office thereby vacated until the expiration of the term of office of the National Chairman who has died, resigned or been removed.

5. RULES OF DEBATE AT THE ANC

Except with the leave of the National Chairman, or the acting Chairman in his absence;

- 5.1 The Proposer and Seconder of a motion must be delegates of Member Groups.
- 5.2 No speaker shall, except with the permission of the Chairman, speak more than once on the same motion, except the proposer of an original motion shall be allowed to speak in reply.
- 5.3 During a debate a member shall address the chair and shall direct his speech strictly to the motion or amendment under discussion, or to an explanation or a question of order.

No such proposer shall speak for more than ten minutes in moving such a motion nor for more than five minutes in reply and no other person shall speak for more than five minutes.

- 5.4 Any member may rise to a point of order, or a member may rise to explain, but such explanation shall be confined to some material part of his former speech which may have been misunderstood.
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A member may rise to ask a question, but all questions must be strictly confined to a request for information and not include any statement or argument.

- 5.5 The proposer of a motion shall have the right to reply at the close of the debate upon such motion immediately before it is put to the vote. If an amendment is proposed the proposer of the original Motion shall be entitled to reply at the close of the debate upon the amendment. A proposer, in exercising his right of reply shall confine himself to answering previous speakers and shall not introduce any new matter into the debate.
- 5.6 No amendment shall be discussed or put to the meeting until it has been seconded. Before an amendment is discussed the Chairman may require a copy of such amendment in writing
- 5.7 An amendment seeks to alter or improve the original motion and may:
- (a) add words,
 - (b) delete words,
 - (c) delete certain words and add substitute other words,

PROVIDED THAT the words in question are relevant to the motion but are not a direct negative and do not alter the principle direction, meaning or effect of the motion.

A motion that does not affect the Constitution cannot be amended to one that does affect the Constitution.

- 5.8 No other amendment shall be moved until the first amendment has been voted on. If an amendment is passed the motion as amended shall become the substantive motion upon which further amendments may be moved.
- 5.9 Any delegate may propose, without debate, that the Conference now "move to the vote" on the motion, and this motion shall be dealt with before any other. If this procedural motion is seconded, and passed by a majority, the motion or amendment before the meeting shall, after the proposer of the motion has been offered the right to reply, be voted upon at once.
- 5.10 Any delegate may propose, without debate, that the Conference now "proceed to next business", and this motion shall be dealt with before any other. This motion can only be made when a substantive motion is before the meeting and cannot be moved upon an amendment.
- 5.11 The National Chairman may take any amendments presented in writing, signed by delegates of both the proposing and seconding Member Groups, before amendments proposed from the floor of the conference PROVIDED THAT the

timing of the introduction of any and all amendments within the debate shall be at the discretion of the Chairman of the meeting.

The National Chairman shall allow any delegates who have given notice in writing that they wish to speak in any debate to address the Conference before speakers from the floor of the Conference.

- 5.12 The ruling of the Chairman on a point of order or on any question of procedure or conduct shall not be open to discussion PROVIDED THAT the chairman's ruling on any point may be challenged on request of twenty or more delegates present.

If twenty or more delegates request a challenge to the Chairman's ruling then they shall state the point on which the ruling is challenged and the Chairman shall have the right to explain his decision. There shall be no debate or discussion, and on conclusion of the Chairman's explanation a vote will be taken.

It shall require a two-thirds majority of those delegates present and voting for the challenge to be upheld.

6. MEETINGS OF THE NEC

- 6.1 The NEC shall meet at 4 times per annum and more frequently if the National Chairman shall so determine.
- 6.2 The Honorary General Secretary of the Federation shall call an additional meeting of the NEC if, in the opinion of the National Chairman or 25% of the voting members of the NEC, urgent business makes it necessary.
- 6.3 The General Secretary shall give notice in writing of all NEC meetings to each member of the NEC at least twenty one days prior to the date fixed for such meeting PROVIDED THAT in the case of an additional meeting if in the opinion of the National Chairman or those members calling the meeting the urgency of the business to be considered is such as to justify it the period of notice may be abbreviated and notice may be given by telephone.

Any Agenda item, including motions for debate, must be submitted to the Honorary General Secretary in writing, at least twenty one days prior to the date fixed for the start of any scheduled NEC meeting. The Honorary General Secretary shall submit a copy of the Agenda Paper to all NEC members at least fourteen days before the date fixed for the start of the NEC meeting.

- 6.4 No resolution may be voted on at any NEC meeting unless it has been circulated on the Agenda Paper in accordance with Standing Order 6.3 PROVIDED THAT this rule may be suspended if urgency is voted by 67% of those voting NEC members present and voting at the meeting.
- 6.5 If, on receiving notice of a meeting of the NEC, any member is unable to attend he shall, except where prevented from doing so by illness or other unavoidable circumstances, inform the Honorary General Secretary, and if such member is an
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Area Representative he shall also inform the Administrator of the Area Executive Council.

- 6.6 Motions to rescind in their entirety resolutions previously passed by the NEC must be printed on the Agenda paper and shall require a 67% majority of those voting members present and voting at the meeting to be passed.
- 6.7 Sub-committee members, or employed staff, or Honorary Members or any other members may attend meetings in an advisory capacity at the discretion of the National Chairman.
- 6.8 The National Chairman shall preside at all meetings of the NEC which he attends and in his absence from a meeting the NEC shall appoint an acting Chairman from among its voting membership to preside.
- 6.9 At any meeting of the NEC a number of members (of whom one shall be the National Chairman or acting Chairman) corresponding to not less than two thirds of its voting membership for the time being shall form a quorum.
- 6.10 Any motion to be decided by the NEC shall be decided by a majority of voting members present and voting; save that the National Chairman shall be entitled to vote only in the event of a tie, when he shall have a casting vote. If an Area Chairman is elected as the acting Chairman of the meeting he shall be entitled to vote in his own right as Area Chairman, and will also be entitled to cast an additional vote in the event of a tie.
- 6.11 Subject to any provision of the National Constitution or Standing Orders which requires business to take place in open session of the NEC, part or all of a NEC meeting may be held in-camera if in the opinion of the National Chairman or at least 25% of the voting members of the NEC, the nature of the business to be discussed makes it necessary. The National Chairman and voting members shall be present at an in-camera session of the NEC, and other NEC members, or individual members or members of staff may also be present at the discretion of the National Chairman or on request of three other voting members of the NEC.

7. ELECTION OF AND REMOVAL OF NATIONAL OFFICERS APPOINTED TO THE NEC

- 7.1 The election shall take place at the ANC meeting immediately prior to the expiry of the two year term of office of the current incumbent, and the new appointee shall take up office on the date that the term of office of the incumbent expires.
- 7.2 Any full member under 36 years of age is eligible for election to a post appointed by the NEC PROVIDED THAT they do not hold any other elected post in the Federation. Retiring members shall be eligible for re-election.

- 7.3 A full member below age 36 has the right to stand for election to a post appointed by the NEC if that post is currently co-opted PROVIDED THAT the full member notifies the General Secretary at least sixty days prior to the start of the NEC meeting immediately before an anniversary of the start of the term of office of the present incumbent.
- 7.4 The Honorary General Secretary shall notify all Group Secretaries of the elections due at least thirty days prior to the start of the ANC at which such elections are to be held.
- 7.5 Any eligible member wishing to stand for election shall give notice to the General Secretary in writing at least twenty eight days before the start of the ANC at which such election is to be held.
- 7.6 The election process at the ANC meeting shall be in three parts;
- (a) the candidates own nomination in writing to include a profile and photograph.
 - (b) questions put to the candidate by the members (time allowed at the discretion of the National Chairman);
 - (c) the casting of votes by the voting members by secret paper ballot, and if there are more than three candidates standing for any one position, in accordance with the Single Transferable Vote method as described in the Standing Orders.
- 7.7 If it shall appear to a simple majority of the voting members of the NEC that any member appointed to a national post by the ANC is failing to fulfil his duties it shall cause to be sent to such member a statement in writing of his failings and shall afford him a reasonable opportunity of giving an explanation in writing or orally; and if having considered such explanation (if any), the NEC is of opinion that such member should be removed from office he may be so removed by resolution of the NEC.
- 7.8.1 In the event of the death, resignation or removal from office of a member appointed to a national post by the ANC, the NEC shall fill the office thereby vacated in accordance with these Articles herein PROVIDED THAT the period of notice given in Standing Order 7.4 may be shortened to twenty days, and the period of office may be shortened to coincide with the expiration of the term of office of member who has died, resigned or been removed.
- 7.8.2 The NEC has the right to fill any vacancy until the following ANC.
- 8. GENERAL STANDING ORDERS**
- 8.1 Area Constitutions and Standing Orders must include provision to ensure that each member group is visited monthly by a member of the Area Council and annually

by the Area Chairman to ensure that the adopted minimum standards are being met.

9. PROCEDURE FOR THE ELECTION OF OFFICERS BY MEANS OF THE SINGLE TRANSFERABLE VOTE

9.1 Each person entitled to vote shall have one transferable vote.

9.2 A voter in recording his vote on the ballot paper;

- (a) must place on his ballot paper the figure 1 opposite the name of the candidate for whom he votes;
- (b) may indicate the order of his preference for as many other candidates as he pleases by placing against the respective names the figures 2, 3, 4 and so on.

9.3 The returning officer shall examine the papers and shall sort them into parcels according to the first preference recorded for each candidate, rejecting any that are invalid.

9.4 The returning officer shall count the papers in each such parcel and shall credit each candidate with a number of votes equal to the number of valid papers on which the first preference has been recorded for that candidate.

If the vote for any one candidate equals or exceeds the votes of all the other candidates combined, that candidate shall be declared elected. If not;

- (a) the returning officer shall exclude together the two or more candidates with the least votes if the total vote of such two or more candidates does not exceed the vote of the candidate next above; otherwise he shall exclude the candidate having the fewest votes.
- (b) the papers of the excluded candidates shall be transferred to whichever of the continuing candidates is marked by that voter as his next available preference, and the votes thus transferred shall be added to the first preference votes of those candidates.
- (c) any paper on which no further preference is marked shall be set aside as non-transferable and the total of such papers shall be recorded.
- (d) this process shall be continued until the vote for some one candidate exceeds or equals the votes for all the other continuing candidates combined, and that candidate shall then be declared elected.

9.5 If, when a candidate has to be excluded, two or more candidates have each the same number of votes and are lowest on the poll, the candidate with the lowest number of votes at the earliest stage in the count, at which the candidates in question has an unequal number of votes, shall be excluded.

If two or more candidates are still equal and lowest, the returning officer shall determine which shall be excluded by lot.

9.6 Definitions;

- (a) The expression 'first preference' means the figure 1 standing alone opposite the name of a candidate or the name of the candidate given first in the list of order of preference by the voter.
- (b) The expression 'valid voting paper' means a voting paper on which a first or only preference is unambiguously expressed.
- (c) The expression 'invalid voting paper' means a voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.
- (d) The expression 'continuing candidate' means any candidate not yet excluded.
- (e) The expression 'next available preference' means a second or subsequent preference recorded in consecutive numerical order for a continuing candidate, passing over earlier preferences for candidates already excluded.
- (f) The expression 'transferable paper' means a voting paper on which a next available preference is unambiguously expressed.
- (g) The expression 'non-transferable paper' means a voting paper on which no next available preference for a continuing candidate is expressed, or on which any next available preference is void for uncertainty.

9.7 The rules described herein for conducting a Single Transferable Vote election may be amended to conform to those recommended by the Electoral Reform Society from time to time.

--- END OF STANDING ORDERS ---

MODEL CONSTITUTION FOR AREAS

(See National Constitution, Article 5.6)

Notes:

All words in italics are for information only and do not form part of the model constitution. They may be amended, enhanced, etc., independently of any changes to the constitution approved by the delegates at an ANC.

This Model Constitution contains the recommended mandatory clauses for an Area Constitution. Area Conferences may add, delete or amend clauses subject to the provisions of the National Constitution Article 5.6.

Items enclosed in [] indicate that the Area may choose the most appropriate option that suits their individual circumstances.

CONSTITUTION of the Area of the National Federation of Eighteen Plus Groups

Article 1. Name of Area

- 1.1 The name of the Area shall be "The.....Area" (hereinafter referred to as "the Area".)

Article 2. Relationship to the Federation

- 2.1 The Area shall be a self financing Administrative Area of The National Federation of Eighteen Plus Groups of Great Britain (hereinafter call "the Federation", by whom (subject to the provisions of the National Constitution of the Federation) it may be dissolved, amalgamated or sub-divided as may from time to time seem necessarily convenient for the purpose of furthering the aims of the Federation.
- 2.2 The provisions of this Constitution and the Standing Orders annexed hereto or made hereunder shall have effect subject to the provisions of the National Constitution and Standing Orders of the Federation and to anything done according to such last- mentioned provisions.
- 2.3 No addition to or revocation or amendment of the provisions of this Constitution or the Standing Orders annexed hereto shall be made without the consent in writing of the National Executive Council of the Federation (hereinafter called "the NEC") first being obtained thereto in accordance with Article 5.6 of the National Constitution.

Article 3. Area Executive Council

Areas should consider the structure of the Area in terms of the Area Executive Council. The Articles below may not cover all options, Area's are free to propose alternatives

- 3.1 The affairs of the Area shall be managed by an Area Executive Council (hereinafter called "the AEC").
- 3.2 The AEC shall be responsible for so managing such affairs as to ensure that the policy of the Federation and, subject thereto, the policy of the Area as decided by the Area Conference, is carried out in the Area, so far as it reasonably can be.
- 3.3 For the purposes hereinbefore mentioned the AEC may do all such things and transact all such business as are not by this Constitution required to be done by the Area Conference.

The Area Conference should determine the number of representatives that are de-facto members of the AEC.

- 3.4 Meetings of the AEC shall be held at least once every quarter and at such additional times as the Area Chairman in his discretion may direct. A meeting of the AEC shall be held within four weeks of a NEC meeting.
- 3.5 At meetings of the AEC;
 - (a) a number of members of the AEC entitled to vote and present equal to 51% of the total number entitled to vote shall constitute a quorum;
 - (b) if present, the Area Chairman or failing him, the Area Administrator, shall preside, and in their absence from any meeting the AEC shall appoint an acting chairman from among its members to preside at the meeting;
 - (c) any question to be decided by the AEC shall be decided by a majority of members present, entitled to vote and voting PROVIDED that the Area Chairman (or, in his absence, the Area Administrator or other acting Chairman of the meeting) shall be entitled to vote only in the event of a tie, when he shall have a casting vote.
- 3.7 Without prejudice to the generality of paragraph (b) of this clause, the AEC shall have the following powers:
 - (a) power from time to time to appoint from among the members of the Member Groups of the Federation sub-committees to whom it may delegate such of its powers as it may from time to time think necessary or convenient for the better management of the affairs of the Area;

- (b) subject to the provisions of the Constitution and Standing Orders annexed hereto or made hereunder, power to regulate its own procedure, including power to regulate the procedure of any sub-committee;
- (c) power to act notwithstanding any vacancy in its membership.

Article 4. Area Chairman

- 4.1 The Area Chairman shall be a full member of one of the Member Groups belonging to the Federation within the Area (hereinafter called "the Member Groups"), shall be elected by the Area Conference and shall hold office for a period of one year, commencing on [the first day of June].
- 4.2 Any full member under the age of 36 is eligible for election or re-election to the position of Area Chairman PROVIDING THAT they shall serve for no more than three consecutive terms in that position.
- 4.3 It shall be the duty of the Area Chairman:
 - (a) to preside at all meetings of the AEC;
 - (b) to represent the Area at all meetings of the NEC and at the ANC;
 - (c) to ensure so far as lies in his power the proper management of the affairs of the Area; and
 - (d) to inform forthwith the NEC concerning any matter connected with such affairs;
 - (i) which may by reason of its importance to the Area or the Federation ought to be brought to the attention of the NEC; or
 - (ii) in respect of which the NEC requires him to furnish information.
- 4.5 The Area Chairman shall not hold any post on any Group Committee during his term of office.
- 4.6 If it shall appear to a majority of the voting members of the AEC that the Area Chairman is failing to fulfil his duties it shall cause to be sent to the Area Chairman a statement in writing of his failings and shall afford him a reasonable opportunity of giving an explanation in writing or orally; and if having considered such explanation (if any), the AEC is of opinion that the Area Chairman should be removed from office he may be so removed by resolution of the AEC.
- 4.7 In the event of the death, resignation or removal from Office of the Area Chairman, the AEC shall:

- (a) Within 14 days thereof notify in writing all Member Groups of such event and shall invite nominations in writing for the post of temporary Area Chairman to reach the Area Administrator within 21 days of the date of the notice of the AEC to Member Groups.
- (b) Upon receipt of such nominations the Area Administrator shall forthwith notify in writing each of the Member Groups of the names of those so nominated and invite each of the Member Groups to indicate in writing within 14 days of the date of such notification which of the candidates it would prefer.
- (c) For the purpose of deciding how many votes each candidate has received each of the Member Groups shall be regarded as having one vote, and the candidate who received the most votes shall be elected Area Chairman to hold office for the remainder of the term of the former Area Chairman.
- (d) In the event of a tie the AEC shall have a casting vote.

Article 5. Area Executive Council

5.1 The day-to-day administration of the affairs of the Area shall be carried on by the AEC.

5.2 The AEC shall consist of the following Area Officers:

- (a) Area Chairman
- (b) Administrator
- (c) Area Treasurer
- (d) Membership Officer

and such additional officers as the Area Conference shall from time to time consider necessary.

5.3 Each member of the AEC shall be a member of one of the Member Groups and shall be elected by the Area Conference and shall hold office for a period of one year commencing on [the first of June].

5.4 Any full member under the age of 36 is eligible for election or re-election to the Area Executive Council PROVIDING THAT they shall serve for no more than three consecutive terms in any one position.

5.5.1 If any position on the AEC with the exception of the Chairman is left unfilled at the close of the Area Conference, the AEC may co-opt any full member to the position

Any position temporarily filled by co-option shall be placed on the Agenda for election at the next Area Conference.

Any full member co-opted to the AEC shall not have the right to vote at meetings of the Area Secretariat and of the AEC.

- 5.7 The Area Chairman or a member of the AEC shall not also hold the post of Group Chairman during his term of office.
- 5.8 It shall be the duty of each member of the AEC to carry out their respective functions as Area Officers as provided in this Constitution or the Standing Orders annexed hereto and, subject thereto, as may from time to time be laid down by the Area Conference when appointing additional officers.
- 5.9 If it shall appear to the AEC that any member has failed to fulfil his duties it shall cause to be sent to him a statement in writing of such failure and shall afford him a reasonable opportunity of giving an explanation in writing or orally, and if, having considered such explanation (if any), the AEC is of the opinion that such member should be removed from office, he may be so removed by resolution of the AEC.
- 5.10 In the event of the death, resignation or removal from Office of any member of the AEC, the remaining members of the AEC shall:
- (a) within 14 days thereof notify in writing all 18 Plus Groups belonging to the Federation within the Area of such event and shall invite nominations in writing for any full member to fill the office thereby vacated for the remainder of the term of such former member of the AEC, such nominations to be received within 21 days of such notification.
 - (b) A new member of the AEC shall be elected by the AEC to fill such office as aforesaid from among those nominated, such election to be held by the AEC at its next Area meeting after the time for receipt of nominations shall have expired and in any event within 35 days of such office becoming vacant.

AEC members elected in this way shall have the power to vote.

The AEC may fill the position in accordance with Article 5.5 if no nominations are received.

Article 6. Area Officers

- 6.1 The duties of the Area Officers are to be included in the Area Standing Orders.
- 6.2 The Area Chairman and all members of the AEC shall present written reports to the Area Conference and all AEC meetings.
- 6.3 All members of the Area Secretariat shall act in co-operation with each other and with the appropriate Officers of the Federation.

Article 7. Organisation of the Area

This section should describe the Organisation of the Area.

Areas may include a definition of the boundaries in the Standing Orders.

- 7.1 Each Area shall consist of Member Groups within a geographical region.

Article 8. Finance

- 8.1 The bank mandate shall provide that the signatures of two signatories shall be required to authorise any payment. The National Chairman shall be included as a signatory to any Bank or Building Society account.
- 8.2 It shall be the duty of the Area Treasurer for the time being to ensure that the bank mandate is amended from time to time as may be necessary.
- 8.3 In the absence of a Membership Officer, it shall be the responsibility of the Area Treasurer to process all Memberships and Affiliation fees.
- 8.4 If the signatories mentioned in article 8.1 include two or more related persons the Area Chairman shall nominate such alternative signatories as he considers necessary so that no two signatories are related to one another.
- 8.5 The accounts of the Area shall be kept by the Area Treasurer under the supervision of the AEC and shall be audited by a competent person appointed as Auditor by the Area Conference in each year, as follows:
 - (a) the annual accounts of the Area made up to 31st December of the year in which such Auditor was appointed;
 - (b) at any change of Area Treasurer;
 - (c) in any other circumstances in which the AEC considers it necessary or desirable that the accounts should be audited;

PROVIDED THAT no serving member of the AEC or the NEC shall be eligible for appointment as Auditor.

- 8.6 The Area Chairman shall be a signatory to all Group Bank and Building Society accounts.

Article 9. Area Conference

- 9.1 Each Area shall hold at least four quarterly conferences per year and so far as possible the first to be held in February. The early conference shall be the Annual Conference of the Area.
- 9.2 At least 35 days before the date set for the start of the Area Conference to begin, the Area Administrator shall send notice in writing of the date of the Area Conference to the Chairman of each Member Group.

Receipt of such notice shall immediately be acknowledged by each Member Group.

If within 14 days of dispatch of such notice such acknowledgement is not received from any Member Group, the Area Administrator shall immediately take such further action as he shall consider necessary to acquaint the Group with the contents of the original notice.

- 9.3 Each of the Member Groups shall nominate in writing to the Area Administrator up to two delegates to attend the Area Conference, of whom one shall be the Chairman for the time being of the Member Group, or a representative appointed by him, and the other shall be elected by the votes of a majority of the full members of the Member Group voting at a General Meeting or Extraordinary General Meeting of the Group.

To be eligible to represent the Member Group members must be Full members of the Member Group.

New Groups which have not yet elected a Committee may be represented by members of the Member Group (or Groups) responsible for developing the new Group PROVIDED THAT the delegates comply with the provisions of this clause.

The Group delegates so nominated of each Member Group shall be exclusively entitled to exercise all rights of voting on behalf of that member Group at the Area Conference and shall be entitled to one vote each.

Serving members of the AEC may attend but shall not be entitled to act as delegates of Member Groups or to vote at the Area Conference.

- 9.4 Any 18 Plus member or official of the Federation, although himself not a Group delegate, shall be entitled to attend the Area Conferences and speak thereat, but shall not have the right to vote.

- 9.5 The quorum at an Area Conference shall be such number of Group delegates as equals 51% of the total number of Member Groups.
- 9.6 Subject to articles 9.7 and 9.17 any question to be decided by the Area Conference shall be decided by a simple majority of the Group delegates present and voting.
If an equal number of votes are cast for and against any motion, the Area Chairman or the acting Chairman, shall have a casting vote.
- 9.7 Any addition to, or revocation or amendment of this constitution shall not be put to the Area Conference unless the procedure laid down in Article 9.10 has been strictly complied with and may be resolved upon only by a majority amounting at least to 67% of the Group delegates to the Area Conference present and voting; and any such resolution shall not have effect unless and until the consent in writing of the NEC shall have been obtained in accordance with Article 5.6 of the National Constitution.
- 9.8 A special Area Conference may be convened upon request made in writing to the Area Administrator by:
- (i) one half of the members of the AEC;
 - (ii) one half of the Member Groups;
- If the Area Administrator does not within 21 days after receipt of the request convene such a Conference, the AEC or the Member Groups so requesting a Special Area Conference may themselves convene such special Area Conference.
- Only business that has been placed on the Agenda and circulated in advance may be discussed at the Special Area Conference.
- 9.9 The business of the Annual Area Conference shall be:
- (i) the election of the Area Chairman and members of the AEC;
 - (ii) the reception of the audited accounts;
 - (iii) the appointment of the auditor;
 - (iv) the reception of the reports of the AEC; and
 - (v) the disposal of business which may, under this Constitution or the Standing Orders, be introduced at an Area Conference.
- 9.10 Notice of motions to be moved at an Area Conference shall be sent in writing to the Area Administrator at least 21 days before the date fixed for the opening of the Area Conference.

The Area Administrator shall submit a copy of all such motions to the Chairman of the Member Groups at least 14 days before the date fixed for the opening of an Area Conference.

- 9.11 Any such motion proposed by a Member Group shall not be put to the Area Conference or debated or voted upon unless and until it shall have been seconded by another Member Group.
- 9.12 A motion proposed by the AEC shall not be required to be seconded.
- 9.13 Motions of which the Area Administrator has received notice pursuant to the provisions of article 9.10 shall have priority over all motions of which the Area Administrator has not received such notice.
- 9.14 The Area Administrator shall submit a resume of the minutes of the Area Conference within 28 days of the end of the Conference to all Member Groups.
- 9.15 Subject to the provisions of the National Constitution of the Federation and of this Constitution, the proceedings of the Area Conference shall be conducted in accordance with the Standing Orders annexed hereto.
- 9.16 The Area Conference may from time to time add to, revoke or amend the Standing Orders by resolution upon a motion in respect of which the procedure laid down in Article 9.10 has been strictly complied with. A 51% majority is required to alter the Standing orders in any way.
- 9.17 In case of urgency, the Area Chairman, at an Area Conference, may accept a motion for the suspension of the Standing Orders.

The delegate moving such suspension must clearly state the nature and urgency of his business, the number of Standing Orders to be affected and the length of time (not exceeding 15 minutes) he desires such suspension to last.

At the option of the Conference a further suspension may be allowed.

No suspension shall take place whatsoever except by resolution passed by two-thirds of the votes of the delegates present and voting.

Article 10. New Eighteen Plus Groups

- 10.1 No new Eighteen Plus Groups shall be set up within the Area without the consent in writing of the AEC and NEC being first obtained.
- 10.2 So far as possible the Area Development Officer should be consulted prior to each step in the formation of any new Eighteen Plus Group.

- 10.3 The process of such formation should follow as nearly as may be the direction (if any) of the AEC and, subject thereto, the advice of the Area Development Officer.
- 10.4 Member Groups or 18 Plus Members wishing to form a new Eighteen Plus Group within the Area may apply to the Area Treasurer for financial assistance.
- 10.5 Subject to the approval of the AEC, such financial assistance, whether by way of loan or outright grant, may be given (where sufficient funds are available) on the recommendation of the Area Treasurer after consultation with the Area Development Officer.
- 10.6 If such financial assistance is given by way of loan, it shall be upon condition that the proposed new Group accept the obligation to repay the loan when the necessary money is available to such group and that obligation is recorded in the Group's accounts.

Article 11. Honorary Life Membership

The Area Conference may include criteria for the award of Honorary Life Membership if required.

Article 12. Interpretation

- 12.1 In any such cases where it shall appear that the Area or Regional Constitution is in conflict with the National Constitution and Standing Orders, the National Constitution and Standing Orders will be deemed the definitive document.

--- END OF CONSTITUTION ---

STANDING ORDERS

Standing Orders should be adopted at the Area Conference that cover the following:

1. Duties of Area Officers (base on National Standing Order 1).
2. Region/District boundaries (if necessary).
3. Management of Groups (see National Standing Order 7.1).
E.g. Visits to Groups by AEC members, etc.
4. Trophies and competitions (if necessary).
5. Rules of debate (base on National Standing Order 4).
6. Area Conference procedures (base on National Standing Order 2).
7. Meeting of the AEC (base on National Standing Order 5).

