

CONSTITUTION

of

CAMBRIDGE STAYS

Adopted on 29 March 2017

1. NAME

- 1.1 The name of the association is Cambridge Stays.
- 1.2 Cambridge Stays is an unincorporated association consisting of such persons as may declare their support for its aims and objectives and have been admitted to membership in accordance with this Constitution.

2. AIMS AND OBJECTIVES

- 2.1 Cambridge Stays is a cross-party, collaborative group campaigning for the UK to remain a member of the European Union, and in particular we believe that:
- (a) EU nationals living in the UK should be guaranteed the right to remain and continue to be treated in the same way with regards to their EU derived-rights and, in the case of residency, their potential to acquire such rights in the future;
 - (b) The UK should have full access to the European Single Market for goods, capital, and services;
 - (c) Freedom of movement between the UK and the EU should be maintained, so that UK citizens can continue to work, study, and live in other EU member states, and vice versa;
 - (d) UK citizens and institutions should participate fully in EU research, academic, and cultural programmes;
 - (e) The UK should continue to be part of EU agencies such as the European Medicines Agency, and other European agencies including EURATOM;
 - (f) The UK should retain the Human Rights Act 1998.
- 2.2 Cambridge Stays seeks to promote awareness of the activities and benefits of membership of the EU and other pan-European organisations.
- 2.3 Cambridge Stays may support or affiliate with any other organisation holding objectives similar to those of Cambridge Stays.

3. MEMBERSHIP

- 3.1 Membership of Cambridge Stays is open to anyone who:
- (a) lives, works in or believes themselves to have strong connections to the Greater Cambridge Area and its surroundings;
 - (b) supports the aims and objectives of Cambridge Stays;
 - (c) is aged 16 or over; and
 - (d) provides the following:
 - Full name
 - Email address

- Postal address
 - Membership fee.
- 3.2 Membership will begin as soon as a valid application and the membership fee are received by Cambridge Stays.
- 3.3 The membership fee, payable by all members, will be £5 per annum or such other amount as from time to time may be determined by the Committee.
- 3.4 All members agree to the following Membership Rules:
- (a) Members consent to the processing of their personal data by Cambridge Stays and any organisation with which it is affiliated in accordance with Article 2.2 in order to contact members, to fulfil the objects of Cambridge Stays and to provide evidence of membership numbers and locations;
 - (b) Members using the Facebook pages and any other social media forums operated by Cambridge Stays will refrain from any offensive behaviour or any behaviour that is inconsistent with the Equality Policy set out in Article 4 of this Constitution;
 - (c) The membership fee and any donations from members are not refundable under any circumstances.
- 3.5 A list of all members will be kept by the secretary.
- 3.6 Members may resign at any time in writing to the secretary. Membership ceases automatically if a member dies or if their membership fee is more than 12 months overdue.
- 3.7 Members may be removed from the list of members where a member:
- (a) does not support the aims and objectives of Cambridge Stays;
 - (b) exhibits any offensive behaviour to other members or behaves in a manner likely to bring Cambridge Stays into disrepute; or
 - (c) exhibits any behaviour that is inconsistent with the Equality Policy.
- 3.8 A member will be notified if the Committee considers that there are grounds for removing a member from the list. The member will be given an opportunity to provide an apology or explanation in writing to the secretary for consideration by the Committee before a final decision is made by the Committee.

4. EQUALITY AND DATA PROTECTION POLICIES

- 4.1 Cambridge Stays will not discriminate on the grounds of sex, gender, race, colour, ethnic or national origin, sexuality or sexual preference, disability, religious or political belief, marital status or age.
- 4.2 Cambridge Stays will adhere to the Data Protection Principles set out in the Data Protection Act 1998, as amended from time to time, and to any Data Protection Policy approved from time to time by the Committee.

5. COMMITTEE

- 5.1 The Committee will consist of up to eleven elected officers:
- (a) A chair: who will set the agenda and chair meetings;

- (b) A secretary: who will take minutes of decisions and maintain other records as provided for in this Constitution;
 - (c) A treasurer: who will be responsible for maintaining accounts, overseeing fundraising efforts and for processing applications for membership; and
 - (d) Up to eight general officers.
- 5.2 The initial officers will be those members listed at the end of this Constitution. Thereafter, officers will be elected or re-elected as the case may be at the Annual General Meeting.
- 5.3 The list of officers will be maintained by the secretary.
- 5.4 If an officer stands down during the year or fails to attend more than five Committee Meetings the remaining members of the Committee may co-opt another member to replace that officer until the next Annual General Meeting.
- 5.5 The Committee will carry out the business of Cambridge Stays and may form such sub-groups and co-opt such other members either to sub-groups or to the Committee itself (but without the right to vote at Committee meetings) as is expedient for its work.

6. ANNUAL GENERAL MEETINGS (AGMs)

- 6.1 An Annual General Meeting (AGM) will be held no later than eight months after the adoption of this Constitution and thereafter at least once in every twelve-month period.
- 6.2 All members will be notified at least two weeks before the date of the meeting, giving the venue, date and time. Notification may be by email, post or phone.
- 6.3 The quorum for the AGM will be 30% of the membership or thirty members, whichever is the lower number. If an AGM is not quorate, resolutions on the AGM agenda or emanating from the non-quorate meeting may be voted on electronically within ten days and with a quorum of 30% or thirty members, whichever is the lowest number.
- 6.4 At the AGM the Committee will nominate an officer or officers to present:
- (a) a report of the work of Cambridge Stays to date, or since the previous AGM;
 - (b) the strategy and plan of work for the next year; and
 - (c) a financial report of Cambridge Stays over the previous year.
- 6.5 The officers of the Committee for the next year will be elected or re-elected at the AGM by the members. Nominations for the Committee must be made to the secretary at least 3 days before the AGM.
- 6.6 The strategy for the next year will be adopted at the AGM by the members. If the strategy for the next year is not adopted then this will be formulated by the Committee taking into account any comments from the AGM and will be presented at the next following Committee meeting.
- 6.7 Other proposals by members will be discussed at the AGM where these have been notified to the secretary at least seven days in advance of the AGM.

7. SPECIAL GENERAL MEETINGS (SGMs)

- 7.1 The purpose of Special General Meetings will be to address, as a matter of urgency, matters that would usually be considered at an Annual General Meeting or urgent matters of significance to Cambridge Stays.
- 7.2 The secretary will call a Special General Meeting at the proposal of any member of the Committee with a seconder from among the other members of the Committee or at the request of least twenty members giving a written request to the secretary stating the reason for their request.
- 7.3 The meeting will take place within twenty-one days of the request.
- 7.4 All members will be given a minimum of seven days' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by email, post or phone.
- 7.5 The quorum for the Special General Meeting will be 30% of the membership or thirty members, whichever is the lower number.

8. COMMITTEE MEETINGS

- 8.1 Committee Meetings will be held to make decisions as to the business of Cambridge Stays.
- 8.2 Committee Meetings will take place as often as required but at least every two months.
- 8.3 Committee Meetings will be open to any member of Cambridge Stays wishing to attend who contacts the secretary. Only Committee Members are entitled to vote at Committee Meetings but the Committee will consider the views of all those attending.

9. RULES OF PROCEDURE FOR ALL MEETINGS

- 9.1 All questions that arise at any meeting will be discussed openly. Where possible, the meeting will seek to find the general agreement of everyone present
- 9.2 The chair, or another officer nominated by the Chair, will chair meetings.
- 9.3 If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

10. FINANCES AND AUTHORITIES

- 10.1 Cambridge Stays may raise money from donations, membership fees, applying for grants, public collections, trading activities and other means. All money raised by or on behalf of Cambridge Stays is only to be used to further the objectives of Cambridge Stays, as specified in Article 2 of this Constitution.
- 10.2 An account will be maintained on behalf of Cambridge Stays at a bank agreed by the Committee.
- 10.3 Three cheque signatories from the Committee will be chosen by the Committee (one to be the treasurer). Cheques will be signed by two officers.
- 10.4 Cambridge Stays will not be permitted to borrow, to charge against its assets or to lend any money.

- 10.5 Any financial expenditure of funds held by Cambridge Stays requires prior approval of the Committee. The Committee may provide prior approval by setting a budget for individual officers to manage and spend.
- 10.6 The treasurer will be responsible for:
- (a) maintaining records of income and expenditure and reporting on the same to the Committee; and
 - (b) recording approvals of budgets.
- 10.7 The entry into contracts for the benefit of Cambridge Stays and the terms of those contracts must be approved in advance by the Committee .
- 10.8 The officers of Cambridge Stays individually and collectively, have no liability howsoever arising to members or third parties under or in connection with this Constitution or otherwise arising from their position as officers except that nothing in this Constitution limits or excludes liability for:
- (a) death or personal injury caused by the negligence of the officers of Cambridge Stays or caused by the negligence of the personnel, agents or subcontractors of the officer of Cambridge Stays;
 - (b) fraud or fraudulent misrepresentation; or
 - (c) any other liability which cannot be limited or excluded by applicable law.
- 10.9 Without prejudice to any other insurance policies that may be desirable in respect of the activities of Cambridge Stays, the Committee may approve the provision of directors and officers insurance to cover any personal liability incurred by the officers in respect of their duties.

11. AMENDMENTS TO THE CONSTITUTION

- 11.1 Amendments to the Constitution may only be made at the Annual General Meeting or a Special General Meeting.
- 11.2 Any proposal to amend the Constitution must be given to the secretary in writing. The proposal must then be circulated with the notice of meeting.
- 11.3 Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

12. DISSOLUTION

- 12.1 If the Committee decides that it is necessary to dissolve Cambridge Stays it may call a Special General Meeting to do so.
- 12.2 The sole business of the meeting will be to dissolve Cambridge Stays. Any proposal to dissolve Cambridge Stays will require a three quarters majority of those present and entitled to vote.
- 12.3 If it is agreed to dissolve Cambridge Stays, all remaining money and other assets of Cambridge Stays will be donated to a charitable organisation or, whether or not having charitable status, to an organisation with objects similar to Cambridge Stays to be agreed at the meeting which agrees the dissolution.

13. ADOPTION OF THIS CONSTITUTION

13.1 This Constitution was agreed and adopted at the inaugural general meeting on:

Date:

by the officers of the Committee as the founding members of Cambridge Stays

Chair:

Secretary:

Treasurer:

General Officer:

General Officer:

General Officer:

General Officer:

General Officer:

General Officer:

General Officer:

General Officer: