



CONSTITUTION

of the

Ealing European Movement

July 2018

Contents

1 Nature and aims	3
1.1 Name	3
1.2 Affiliation with European Movement UK	3
1.3 Aims	3
2 Membership	3
2.1 Types of membership	3
2.2 Eligibility criteria	3
2.2.1 Associate full membership	4
2.2.2 Honorary memberships	4
2.3 Membership rights	4
2.4 Becoming a member	4
2.5 Ceasing to be a member	4
2.5.1 Voluntarily	4
2.5.2 Ceasing to fit the eligibility criteria	4
2.5.3 Revocation by the Executive	4
3 Executive	5
3.1 Officers	5
3.1.1 Chair	5
3.1.2 Vice-chair	5
3.1.3 Secretary	5
3.1.4 Treasurer	5
3.1.5 Communications officer	5
3.1.6 Campaigns officer	6
3.1.7 Non-portfolio officer	6
3.2 Elections	6
3.3 Ceasing to be an executive officer	6
3.3.1 Resignation	6
3.3.2 Votes of no confidence	6
3.3.3 Ceasing to be a member	6
3.4 Executive meetings	7
4 Meetings	7
4.1 Annual General Meetings	7
4.2 Special General Meetings	7
4.3 Executive Meetings	7
5 Finances	7
6 Dissolution	8
Appendix A Standing Orders of the Meetings of the Ealing European Movement	9
A.1 Dates, locations and registration	9
A.2 AGM agenda	9
A.3 Motion submission	9
A.4 Motion publication and amendment	9
A.5 Motions scheduled for debate	9
A.6 Motions to amend this Constitution	9
A.7 Elections	10
A.8 Procedural motions	10

A.8.1 Standing order suspension	10
A.9 Voting	10
A.10 Motions taking effect	10
Appendix B Core Values of the European Movement of the United Kingdom	10

1 Nature and aims

1.1 Name

The name of the group shall be the **Ealing European Movement**.

1.2 Affiliation with European Movement UK

The Ealing European Movement shall be affiliated to the European Movement of the United Kingdom, and may mutually cooperate in the attainment of its Aims as defined in Section 1.3 with European Movement of the United Kingdom Ltd. (company number 551817). In turn, the European Movement of the United Kingdom is an affiliate of the European Movement International, who the Ealing European Movement may also cooperate with as appropriate to achieve the Aims defined in Section 1.3. The Ealing European Movement shall comply with the European Movement of the United Kingdom's constitutional provisions.

1.3 Aims

The declared aims of the Ealing European Movement shall be

- i) To defend and promote the values of the European Union;
- ii) To campaign for the UK's membership of the European Union;
- iii) To advocate European integration in the UK;
- iv) To advocate reforms of the European Union internationally;
- v) To inform and educate on the functioning of the European Union;
- vi) To defend and uphold the Core Values of the European Movement of the United Kingdom as specified in Appendix B;
- vii) To further the aims and objectives of the European Movement by undertaking relevant activities.

2 Membership

2.1 Types of membership

There shall be two types of membership of the Ealing European Movement: full members and honorary members. In the sections below, *member* shall refer to both full and honorary members unless otherwise stated.

2.2 Eligibility criteria

A person is eligible to be a member when

- a) they are a natural person; and
- b) they are a standing member of European Movement UK; and
- c) they support the aims of the Ealing European Movement; and
- d) they live, work or study in Ealing or the surrounding area.

2.2.1 Associate full membership

With the approval of the Executive, persons who are not members of the European Movement UK may become associate full members of the Ealing European Movement by payment of a nominal £1.00 fee. Point 2 of the eligibility criteria is therefore suspended. These members are not members of the European Movement UK and their membership will be due for renewal every twelfth month.

2.2.2 Honorary memberships

From time to time, the Executive may pass a motion to grant honorary membership to someone who would be otherwise ineligible to become a member. For this purpose only, and on a case-by-case basis, the Executive may move to suspend point 2 and/or point 4 and/or point 1 of the eligibility criteria for membership. Under no circumstances may the Executive pass a motion suspending point 3 of the criteria.

2.3 Membership rights

All members shall be entitled to attend general meetings and to speak at them.

Only full members shall be entitled to exercise any and all governance rights granted to members, including the right to propose and vote on motions at general meetings and the right to stand or vote in elections for positions on the Executive. This includes associate full members.

2.4 Becoming a member

All members of the European Movement UK who live, work or study in Ealing and are in good standing with the national European Movement will be deemed to automatically be full members of the Ealing European Movement.

Honorary membership may be granted to individuals or corporations in recognition of their contribution to the objects of the Branch by passage of a motion put to the Executive.

2.5 Ceasing to be a member

2.5.1 Voluntarily

Members may resign their membership at any time by writing a letter of resignation to the secretary.

2.5.2 Ceasing to fit the eligibility criteria

Members who resign or lapse their membership of the European Movement UK will be considered to have resigned their membership of the Ealing European Movement.

Members who move out of Ealing and the surrounding area, and have not lived in the area for over a year, will be considered to have resigned unless they have submitted a written request for continued membership to the Executive, and the Executive choose to pass a motion to approve the membership being maintained.

2.5.3 Revocation by the Executive

The Executive may revoke membership of any member upon the passage of a motion revoking their membership on one or more of the following bases:

1. Material disagreement, evidenced by conduct, with the aims of the Ealing European Movement;
2. Conduct which the Executive deems likely to bring the Ealing European Movement into disrepute;
3. Conduct in violation of this Constitution;

4. Conduct that amounts to discrimination of any sort against another person on the basis of a characteristic protected by the Equality Act 2010;
5. Conduct which the Executive deems to be bullying or harassment of another person.

The member concerned will be entitled to make representations to the Executive, accompanied by another person, before a vote of the executive is called on revocation of membership.

If the Executive decide to revoke membership, the individual whose membership was revoked shall have the right to appeal to a vote of the full membership at the next general meeting. The individual concerned shall have this right to appeal only at the next general meeting; they shall not be able to appeal subsequently.

3 Executive

3.1 Officers

The Executive Committee, referenced elsewhere as the Executive, shall comprise of the following officers:

3.1.1 Chair

- Chairs general meetings and meetings of the Executive;
- Presents annual reports at the Annual General Meeting;
- Directs general affairs of the Ealing European Movement.

3.1.2 Vice-chair

- Assists the Chair with the chairing of general meetings and meetings of the Executive;
- Stands in for the Chair when the Chair is unavailable to perform aspects of their role.

3.1.3 Secretary

- Takes minutes of general meetings and meetings of the Executive
- Distributes papers as appropriate for the meetings;
- Organises and facilitates meetings;
- Carries out and/or delegates administrative duties;
- Manages membership lists.

3.1.4 Treasurer

- Maintains the accounts of the Ealing European Movement;
- Acts as primary signatory for the financial arrangements of the Ealing European Movement;
- Prepares financial reports annually to present to the Annual General Meeting.

3.1.5 Communications officer

- Maintains relationships between the Ealing European Movement and the membership and press;
- Creates graphics and documents as appropriate to support the Aims of the Ealing European Movement;
- Assists the Secretary in managing membership lists and members.

3.1.6 Campaigns officer

- Design and deliver campaigns across Ealing and the surrounding areas in support of the Aims of the Ealing European Movement;
- Liaise with surrounding European Movement UK-affiliated groups;
- Promote the Ealing European Movement at public events and meetings;
- Organises and facilitates Ealing European Movement events and action days.

3.1.7 Non-portfolio officer

- Support other Executive members with their work;
- Assist the Campaigns Officer, especially on large campaigns.

Only the officers specified above shall be entitled to vote on a motion before the Executive. Individuals may not hold more than one of the offices on the Executive simultaneously.

All executive officers must be full members of the Ealing European Movement.

Job shares between two people shall be permitted for any of the Executive Officer roles. Individuals elected in a job share shall share one vote on the Executive, and shall enter and leave office together. They cannot resign or otherwise be removed separately; however, in the event that only one half of a job share wishes to resign, the remaining half may serve in a temporary capacity until the vacancy is filled.

3.2 Elections

Members of the Executive shall be elected at the Annual General Meeting in accordance with the Standing Orders of the Annual General Meeting.

3.3 Ceasing to be an executive officer

3.3.1 Resignation

An officer may, at any time, resign in writing by submitting their resignation to the Chair or, in the case of the Chair resigning, submitting their resignation to the next meeting of the Executive.

In the event of the resignation of one officer, the Executive may choose to unanimously co-opt a member into the role, excepting solely the Chair and Vice-chair. In cases where the Chair or Vice-chair has resigned, or when multiple officers have resigned, or when unanimity among the Executive over who to co-opt cannot be reached, a Special General Meeting must be called within eight (8) weeks to elect a replacement member.

3.3.2 Votes of no confidence

A meeting of the membership of the Ealing European Movement may pass a vote of no confidence in any member of the Executive. If this motion passes, the member concerned will be removed from their post on the Executive and an extraordinary election shall be called.

3.3.3 Ceasing to be a member

In the event of an executive member ceasing to be a member of the Ealing European Movement, they will be deemed to have resigned, and the procedure set out in Article 3.3.1 must be followed.

3.4 Executive meetings

The Executive will meet as necessary but not less than four times per year. Any officer not attending three consecutive meetings without apology will be contacted by the Executive and asked if they wish to resign from their role. Meetings of the Executive will be open to any member of the Ealing European Movement wishing to attend, who may speak, but will not be permitted to vote on motions before the Executive.