Constitution version 1.0
Notes version 1.0

CONSTITUTION FOR MEMBER GROUPS

(See National Constitution, Article 3)

CONSTITUTION of the Eighteen Plus Group

Article 1. NAME of GROUP

The name of the Group shall be "The Eighteen Plus Group" (hereafter referred to as 'the Group').

Article 2. MEMBERSHIP of the FEDERATION

The Group shall be a Member Group of The National Federation of Eighteen Plus Groups of Great Britain (hereinafter called "the Federation") and shall comply with the National Constitution and Standing Orders of the Federation.

Article 3. AIMS of the GROUP

The Group shall adopt the aims of the Federation.

Article 4. MEMBERSHIP

- 4.1 Membership of the Federation is open to all persons over the age of eighteen years and under thirty-six years who agree with its fundamental values and objectives. Persons under the age of eighteen are not entitled to join. Those who have reached their thirty-sixth birthday may join the Federation as Associated members via a second tier Group.
- 4.2 Each member shall pay an annual membership fee of £5 and an Area Affiliation Fee of £20 or as shall be agreed by the Annual National Conference of the Federation from time to time (or such other sum in excess of such fee as may be determined by the Group at a General Meeting).
- 4.3 Prospective new members shall be asked to pay the annual fees on or before their fourth attendance, or leave the Group. Such fees will then be passed to the Area Membership Officer for processing.
- 4.4 The annual fees shall be due for renewal on the anniversary in each succeeding year of the day of the month in which the member first joined.

Applications for renewals of membership will be processed on the basis of issuing the membership card as valid from the date of expiry of their previous membership, except when the period of lapsed membership is greater than six months.

- 4.5 Any membership not renewed shall expire on the anniversary of the day of the month in which the member first joined or renewed and the member shall be deemed to have resigned.

- 4.6 A prospective member shall be given the opportunity to read the National Constitution, the Standing Orders of the Federation, the Area Constitution and the Group Constitution, prior to his application for membership.
- 4.10 In confirmation of his agreement to abide by these Constitutions, he shall be admitted into membership of the Group subject to Article 4.11 and shall be deemed to be a member when he has received a completed and signed Membership Card from the Area Membership Officer as from the date thereon shown.

(In the interim period between completing the application form and paying the membership fee and receipt of a signed Membership card, the receipt portion of the standard application form shall be deemed as acceptable proof of membership entitling the holder to receive the benefits and privileges of membership for a period not exceeding twenty eight days).

- 4.11 Membership may be refused by a Member Group (by a 67% majority of the full members present and voting at a General Meeting or Extraordinary General Meeting of the Group) or the NEC in accordance with its internal procedures, on one or more of the following grounds:
- (a) material disagreement, evidenced by conduct, with the fundamental values and objectives of the Federation.
 - (b) the admission of the applicant would be likely to bring the Member Group or any part of the Federation into disrepute.
 - (c) The admission of the applicant would be seriously detrimental to the interests of the Member Group or any part of the Federation.
 - (d) The admission of the applicant would hinder the Member Group or any part of the Federation from acting in pursuance of the said aims and policy of the Federation.

Any person aggrieved by such refusal shall, subject to the relevant procedures of the NEC, have the right of appeal as provided by Article 14 of the National Constitution.

Details of any refusal shall be sent to the Area Executive Council and the National Executive Council.

- 4.12 Should a member of another Member Group of the Federation visit the Group, he shall not be required to pay the annual membership fee.
- 4.13 In addition to the annual membership fee, full members and associated members (by invitation) [including "Life Members"] shall pay a weekly subscription of a sum to be determined by the Group Committee.

- 4.14 Persons attending the Group for the first time, or members of other Member Groups who, in the opinion of the Group Chairman or his representative, are visiting the Group in an official capacity, shall not be required to pay the weekly subscription.

Article 5. LIFE MEMBERSHIP

- 5.1 Full members and associated members may become "Life Members" and be exempt from paying the annual membership fee upon payment of a 'once and for all' fee of ten times the current annual full membership fee or associated membership fee.
- 5.2 "Life Membership" is renewable annually by the holder of the Life Membership Card at any Member Group of his choosing, and will be accepted by the Group in lieu of the annual membership fee. Such membership shall be in accordance with Article 4.

Article 6. RESIGNATION, SUSPENSION and EXPULSION of MEMBERS

- 6.1 A member may resign from the Group at any time by letter addressed to the Secretary indicating his desire so to do.
- 6.2 A member is deemed to have resigned if their membership is not renewed in accordance with Articles 4.4 and 4.5.
- 6.3 No member who resigns or is deemed to have resigned shall be entitled to be repaid any part of any membership fee which he shall have paid whether in respect of a period before or after such resignation.
- 6.4 Membership may be revoked by 67% majority of the full members present and voting at a General Meeting or Extraordinary General Meeting of the Group, or the NEC in accordance with its internal procedures, on one or more of the following grounds,
- (a) material disagreement, evidenced by conduct, with the fundamental values and objectives of the Federation.
 - (b) conduct which has brought, or is likely to bring, the Member Group or any part of the Federation into disrepute.
 - (c) the continued membership of the individual would be seriously detrimental to the interests of the Member Group or any part of the Federation.
 - (d) the continued membership of the individual would hinder the Member Group or any part of the Federation from acting in pursuance of the said aims and policy of the Federation.

Details of any revocation shall be sent to the Area Executive Council and the National Executive Council.

- 6.5 Membership shall not be revoked unless the member has been notified of the grounds on which revocation is to be considered and has been given a reasonable opportunity to reply.
- 6.6 In case of urgency, the Group Committee or the National Executive Council (by a simple majority of its voting members) may direct that any member may be suspended from the rights and privileges of membership for a period not exceeding one month while the question of termination of his membership is under consideration.
- 6.7 Any person aggrieved by such a revocation shall, subject to the relevant procedures of the National Executive Council, have the right of appeal as provided by Article 14 of the National Constitution. The revocation shall be suspended while the appeal is heard.
- 6.8 No person whose membership has been revoked shall be eligible to rejoin any Member Group without the prior approval of the NEC who shall consult with the Member Groups concerned before reaching a decision.
- 6.9 Any person whose membership is revoked while they hold any elected or appointed position on any Committee with the Federation shall be deemed to have been removed from office from the date that the revocation takes effect.
- 6.10 No member who is suspended or whose membership is revoked shall be entitled to be repaid any part of any membership fee which he shall have paid whether in respect of a period before or after such suspension or revocation of membership.

Article 7. GENERAL MEETING

- 7.1 A General Meeting of the Group shall be held half yearly and so far as possible in the second week of the months of May and November in each year (hereinafter called "the Half-Yearly General Meeting") and the Committee shall notify the members not less than fourteen days prior to the date of such meeting.

The business of the Half-Yearly General Meeting shall be:

- (a) the reception of the reports of the Group Committee;
- (b) the reception of Accounts;
- (c) the election of the Group Committee;
- (d) the adoption of Standing Orders;
- (e) the appointment of the Auditor;
- (f) any other matters which may, consistent with this Constitution and the Group Standing Orders (if any) be introduced at the meeting.

- 7.2 The Chairman, Secretary, Treasurer, Membership Officer and any other members of the Committee shall submit reports to the Group at the Half-Yearly General Meeting.
- 7.3 Extraordinary General Meetings shall be convened by the Secretary (or the acting Secretary) by notice given to all members of the Group not less than fourteen days prior to the date fixed for such meeting and specifying the purpose for which such meeting is so convened;
- (a) upon a resolution of the Committee to that effect; or
 - (b) upon receipt by the Secretary of a request for such a meeting made in writing, specifying the nature of the business proposed to be transacted at it and signed by not less than one-third of the full members of the Group.
- 7.4 Only full members of the Group shall be eligible to vote at any meeting, stand for election on the Committee, or take part in the running of the Group, and this shall be announced to all persons present by the Chairman at the commencement of the meeting.
- 7.5 A quorum for the Half-Yearly General Meeting shall be achieved when;
- (a) a minimum of 34% of the total current full members of the Group are present, or;
 - (b) if the Group has less than fifteen full members at the date of the Half-Yearly General Meeting, a minimum of five full members of the Group are present .

If, within thirty minutes from the time fixed for the Half-Yearly General Meeting to begin, a quorum is not present, the meeting shall be adjourned until such time as a quorum is achieved.

If, in the opinion of the Group Committee it will prove impossible to hold a meeting which is quorate, the Area Chairman shall be notified, and the Area Executive Council shall have the power to allow a Half-Yearly General Meeting to take place without a quorum present.

- 7.6 Notice and minutes of all Half-Yearly General Meetings shall be sent to the Area Executive Council.

Article 8. COMMITTEE

- 8.1 The affairs of the Group shall be managed by a Committee who may do all such things and transact all such business as is not by this Constitution required to be done or transacted by a Half-Yearly General Meeting PROVIDED THAT the Committee shall not make pledges on behalf of any other constituent part of the Federation, or member thereof without written authorisation.

The Group Committee shall obtain the approval of members of the Group to borrow or to obtain goods or services on credit or otherwise incur any liability in excess of the Group's assets and those members of the Committee who incur any liability in breach of this proviso shall be jointly and severally liable to indemnify the Group members and the Federation against any loss caused thereby.

- 8.2 The Committee shall consist of the Executive Officers of the Group, who shall be a Chairman, Secretary, Treasurer and Membership Officer, and such other officers as may be deemed necessary by the members at a Half-Yearly General Meeting.
- 8.3 No Committee member shall hold the same office for more than three consecutive terms.
- 8.4 The Group Committee shall be elected by members attending the Half-Yearly General Meeting. Those elected shall take office on 1st January, or 1st July, whichever date next follows the Half-Yearly General Meeting at which they shall have been elected, for a period of six months.
- 8.5 The Committee shall meet at least once a month, and half the elected members of the Committee shall form a quorum. Minutes shall be kept of all meetings.
- 8.6 The Committee may co-opt any member to the Committee to fill any vacancy or for specific purposes, but such co-opted members shall not be entitled to vote at any Committee meeting.
- 8.7 The Committee shall manage the affairs of the Group in accordance with the aims and ideals of the Federation and have regard to the advice and guidance of the officers of the Federation.
- 8.8 The Committee shall take all necessary steps to ensure the representation of the Group at the Regional, Area and National Conferences.
- 8.9 If it shall appear to a majority of the voting members of the Group Committee that any Committee member is failing to fulfil his duties it shall cause to be sent to such officer a statement in writing of his failings and shall afford him a reasonable opportunity of giving an explanation in writing or orally; and if having considered such explanation (if any), the Group Committee is of opinion that the officer should be removed from office the Committee shall put such resolution before the members at an Extraordinary General Meeting of the Group.

Both the Group Committee and the Committee member that it is proposed to be removed from office shall have the right to present their case. And such resolution shall require a simple majority of the full members present and voting to be passed.

- 8.10 In the event of the death, resignation or removal from office of any officer the Group Committee shall call an Extraordinary General Meeting to fill the office thereby vacated until the expiration of the term of office of the officer who has died, resigned or been removed.

