

**Constitution  
Perth Homeless Voice Association**

**CONSTITUTION**

**1. NAME OF ASSOCIATION**

The name of the association shall be Perth Homeless Voice Association

**2. AIMS OF THE ASSOCIATION**

- A) To safeguard and promote the interests of people who have or are experiencing homelessness in the area, in relation to:
- 1) Improvements to services for the homeless
  - 2) To challenge stereotypical attitudes that help create stigmas about homelessness
  - 3) To contribute to the prevention of homelessness
  - 4) To improve information about homelessness
  - 5) To support encourage and develop educational and purposeful activities for people who are homeless
- B) To uphold equal opportunities and work towards good relations amongst all members of the community, specifically prohibiting any conduct, which discriminates or harasses on the grounds of race, religion or belief, disability, geographical location, age, sex or sexual orientation, gender reassignment, marriage and civil partnership and pregnancy.

**3. POWERS**

To further these aims the Association shall have the power to:

- To carry on any lawful activities which further any of the above aims.
- To work with advisers considered appropriate from time to time.
- To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the associations' aims.
- To take such steps as may be deemed appropriate for the purpose of raising funds for the Association's activities.
- Obtain collect and receive money or funds by way of contributions

donations grants and any other lawful methods to achieve the aims of the Association

- To do anything this may be incidental or conducive to the furtherance of any of the Associations' aims.

### **3. MEMBERSHIP**

- a) Membership shall be open to all individuals over the age 16 who have or are experiencing homelessness, living as tenants in temporary accommodation and interested people in supporting the aims of the Association **living the local authority area of Perth and Kinross.**
- b) Membership shall be free of charge.

### **4. THE COMMITTEE**

- a) A committee shall be elected to carry out the business of the Association.
- b) The committee shall consist of chairperson, secretary and treasurer and up to four general members. The committee may appoint one of their number as minute secretary.
- c) The committee shall be elected at the Annual General Meeting of the Association. Office bearers shall be nominated by the Committee at a later date.
- d) No member of the committee will be appointed to any salaried position of the association, and no remuneration or other benefits in money or in kind, will be given by the association to any members of the committee except for reimbursement of out of pocket expenses.
- e) Retiring committee members may stand for re-election.
- f) Should any committee member fail to attend three consecutive committee meetings without tendering apologies, the committee may at its discretion terminate that person's committee membership.
- g) Vacancies on the committee may be filled by co-option at a general meeting or at the discretion of the committee.
- h) The committee and office bearers shall carry out the duties and devolved responsibilities given them by a general meeting of the Association, in accordance with its stated aims and objectives.
- i) Non committee members may attend committee meetings as and when invited by the committee.

- j) The committee shall meet not less than 4 times per year, in addition to the AGM.
- k) The Chairperson and/or Secretary shall ensure all committee members are given reasonable notice of any meeting date (and members can contribute to the agenda by giving the Secretary 4 days notice)
- l) The quorum of any meetings of the committee shall be 3 including at least 2 Office Bearers.
- m) The committee may devolve responsibility to a sub group which will be given a clear remit to carry out specific task/s.

## **5. ANNUAL GENERAL MEETINGS**

- a) There shall be an Annual General Meeting within fourteen months of the Association's inaugural meeting or last Annual General Meeting. It is proposed to hold future AGMs in the month of March, where possible.
- b) The Annual General Meeting shall:
  - i) receive a report from the committee of its activities, including a statement of accounts which have undergone full financial assessment.
  - ii) accept the resignation of all committee members and elect a new committee;
  - iii) vote on any recommendations/motions and any amendments to the constitution, and
  - iv) appoint one competent individual, not having served on the committee during the preceding twelve months or elected to serve on the new committee, to prepare its accounts
- c) The Secretary will notify all members of the date of the meeting not less than 14 days in advance of that meeting.
- d) The quorum of Annual General Meetings shall be 7 members.

## **CONDUCT OF ELECTIONS**

- a) A guest will be invited to chair the meeting for the election of the new committee. All nominations will be taken from the

floor and will be formally proposed and seconded. The nominated person should confirm his/her willingness to stand.

- b) In the event of more than one nomination to be a Committee member, an election shall be held with all members present entitled to vote. A simple majority vote will determine the outcome of such elections.

## **6. OTHER GENERAL/PUBLIC MEETINGS (INCLUDING SPECIAL MEETINGS)**

- a) General/Public meetings of the members shall be regularly held to discuss matters of importance and to keep members fully informed of the Association's activities.
- b) The Secretary will take all reasonable steps to ensure that the meeting is advertised at least 7 days beforehand.
- c) The quorum of any general/public meeting shall be 3 members.
- d) **Special Meeting** A request for a special meeting may be made in writing to the Secretary, carrying the signatures and addresses of 7 Members. A request for a special meeting should state the reasons for calling it. The committee may also call a general/public meeting.
- e) The Secretary will publicise the date of the meeting not less than 14 days in advance of that meeting. The notice will state the purpose of the meeting and details of any proposed changes to the Constitution.

## **7. CONDUCT OF BUSINESS OR STANDING ORDERS**

- a) Members may speak only through the chair.
- b) Decisions will be made by a simple majority, voted through a show of hands, or a secret ballot.
- c) Meetings will end at a time agreed by the committee.
- d) Any offensive behaviour, including racist, ageism, sexist or inflammatory remarks will not be permitted.
- e) Any member who consistently brings the group into disrepute or refuses to comply with the constitution shall be expelled on a two thirds majority vote of the full committee.
- f) Any such member will have the right to appeal within 28 days of the

expulsion. The appeal shall be heard by the membership at a Special General Meeting called for that purpose.

- g) The Secretary, and any other nominated person, shall deal with all correspondence.
- h) Agendas will be available on request at least 5 days before the meeting. Items should be forwarded to the Secretary and Chair 7 days before the meeting.

## **8. CHANGES TO THE CONSTITUTION**

- a) The Constitution may be altered at the Annual General Meeting or a special meeting called for that purpose.
- b) Proposed changes must be submitted to the Secretary in writing not less than 10 days before the AGM. The Secretary must notify members of any proposed changes within 7 days of the meeting.
- c) Changes must be agreed by at least a simple majority of the voting members present at the meeting.

## **9. FINANCE**

- a) All grant funding received by or on behalf of the Association shall be applied to further the aims of the Association.
- b) The Treasurer shall keep proper accounts of the finances of the Association and make a report available at every committee meeting.
- c) The funds of the Association shall be managed through a bank account. Cheques written on behalf of the Association must bear the signatures of two office bearers.
- d) No officer shall sign a blank cheque.

## **10. DISSOLUTION OF THE ASSOCIATION**

- a) The Association may only be dissolved by a Special Meeting called for that purpose. The meeting and its purpose should be publicised to the homeless community and interested persons by posters, press releases etc.
- b) All members shall be informed of such a meeting at least 14 days before

the date of the meeting.

- c) Dissolution of the Association shall only take effect if agreed by simple majority of the members present and voting at that meeting.
- d) Any money and assets received via funding bodies should be returned to the funders in relation to the funding criteria.
- e) Any assets remaining after meeting liabilities must be distributed among local charities or other community groups with similar aims, nominated by that meeting.
- f) On dissolution, any documents belonging to the Association shall be disposed of in a manner agreed by that meeting.
- g) The minute of the special meeting will be presented to the Council to enable the organisation's name to be removed from the register.

## 11. ADOPTION

This Constitution was adopted at the inaugural Meeting of the  
Perth Homeless Voice Association held on ,, ,, ,, ,, ,, ,, ,, ,, at.....

Signed .....

**Chairperson**

Signed .....

**Secretary**