4 Meetings

4.1 Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen (15) months of the previous AGM. All members will be notified in writing by the Secretary at least four (4) weeks before the date of the meeting, giving the venue, date and time. Nominations for the Executive may be made to the Secretary in accordance with the Standing Orders. The quorum for the AGM will be 10% of the membership.

4.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within twenty-one (21) days of the request. All members will be given two (2) weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post. The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

4.3 Executive Meetings

Executive meetings may be called by the Chair or Secretary. Executive members must receive notice of meetings at least seven (7) days before the meeting. The quorum for Executive meetings is three Officers.

5 Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories:

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the Ealing European Movement is only to be used to further the Aims defined in Section 1.3.

The management of the Branch's funds shall comply with standard current financial practice.

6 Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If the Branch's activities cease for this or any other reason, any remaining funds shall be disposed of by decision of the final SGM or AGM. If such a meeting cannot be held or is inquorate, funds shall be transferred to the European Movement of the United Kingdom. If the European Movement of the United Kingdom's activities cease, the Branch shall continue its operations until the constitutional position is regularised.

This constitution was agreed at the Inaugural General Meeting of the Ealing European Movement on

_____ as confirmed by:

Chair

Vice-chair

Secretary

Treasurer

Date

Location

Appendices

A Standing Orders of the Meetings of the Ealing European Movement

A.1 Dates, locations and registration

The dates of Meetings of the Ealing European Movement shall be set by the Secretary, and communicated to members along with the location, registration procedure and deadlines for motions.

A.2 AGM agenda

Annual General Meetings of the Ealing European Movement shall, at the very least, have the following agenda points:

- a) a report from the Chair;
- b) annual statement of Accounts;
- c) reports from the other Executive members;
- d) election of Executive members for the coming year;
- e) conducting Any Other Business notified at least seven (7) days in advance.

A.3 Motion submission

Motions must have a proposer and seconder to be debated by a Meeting of the Ealing European Movement. Motions must be submitted at least thirty (30) days prior to the Meeting, unless the Executive passes a motion to change the deadline.

A.4 Motion publication and amendment

Motions must be published by the Executive at least twenty (20) days prior to a Meeting of the Ealing European Movement, unless the Executive has passed a motion to change the deadline. Amendments to the published motions may be submitted by any member at least ten (10) days prior to the Meeting, unless the Executive has passed a motion to change the deadline.

A.5 Motions scheduled for debate

All submitted motions must be considered by the Meeting, unless the Executive passes a motion to reject it on any of the following grounds:

- a) late submission;
- b) conflict with the Constitution whilst not amending it so as to resolve the conflict;
- c) being incomprehensible, discriminatory, party political or advertising;
- d) being a duplicate of an already submitted motion.

A.6 Motions to amend this Constitution

Amendments to this Constitution may be made only at an AGM, or an SGM called for that purpose.

A.7 Elections

Nominations for the Executive shall be received in writing by the Secretary at least seven (7) days prior to an election being held.

A.8 Procedural motions

The following procedural motions may be put to a meeting:

- a) No confidence in the chair;
- b) Suspend standing orders;
- c) Move to next business;
- d) Move straight to a vote;
- e) Vote by secret ballot;
- f) Request a counted vote;
- g) Vote separately on a section of a motion.

A.8.1 Standing order suspension

All standing orders may be suspended upon a procedural motion to do so being passed, excepting this order and Orders A.9, A.6 and A.2. Suspension of these standing orders is impossible; they must be modified or removed by a constitutional amendment.

A.9 Voting

Voting shall be taken by a show of hands unless a request for a vote by secret ballot or counted vote has been approved.

Constitutional amendments and motions of no confidence in Executive members shall require a two-thirds majority; all other motions shall require a simple majority.

A.10 Motions taking effect

Constitutional amendments, including amendments to these Standing Orders, will take effect after the close of the General Meeting. All other motions shall be effective immediately.

B Core Values of the European Movement of the United Kingdom

Peace. Our origins are in fostering peace amongst European countries which helps to build a peaceful global environment.

Democracy. We believe that citizens should be able to vote for elected representatives of their choice at all levels of government, from local to national to European.

Safety. We want to help build a world which is safe now and in the future.

Human rights, worker rights and equality. We seek to enhance the protection of human rights, worker rights and equality.

Freedom of movement. Our goal is to safeguard the freedom of movement which is possible as a member of the EU for generations to come. Both for UK citizens who want to travel and work abroad and for citizens of other EU countries who want to come here to work and to live.

Partnership, collaboration and common interest. There is more that links us than separates us and we can achieve more when we combine our collective efforts.

Celebration of diversity and other cultures. What we share is precious and difference gives us more to discover.

Respect and tolerance. Each one of us is uniquely important.

Environmental protection. Wildlife and nature is intrinsically valuable and we need to conserve our natural world and effectively combat climate change.

Economic certainty. We support an environment where there is the economic certainty which underpins quality of life.