Article 9. DELEGATES to the ANC and AREA CONFERENCES

9.1 Each of the Member Groups shall nominate in writing to the Honorary General Secretary a maximum of two delegates to attend the ANC, (or to the Area Administrator a maximum of two delegates to attend Area Conference), of whom one shall be the Chairman for the time being of the Member Group, or a representative appointed by him, and the other shall be elected by the votes of a majority of the full members of the Member Group voting at a General Meeting or Extraordinary General Meeting of the Group.

To be eligible to represent the Member Group members must be Full members of the Member Group.

New Groups which have not yet elected a Committee may be represented by members of the Member Group (or Groups) responsible for developing the new Group PROVIDED THAT the delegates comply with the provisions of this clause.

9.2 The delegates so nominated shall be exclusively entitled to exercise all rights of voting at the ANC, Area or Regional Conference on behalf of their Member Group.

Article 10. FINANCE

10.1 The Group shall have a current Bank Account to which the signatories shall be the Chairman, Secretary, Treasurer and Chairman of the next highest administrative tier of the Federation.

10.2 The Bank Mandate shall provide that the signatures of two signatories shall be required to authorise any payment.

10.3 It shall be the duty of the Treasurer for the time being to ensure that the Bank Mandate is amended as necessary.

10.4 If the signatories mentioned in Article 10.1 include two or more related persons the Chairman shall nominate such alternative signatories as he considers necessary so that no two signatories are related one to another.

10.5 The Treasurer shall make copies of all bank statements available to all the signatories included on the bank mandate within fourteen days of receipt.

10.6 The Committee shall ensure that correct accounts are kept by the Treasurer and are submitted to the new Committee at the commencement of their term of office.

10.7 The Group Membership Officer (or in his absence the Treasurer) shall forward the annual membership fee and Area Affiliation fee in respect of each new membership and membership renewal to the Area Membership Officer (or his representative) within seven days of receipt and in accordance with the internal procedures of the Area.

- 10.8 The financial books of the Group shall be closed on the 31 March and the 30 September each year and submitted for audit.
- 10.9 The audited Statement of Accounts for the six months prior to closing the books shall be submitted in writing to the Half-Yearly General Meeting held next thereafter.
- 10.10 The Audit shall be carried out by a competent person elected at the Half-Yearly General Meeting, preceding that at which the audited accounts are to be submitted.

Neither the retiring Treasurer, nor any member of the newly elected Committee or the Committee which precedes it shall be eligible for election to the post of Auditor. The Auditor need not be a member of any Group.

- 10.11 A certified Statement of Account signed by the Auditor shall be sent to the Treasurer of the next highest administrative tier within twenty one days of each Half-Yearly General Meeting.

Article 11: TRANSFER of MEMBERSHIP

- 11.1 An enrolled member of a Member Group shall have the right to transfer their membership to another Member Group, in the following circumstances:
- (a) The member's current Group has closed in accordance with the provisions of the Group Constitution PROVIDED THAT such application for transfer is made within one month of the date on which the Group closed. Any member who has not applied to transfer his membership within this time shall be deemed to have resigned.
 - (b) The member's current Group has been closed in accordance with Article 12 of the National Constitution,
 - (c) The member has changed his permanent address such that attendance at his current Member Group is impractical,
 - (d) There are other good reasons why such member should transfer his membership.
- 11.2 The transfer of membership from one Member Group to another shall require the approval of the Group Chairmen, and may be refused by the receiving Member Group in accordance with Article 4.11.
- 11.3 An individual who transfers his membership in accordance with this Article shall not be required to pay the annual membership fee until the expiry of their current membership PROVIDED ALWAYS that the AEC shall have the right to collect a reasonable levy to cover the administrative costs associated with such transfer.

Article 12. DISSOLUTION

- 12.1 The Group may be dissolved at a special Extraordinary General Meeting of the Group, of which not less than twenty-one days notice in writing shall be given to all the members and to the Area Administrators, at which the Area Chairman is present.
- 12.2 If a resolution to dissolve the Group is duly passed by 67% majority of the full members present and voting at such meeting, the Group shall be dissolved and its affairs shall be wound up by the Committee under the supervision of the AEC and in accordance with the internal procedures of the National Executive Council.
- 12.3 The Group's Membership Certificate and any other property belonging to the Federation shall be returned to the Area Administrator forthwith.
- 12.4 All charitable funds held by the Group shall be applied by the Committee under the supervision of the Area Chairman in accordance with the particular trusts (if any) affecting the same and (if there are no such trusts) for such charitable purposes as the Area Council in its absolute discretion may appoint.
- 12.5 All other funds held by the Group shall be paid to the Area Treasurer for the benefit of the members for the time being of the other Member Groups in the Area to be applied in such manner as the AEC in its absolute discretion shall think fit.

Article 13. STANDING ORDERS

- 13.1 Any resolution passed by a simple majority of the full members of the Group at a Half-Yearly General or Extraordinary General Meeting concerning the running of the Group shall be incorporated into Standing Orders.

Such Standing Orders shall be appended separately to the Constitution.

Article 14. CONSTITUTION and INTERPRETATION

- 14.1 If the Standard Group Constitution is amended at the Annual National Conference, any provision of this constitution shall be deemed to be correspondingly amended.
- 14.2 One copy of the Constitution shall be deposited with the Administrator of the Area Executive Council, one copy shall be deposited with the Honorary General Secretary of the Federation, and one shall be kept with the minutes of the Group. Any member of the Group shall be provided with a copy of the Constitution on request.
- 14.3 In any case where it shall appear that the National Constitution and Standing Orders current within the Federation to be in conflict with the provisions of the Group Constitution then the National Constitution and Standing Orders will be deemed the definitive document.

- 14.4 In the event of any question of interpretation arising, or any question on which this Constitution is silent, the NEC shall have power to act according to its interpretation of the Constitution in accordance with Article 16, or at its discretion.

---END OF CONSTITUTION---