



## North West Glasgow Voluntary Sector Network SCIO

### Constitution

#### Name

1. The association will be known as the North West Glasgow Voluntary Sector Network SCIO. For the purpose of this document the association will be referred to as 'the Network'.

#### Objectives

2. The objectives of the Network shall be:
  - a. to promote the role of the voluntary sector in the North West of Glasgow (including Glasgow City Council Wards Drumchapel/Anniehill, Garscadden/Scotstounhill, Victoria Park, Maryhill, Canal, Hillhead, Anderston/City/Yorkhill and Partick East/Kelvindale), the Operating Area, by;
    - i. influencing and forming public policy;
    - ii. supporting member organisations with appropriate services;
    - iii. consultation and partnership with appropriate agencies sharing areas of interest;
    - iv. creating a positive business and enterprise environment;
  - b. to disseminate good practice
  - c. to develop and expand the role of the voluntary sector generally
  - d. to increase the opportunity to develop innovative practice and best quality service delivery of North West Glasgow Voluntary Sector Network SCIO Members
  - e. to provide a vehicle for the facilitation of two way engagement between the North West Glasgow Voluntary Sector Network SCIO and Glasgow Community Planning Partnership.
  - f. to provide a forum for voluntary sector agencies and community organisations in the North West Areas of Glasgow to enable effective information sharing, good communication and the exchange of ideas within the voluntary sector.
  - g. to seek, represent and co-ordinate the views of voluntary sector service providers to engage with, actively participate in and influence relevant public and private sector bodies by encouraging them to recognise diversity, by promoting partnership and by communicating the common interests of voluntary sector service providers who are recognised as existing and potential members of the Network.



- h. to promote good practice; review and monitor the impact of public and private sector services to those at a disadvantage through poor health provision, lack of employment or opportunity, lack of education, poor accommodation or social conditions or through poverty generally; reduce inequalities; and raise awareness of the services, value and issues faced by voluntary sector service providers.

### **Powers**

To further the above objects the Network shall:

3. Retain the right to Appoint a Host Agency/Organisation to employ, manage staff and manage any associated budget on behalf of the Network
4. Retain the right to raise funds, receive contributions from any persons or organisations as deemed appropriate by way of subscription or borrowing or otherwise
5. Ensure that safe, accessible and appropriate accommodation is secured for operations, staff and member organisations
6. Bring together in conference, and work with representatives of voluntary organisations, umbrella bodies, government departments, local and other statutory authorities, the private sector, religious/faith bodies and individuals as required to further the objectives of the Network;
7. Arrange and provide for or join in arranging and providing for the holding of open forum meetings, exhibitions, lectures, classes, seminars and meetings, and the brokering or provision of training courses
8. Collate and disseminate information on all matters affecting the objectives of the Network and exchange such information with, other bodies having similar objectives to, or working in partnership with the Network
9. Prepare printed or other forms of media for circulation free of charge or for payment, papers, bulletins, pamphlets, documents, films or recorded tapes (audio, visual or both) that further the objects of the Network
10. Generally encourage partnership working, especially by the sharing of resources, expertise and information; and
11. Do all other such lawful things as are incidental or conducive to promote the objects of the Network.

### **Membership**

12. All members and partners accepted by the Network will support, promote and endorse the objectives of the Network.



13. Full membership will be open to all voluntary sector organisations interested in furthering the aims of the Network and delivering services within the Operating Area.
14. On submitting a signed completed Membership Application Form all those seeking any form of membership shall be known as Provisional Members of the Network until application is recognised and allocated Full Membership status. Applications will be considered by the Network Manager.
15. Full Members of the Network shall appoint one representative to attend and vote on their organisation's behalf at meetings of the Network. One vote per member organisation will be permitted to ensure greater equality in decision making within the Network.
16. Any member wishing to terminate their membership may do so in writing and will be removed immediately from the Network membership list.
17. The membership year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Members failing to submit annual confirmation of their contact details and intention to remain members as requested by the Network office will be removed from the Network membership list.
18. The Network Executive shall have the right for good and sufficient reason to terminate the membership of any organisation or individual provided that the individual or organisation concerned shall have the right to be heard by the Executive before a final decision is made. An appropriate and independent appeals mechanism will be adopted by the Executive and made available to all members in dispute.

#### **Network Management - Local Membership Groups**

19. The membership of the Network will form local membership groups which shall be co-terminus with Glasgow Community Planning Partnership's Area Committee structure in order that;
  - a. Local issues pertinent to local communities can be addressed locally
  - b. Local engagement with local community planning structures will have a local focus.
20. Local Membership Groups will elect a local representative and a substitute to the Network Executive Group constituted under clauses 21 to 24, which representative and substitute will also represent the Local Membership Group on the relevant Glasgow Community Planning Partnership Area Committee

#### **Network Management - board of directors**

21. A Network board of directors will manage the business and the development of the Network.
22. In addition to those members elected by the Local Membership Group under clause 20 four sectoral members of the Network board of directors will be elected from the membership across the Operating Area.



23. The Network board of directors will elect from its number a representative, the network manager will be the substitute, to the Glasgow Community Planning Partnership North West Sector Partnership.
24. The Network, through its constituent voting members, retains the right to alter the nature, size and terms of reference of the Membership Groups to suit changing needs and circumstances.

### **Elections**

25. Each organisation being a member of the Network and a member of a Local Membership Group will have a single vote in an election of a local representative and/or a substitute member of the Network board of directors.
26. Each Organisation being a member of the Network will have a single vote in an election of a sectoral member of the Network board of directors. If there is more than one vacancy a process of ranked preference votes will be applied.
27. In all cases the candidate(s) with the most votes shall be elected.

### **Network Board of directors Governance**

28. The Network board of directors will meet bi monthly, with a minimum of 5 meetings per annum to monitor and lead:
  - a. Network development strategy
  - b. Network budgetary and outcome performance
  - c. Network governance, and
  - d. Recruitment, retention and management of staff.
29. A meeting of the board of directors will be considered quorate when at least six members are present.
30. *Ad hoc* meetings may be called by the Chairperson if required.
31. Members elected serve for a term of 3 years and are eligible for re-election at the conclusion of three years. There is no limit to the maximum period of continuous service for elected members.

### **32. External Representation**

33. The selection, supervision and support of any board of directors selected by the Network and their subsequent responsibilities shall be monitored and reviewed subject to the remits, responsibilities and selection criteria agreed as such by the Network and adopted into policy.
34. Board of directors or representatives of the Network can have their positions removed, provided that the representative concerned shall have a right to be



heard by the Network or its delegates before a final decision is made.

35. Any representative of the Network attending external multi-agency planning groups or participating in other relevant planning structures/processes (other than senior staff member) must be a Full Member of the Network Group, and be aware and understand their remit and responsibilities.

### **Annual General Meetings**

36. The Annual General Meeting (AGM) of the Network will normally be held no later than twelve (12) months after the preceding AGM.
37. Notice of the AGM will be sent to members twenty eight (28) working days in advance.
38. Full Members of the Network wishing to submit resolutions must do so no less than twenty one (21) working days in advance of the AGM.
39. The final AGM agenda including any resolutions will be sent to members fourteen (14) working days in advance of the AGM. The following procedure will be followed:
  - a. Presentation by the Chairperson or Secretary of the Annual Report;
  - b. Presentation by the Treasurer of audited accounts of the previous financial year;
  - c. Election of office bearers;
  - d. Appointment of auditors and cheque signatories;
  - e. Presentation by the Chairperson of the board of directors report;
  - f. Election to membership of the board of directors as appropriate;
  - g. Consideration of resolutions submitted by Full Members or the Executive Group; and
  - h. Transaction of other business specified in the notice calling the AGM.

### **Rules of Procedure at all Meetings**

#### **Special General Meeting**

40. The Chairperson at their discretion can call a Special General Meeting of the Network Membership.

**Or**

41. Following receipt of a written request signed by not less than one-third of the Network membership, the Chairperson can call a Special General Meeting to be held within twenty one days.
42. The quorum at any general meeting of the Network must be one-third of the members.
43. All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No organisation shall exercise more than



one vote. The Chairperson at the meeting shall have the casting vote; such casting votes shall be second votes and shall be final.

44. The minute of meetings of the Network and Steering Group and any sub-group or sub-committee shall contain a record of all proceedings, resolutions and decisions.

### **Finance**

45. All funds raised by or on behalf of the Network shall be applied to further the objectives of the Network and for no other purpose, provided that nothing here contained shall prevent the payment and proper remuneration to any employee of the Network and fees to professional and technical advisors.
46. No payment shall be made to members of the Steering Group or of any sub-committee appointed from it.
47. The accounts shall be audited at least once a year by an independent auditor appointed by the Network. Subject to joint agreement the board of directors shall be responsible for overseeing and governing all Network expenditure.
48. An audited statement of the accounts for the previous financial year shall be submitted by the Treasurer and/or the external auditor to the Annual General Meeting.
49. Responsibility for all financial payments shall be delegated to the Network Secretary or equivalent.

### **Alterations to the Constitution**

50. Any alterations to this constitution shall require the agreement of not less than two-thirds of the members entitled to vote who are present and voting at a general meeting.
51. Notice of any alterations must be received in writing by Network Members twenty-one days before the meeting at which the alteration has to be proposed.

### **Dissolution**

52. If any member or members decide at any time it is necessary or advisable to dissolve the Network, they shall call a special general meeting, giving the membership not less than twenty one (21) days notice stating the terms of the resolution to be proposed.
53. If the decision is confirmed by a two-thirds majority of those present and entitled to vote, the Network will have the power to dispose of any assets held by or on behalf of the Network.
54. Any assets remaining after the satisfaction on any debts and liabilities shall be given or transferred subject to the written agreement of funders to other charitable organisations having similar aims and objectives.



### **Heritable Property**

55. The title to all and any heritable property or the lease of any property which may be acquired by or for the purpose of the Network shall be taken and shall thereafter stand in the name of the Chairperson, Secretary and Treasurer of the Network and their successors in these respective offices as trustees on behalf of the Network.

### **Adoption**

This constitution was certified as a true copy and adopted by the Network at a General Meeting on 25<sup>th</sup> September 2019

Signed:	Signed:
Name:	Name:
Address:	Address: